

## Standards Committee Tuesday, 9th April, 2024 at 7.30 pm

### Agenda

#### Members of the Standards Committee

Councillor Sir Nicholas White (Chair)	Councillor Jackie Wren (Vice-Chair)
Councillor Martin Allen	Councillor Annette Evans
Councillor Matthew Groves	Councillor David Lee
Councillor Catherine Sayer	

Independent Person: Shaun Mundy
Independent Person: Melissa Clarke

#### Substitute Members

Councillor Chris Botten	Councillor Peter Damesick
Councillor Judy Moore	Councillor Keith Prew
Councillor Helena Windsor	

If a member of the Committee is unable to attend the meeting, they should notify Democratic Services. If a Member of the Council, who is not a member of the Committee, would like to attend the meeting, please let Democratic Services know by no later than noon on the day of the meeting.

If any clarification about any item of business is needed, contact should be made with officers before the meeting. Reports contain authors' names and contact details.

David Ford  
**Chief Executive**

#### Information for the public



This meeting will be held in the Council Chamber, Council Offices, Oxted and the public are welcome to attend. Doors for the Council Offices will open 15 minutes before the start of the meeting.



The meeting will also be broadcast online at [tinyurl.com/webcastTDC](https://tinyurl.com/webcastTDC). In attending this meeting, you are accepting that you may be filmed and consent to the live stream being broadcast online and available for others to view.



Information about the terms of reference and membership of this Committee are available in the Council's Constitution available from [tinyurl.com/howTDCisrun](https://tinyurl.com/howTDCisrun). The website also provides copies of agendas, reports and minutes.



Details of reports that will be considered at upcoming Committee meetings are published on the Council's Committee Forward Plan. You can view the latest plan at [tinyurl.com/TDCforwardplan](https://tinyurl.com/TDCforwardplan).

## **AGENDA**

**1. Apologies for absence (if any)**

**2. Declarations of interest**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

(i) any Disclosable Pecuniary Interests (DPIs) and / or

(ii) other interests arising under the Code of Conduct

in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Monitoring Officer or her staff prior to the meeting.

**3. Minutes of the meeting held on the 7th November 2023 (Pages 3 - 4)**

**4. To deal with any questions submitted under Standing Order 30**

Questions must be sent via email or in writing to Democratic Services by 5pm on 4 April 2024 and comply with all other aspects of Standing Order 30 of the Council's Constitution.

**5. Review of the Protocol for Member/Officer Relations (Pages 5 - 16)**

**6. Appointment of an Independent Person (Pages 17 - 20)**

**7. Any other business which, in the opinion of the Chair, should be considered as a matter of urgency**

## TANDRIDGE DISTRICT COUNCIL

### STANDARDS COMMITTEE

Minutes and report to Council of the meeting of the Committee held in the on the 7 November 2023 at 7:30pm.

**PRESENT:** Councillors Nicholas White (Chair), Wren (Vice-Chair), Allen, Evans, Groves, Lee and Sayer

**ALSO PRESENT (Virtually):** Councillors Moore, Chris Farr and Sue Farr

**APOLOGIES FOR ABSENCE:** Mr Shaun Mundy (Independent Person)

#### 151. MONITORING OFFICER REPORT – 2022/23

The committee received a report that provided an overview of the work of the Monitoring Officer function between 1 July 2022 and 30 June 2023.

The report informed Members that:

- a second Deputy Monitoring Officer had been appointed to reduce work pressures and provide a quicker response to complaints received;
- a recruitment process for the position of the Standards Committee Independent Person was currently ongoing;
- thirteen councillor complaints, covering both Tandridge District Council and its parish councils, had been received during the reporting period.

In response to Member questions, the Monitoring Officer advised that:

- the Independent Person job specification was a public document which had been advertised on the Council's website and would be shared with the Committee for their information. The outcome of the interview process would be reported at the next committee meeting;
- there was no statutory limitation on Code of Conduct complaints;
- in comparison to other Surrey District and Boroughs it appeared that Member behaviour was good in Tandridge;
- the best way to improve standards would be for Members to discuss bad behaviour in their groups when it occurs or to report bad behaviour to the Monitoring Officer when it occurs. Members were also encouraged to attend training sessions when they are held;
- future Monitoring Officer reports would be amended to help the committee see if a District or Parish Councillor has reoccurring complaints against them;
- a report relating to the Member Officer Protocol would be brought to the next committee meeting and that the reporting of Councillor complaints made against Council Officers would be dealt with at that time.

**RESOLVED** – that the Monitoring Officer's Annual Report be noted.

## 152. REVIEW OF TANDRIDGE DISTRICT COUNCIL'S STANDARDS ARRANGEMENTS

The Committee received a report relating to a proposed revision of the process for appointing a Standards Hearing Panel contained in the Council's Arrangements for Dealing with Standards Allegations under the Localism Act 2011.

In response to Member questions, it was confirmed that:

- the recent increase in the size of the Standards Committee would provide a larger number of councillors who could be selected to sit on a hearings panel;
- Standards training had been held at the beginning of the municipal year. Training would be provided on the hearing process after it has been necessary to appoint a panel and attendees had been confirmed.

**RESOLVED** – that Paragraph 11.1 of the Council's Arrangements for Dealing with Standards Allegations under the Localism Act 2011 be amended to state the following:

*"The Hearings Panel is a Sub-Committee of the Council's Standards Committee. It will be comprised of three District Councillors serving on the Standards Committee."*

Rising 7.54 pm

## Protocol for Member/ Officer Relations

### Standards Committee Tuesday 9<sup>th</sup> April 2024

Report of: Head of Legal Services & Monitoring Officer

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Purpose: For decision

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Publication status: Unrestricted

Wards affected: All

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#### **Executive summary:**

The Protocol for Member/ Officer Relations has also been reviewed and revised in light of good practice in other councils.

Proposed revisions are designed to clarify the mutual responsibilities of Members and Officers and set out how each will work effectively with each other in relation to matters such as decision-making, giving information and advice and responses to enquiries.

The Committee is asked to recommend that Council adopt the new Protocol as part of the Constitution.

**This report supports the Council's priority of:** Building a better Council

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#### **Recommendation to Committee:**

To

- A) Delegate authority to the Head of Legal and Monitoring Officer, in consultation with the Chair to make any changes which might reasonably be considered as minor to Appendix A, based on comments received by the Committee.
- B) Recommend to Full Council, taking into account any views of the Committee, that it adopts the revised Protocol for Member/ Officer Relations as may be amended in line with (a) above); and
- C) Authorises the Monitoring Officer to amend the Constitution accordingly.

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## Reason for recommendation:

The Protocol for Member/ Officer Relations has been revised to reflect relevant good practice in other councils and is designed to support effective working relationships between Members and Officers.

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## Introduction and background

- 1 The purpose of the Protocol for Member/ Officer Relations ('the Protocol') is to guide Members and Officers of the Council in their relations with one another. The intention is that it supports the establishment of good working relationships between Members and Officers as they work together and describes their different but complementary roles within the Council. A strong, constructive, and trusting relationship between Members and Officers is essential to the effective and efficient working of the Council. It also sets out the behaviours and treatment that each can expect from the other and thereby expands upon the Councillors Code of Conduct.
2. The current Protocol for Member/ Officer Relations was last adopted in March 2021.
- 3 To ensure best practice the current protocol has been assessed against the protocols operated by other local authorities, including other Surrey authorities.
4. The Head of Legal and Monitoring Officer has also consulted with the Council's Extended Management Team ('EMT') to obtain feedback on how the revised Protocol could be updated/ amended.
- 5 Following this work undertaken the following amendments to the Protocol are recommended to further strengthen the guidance on relationships between Officers and Members:
  - a) The Protocol begins outlining the underlying principles of Member/Officer relations and lays out the foundation to their role within the Council. To ensure this vital section is as clear and visible as possible amendments have been made to the layout to ensure it is as easy to understand as possible.
  - b) Respective Roles of Elected Members and Officers – This is now quite extensive and allows Members and Officers to specifically consider the parts relevant to them. Also greater clarity has been added on the role of Senior Officers in handling member relationships and the different expectations placed on them vs more junior officers.
  - c) Officers Reports and Advice - makes it clear of the role that Officers need to have in engaging early with respective Members regarding any Committee report.

## Proposal

- 6 A proposed revised version of the Protocol appears at **Appendix A**.

8 As with all policies, Staff Forum has been consulted for any views.

### **Other options considered**

- 10 A range of practice in other councils has been considered when preparing draft revisions to the Protocol: the revisions proposed are those which are considered most relevant to the context of the Council.
- 11 The Committee could choose not to revise the Protocol at this time: this would mean that a commitment in the Annual Governance Statement action plan was not met, and an opportunity to clarify expected standards of behaviour would be lost.

## **Key implications**

### **Comments of the Chief Finance Officer**

There are no direct financial implications arising from the recommendations of this report.

### **Comments of the Head of Legal Services**

It is within the purview of this Committee to review the Protocol on Member/Officer Relations. The existing Protocol is included in Part F of the Constitution. There is no statutory requirement for the Council to have such a protocol, however, it is considered good practice to do so. As the existing Protocol form part of the Constitution, only Council can approve changes / adopt revised documents.

### **Equality**

The Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;

- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

An Equality Impact Assessment will be completed once this Committee has agreed the final draft and before it is presented to Full Council for approval.

### **Climate change**

There are no significant environmental / sustainability implications associated with this report.

### **Appendices**

Appendix 'A' - Protocol for Member/ Officer Relations

### **Background papers**

None.

----- end of report -----



**PROTOCOL FOR MEMBER/ OFFICER RELATIONS**

*(February 2024)*

**1. Introduction**

- 1.1 This protocol seeks to define what should be considered a proper working relationship between Councillors ('Members') and Officers in Tandridge District Council and to provide a framework within which both are able to effectively and efficiently to conduct the business of the Council.
- 1.2 The overriding principle is for Members and Officers to recognise and respect each other's roles and responsibilities. An ethos of mutual respect, trust and courtesy should underpin relations and be reflected in both in-house and public capacities. Neither Members nor Officers should conduct relations in such a way as to bring the Council into disrepute.
- 1.3 Both Members and Officers together bring the critical skills, experience and knowledge required to manage an effective public sector organisation. Members provide a democratic mandate to the Council, whereas Officers contribute the professional expertise needed to deliver the policy framework agreed by Members.
- 1.4 Officers' and 'staff' mean all persons employed by the Council: whether full or part time; fixed term contract; agency; or consultant.
- 1.5 Both Members and Officers are required to observe the 7 'Nolan principles of public life' in their dealings with each other, namely:
- selflessness
  - integrity
  - objectivity
  - accountability
  - openness
  - honesty
  - leadership

These principles form the basis of the Members' Code of Conduct and are explained in **Annex 'A'**.

- 1.6 This protocol is part of the Council's ethical framework and should be read in conjunction with the Council's Constitution, the Members' Code of Conduct, the Officers' Code of Conduct and the Whistleblowing Policy and Guidance.
- 1.7 Given the variety and complexity of relations, this Protocol does not seek to be comprehensive but instead addresses some of the situations which most commonly arise.
- 1.8 A failure to abide by this Protocol by Members is likely to be a breach of the Code of Conduct for Members and may result in a complaint being made to the Monitoring Officer. As to Officers, a failure to abide by this Protocol may result in a disciplinary investigation.

- 1.9 A Member in need of advice about the application of this Protocol should contact the Monitoring Officer, whereas an Officer in need in need of advice about the application of this Protocol should contact their line manager in the first instance.
- 1.10 Nothing in this Protocol shall prevent or hinder a Member from fully engaging with Officers, including requesting meetings with Officers, attending such meetings or offering information and advice concerning any issue within their wards or wards for which they have responsibility.

## **2. Respective roles of elected Members and Officers**

- 2.1 Members and Officers are servants of the public and they are indispensable to one another but their responsibilities are distinct.

### Members

- 2.2 Members are democratically accountable to all of the residents of their Wards and serve only so long as their term of office lasts. The overriding duty of a Member is to the whole community, but they have a special duty to their constituents, including those who did not vote for them. If residents are unhappy about Council services, they will expect their Member to do something about it.
- 2.3 Members will have a strong knowledge of the area they represent and the issues that affect it. This local knowledge is important in ensuring that good decisions are made, and should be respected.
- 2.4 Members are responsible for setting the budget and policy framework within which the Council works. Beyond this, Members may have different roles. Some will be members of a particular committee and will have a wide-ranging responsibility for making strategic and operational decisions on behalf of the Council. Some will be Members of Committees which scrutinise and have oversight of policies and performance. Some will be members of regulatory committees; for example, deciding applications for planning permission and ensuring compliance with licensing conditions.

### Officers

- 2.5 Officers are employed by and are accountable to the Council as a whole and not any political group. Their roles and responsibilities are set out in their contract of employment and job description.
- 2.6 Some Officers are mainly responsible for the delivery of services and work within the policies and standards set by the Council. Others will have a role in developing policies and strategies and in providing professional advice aimed at ensuring that the Council operates in an effective and lawful manner.
- 2.7 As employees, it is important that the Council complies with its legal obligations as employer and with good employment practice.
- 2.8 Officers are not politicians and their loyalty is to the Council as a whole. It is important that their professional integrity and impartiality is respected, especially where they are obliged to give advice that is not welcomed.

### Relationship between Councillors and Officers

- 2.7 Mutual trust and respect should be the key aim of both Members and Officers, as it is essential for good local government.

- 2.8 It is important that any dealings between Members and Officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of work / life balance and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.
- 2.9 Members should not raise matters relating to the conduct or capability of an Officer at meetings held in public or before the press. This is a long-standing tradition in public service as an Officer has no means of responding to such criticisms in public. If a Member feels they have not been treated with proper respect, courtesy or has any concern about the conduct or capability of an Officer, and fails to resolve it through direct discussion with the Officer, they should raise the matter with their immediate line manager. The line manager should look into the facts and report back to the Member. If the Member continues to feel concern, then they should raise the issue with the Deputy Chief Executive. Any action taken against an Officer in respect of a complaint will be in accordance with the provisions of the Council's Disciplinary Procedure.
- 2.10 Where an Officer feels that they have not been properly treated with respect and courtesy by a Member, they should raise the matter with their line manager or an EMT Officer as appropriate. In these circumstances the line manager or the EMT Officer will take appropriate action including approaching the individual member concerned or discussing the matter with the Head of Legal and Monitoring Officer where they consider there may be a breach of the Code of Conduct for Members.
- 2.11 Chairs and Vice-Chairs of committees have additional responsibilities. Although they may have different relationships and more regular contact, these Members must still respect the impartiality of Officers, must not ask them to undertake work of a party political nature, or to do anything which would prejudice that impartiality.
- 2.12 While there should be a close working relationship between a committee chair and the relevant EMT Member, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question Officers' abilities to deal impartially with other Members, individuals or organisations.
- 2.13 Members should not seek to give instructions to Officers other than in accordance with the terms of reference of their committee. Members are not authorised to initiate or certify financial transactions, or to enter into a contract on behalf of the Council.
- 2.14 At some meetings a resolution may be passed which authorises a named Officer to take action between meetings in consultation with the Chairman and Vice-Chairs or Group Leaders. In these circumstances it is the Officer, not the Member, who takes the action and is accountable for it. A Member has no legal power to take decisions, neither should he/ she apply inappropriate pressure on the Officer.
- 2.15 A Member should not apply any pressure on an Officer to do work outside of normal duties or normal working hours. In an emergency or when a matter cannot wait until normal working hours, the correct course will be to call the Council's out of hours EMT Officer who will ensure a speedy and coordinated approach. Even in an emergency, pressure should not be put on an Officer to do anything that he or she is not empowered to do.
- 2.16 Members should approach Officers of appropriate seniority when raising queries. Other than for routine service queries, this is likely to be at EMT level. If Members wish to meet Officers, they should generally make an appointment first. This is partly to allow Officers to plan their work and partly because of the need to ensure that personal data,

which may be visible in offices, is not inadvertently disclosed - for instance information relating to housing or benefit applications.

### 3.0 Communication

- 3.1 Officers should reply promptly and helpfully to correspondence, including emails, received from Members. As a minimum, they should recognise that it will sometimes be appropriate to give priority to correspondence from Members. If an immediate reply is not possible, correspondence should be acknowledged and the Member kept informed about progress.
- 3.2 Similarly, members should reply promptly and helpfully to communications from Officers, especially where a Member's view is sought before action is taken.
- 3.3 Written communication between Members and Officers should always be professional in tone, avoiding the appearance of over-familiarity. There is a particular risk with email of making inappropriate comments. Emails are a permanent record and may be held up to public scrutiny through, for instance, disclosure under freedom of information legislation or in the course of legal proceedings. Officers and Members should always be alert to how correspondence would appear if held up to public gaze.
- 3.4 Written communication may not be the appropriate first step where, for instance, the facts are uncertain or a matter is controversial. A telephone call or personal discussion should be considered instead. In all cases, the preferred communication method of individual Members should be taken into account, if known.
- 3.5 If Members raise issues on behalf of constituents, Officers should reply in terms that will allow Members to give explanations to constituents that are helpful and constructive. Whilst Members will hold Officers to account, Members will, in turn, be held to account by their constituents for the actions of the Council.
- 3.6 Unless a Member or Officer requests confidentiality, it will be assumed that correspondence between a Member and an Officer is not confidential and may be shown to others. (An obvious exception is where an issue relates to an individual constituent and would normally be treated in confidence). If, in an Officer's view, correspondence between an individual Member and an Officer is of interest to other Members, to keep them fully informed, it should be made clear to the original Member that copies have been sent to other Members.
- 3.7 Where issues are raised by, or with, individual Members relating to a matter of general interest in a ward, copies of correspondence may be sent to other Members for the ward. However, a Member may specifically request that correspondence is not copied to other Members.
- 3.8 Members do not need to rely on Freedom of Information rights to ask for information, as they have a statutory right of access to information held by the Council, subject to a "need to know" test. This is wider than the rights given to members of the public. In some cases for instance, where it involves third party personal information) there may be a need for confidentiality. In case of doubt or dispute, the Head of Legal and Monitoring Officer will provide advice.
- 3.9 Access to information on the basis of a 'need to know' does not exist where the Member is considered to be "fishing" for information or seeks access for an ulterior/improper purpose (e.g. for a private purpose). Case law has established that mere idle curiosity as to what is in the documentation will not be sufficient.

- 3.10 Some material (for example if commercially sensitive) may be redacted from information that is disclosed.
- 3.11 Group Leaders and Members who receive advice from Officers marked as confidential must ensure that, if such advice is further shared or disseminated within their groups, their groups understand that the advice is confidential to the Council and not to be disclosed further under any circumstances.
- 3.12 Disputes as to the validity of a Member's request to see a document on a 'need to know' basis will be determined by the Head of Legal and Monitoring Officer.
- 3.13 Members should not send emails to multiple Officers and Members regarding the same issue. Instead, they should only copy in relevant Ward Members and Group Leaders when relevant and utilise one point of contact for Officers where possible.
- 3.14 To ensure compliance with General Data Protection Regulations (GDPR), Members will only use their Tandridge Council email address for communications on matters relating to their role as Members.
- 4 Involvement of Ward Members
- 4.1 Ward Members should be notified in advance about any issues likely to affect them. This would include press releases relating to a particular Ward or significant matters likely to affect a Ward.
- 4.2 Ward Members should be copied into correspondence with parish councils within their ward unless there is a good reason not to.
- 4.3 Ward Members should be consulted and involved in significant issues affecting their ward. They will have a strong knowledge of the area they represent and the issues that affect it. This local knowledge is important in ensuring that good decisions are made and should be respected.
- 5.0 Officers' reports and advice
- 5.1 The Officer in whose name a report to a committee (or any part of its formal decision-making structure) is submitted will always be fully responsible for the contents of it. It is essential that any proposals from Members in reports to committees are clearly identified as such.
- 5.2 A draft or final report will only be amended where the suggested amendment also reflects the professional judgement of the author of the report. Any dispute between a Member and the Officer responsible for the report which cannot be resolved shall be referred to the Deputy Chief Executive or to the Chief Executive for resolution.
- 5.3 Members can agree or reject proposals placed before them by Officers, irrespective of the advice or recommendations made by Officers, so long as they generally act in good faith and exercise reasonableness in decision-making and specifically:
- take into account relevant and dismiss irrelevant matters; and
  - do not come to a conclusion that no reasonable authority would come to.
- 5.4 Prior to Committee Meetings the appropriate Officers will meet with the Chair and Vice-Chairs ('Agenda Run Through/') to discuss matters on a committee agenda, to deal with anything necessary to ensure the smooth running of the meeting and to enable

specific issues to be highlighted for which Officers and Members may need to prepare prior to the meeting.

#### 6.0 Constructive criticism & redress

6.1 It is important that there should be mutual courtesy between Members and Officers. It is important that there are reasonable standards of courtesy and no Member or Officer should seek to take unfair advantage of their position.

6.2 Members have the right to criticise reports or the actions taken by Officers but they should:

- always avoid personal attacks on Officers;
- ensure that criticism is constructive and well-founded;
- take up an individual concern with the Officer privately, where possible;
- avoid criticising Officers in the media or social media.

6.3 The Council operates a confidential whistle-blowing policy. The Council is committed to the highest possible standards of operation, integrity, openness and accountability. It is expected that where an Officer or Member is concerned about potential unlawful conduct of an Officer or Member, they voice those concerns so that they can be dealt with effectively.

#### 7.0 Officers' advice on declarations of interest

7.1 The Council's Monitoring Officer will on request provide advice and information to members on declarations of interest of a personal nature and whether or not such an interest might amount to a disclosable pecuniary interest or a prejudicial interest. However, members will know the nature and extent of any interest they may have. It is the member's responsibility, therefore, to decide whether any interest should be declared.

#### 8.0 Officer decisions taken under delegated powers

8.1 When making a decision under powers delegated to an officer, it must be recognised that it is the officer, and not any member, who takes the action and it is the officer who is accountable for it.

#### 9.0 If Things Go Wrong

9.1 From time to time the relationship between Members and Officers may break down or become strained.

9.2 It will always be preferable to resolve matters informally. Should Officers wish to raise a concern about a Member's behaviour in relation to this Protocol, they can either escalate it to their line manager, the relevant EMT Member or to the Deputy Chief Executive, as appropriate to the circumstances. Officers also have recourse to the Council's Whistleblowing Procedure or can refer the matter to the Head of Legal and Monitoring Officer if they consider that a Member has broken the Code of Conduct.

9.3 Having been notified of a concern in this way, the line manager, Deputy Chief Executive or EMT Member will take appropriate action, including approaching the Member concerned, and raising the issue with the Group Leader (if applicable) or

referring the matter to the Head of Legal and Monitoring Officer where there is a potential breach of the Code of Conduct.

- 9.4 Group Leaders should promote a positive atmosphere of trust, respect and understanding between Members and Officers and must be prepared to deal with and seek to resolve any reported incidents of breaches of this Protocol by their Group Members. In the event of receiving a report of this nature a Group Leader will actively consider the complaint and seek to achieve a satisfactory outcome. The outcome must be reported to the Officer who notified them of the complaint.

#### Procedure for Members

- 9.5 Where Members have concerns about the way in which a service or part of it is performing, as opposed to the conduct of a specific officer, the most appropriate course of action, if the concerns cannot be resolved informally, is for the Member to request the Committee charged with responsibility for that service to consider the matter, using the powers available under the constitution. Alternatively, where it is considered more appropriate, the Director of Resources may, with the agreement of the Chair of the Audit & Scrutiny Committee, refer the matter to that Committee for consideration.
- 9.6 In the event that a Member is dissatisfied with the conduct, behaviour or performance of an individual Officer, the matter should be raised with the appropriate EMT Member in the first instance. Where the Officer concerned is an EMT member, the matter should be raised with the Chief Executive. Where the Officer concerned is the Chief Executive, the matter should be raised with the Head of Legal and Monitoring Officer. Where there is a prima facie case for a disciplinary investigation, this will be dealt with in accordance with the Council's disciplinary procedures contained in the staff conditions of service.
- 9.7 In recognising that this Protocol is a guideline document, minor breaches may not involve a sanction against the Member or Officer concerned. However, regular or more serious breaches may involve disciplinary action against the Officer through the Council's internal procedure or against the Member through the Standards Committee.

#### **10.0 Responsibility for this Protocol**

- 10.1 The Standards Committee and the Head of Legal and Monitoring Officer will jointly keep the Protocol under review and make recommendations for changes as appropriate. Any review will need to take place in time for an updated version to be circulated annually after Annual Council with the Council's Constitution, to all Members and Officers.
- 10.2 The Head of Legal and Monitoring Officer will report annually to the Standards Committee on matters relating to this Protocol.

## **Annex A**

### **The 7 Nolan principles of public life\***

**Selflessness** – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

**Integrity** – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** – Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** – Holders of public office should promote and support these principles by leadership and example.

*\*In 1994, the government established a committee tasked with making recommendations to improve standards of behaviour in public life. The committee was chaired by Lord Nolan and its first report identified “the seven principles of public life” which have since come to be known as the “Nolan principles”.*



## Appointment of an Independent Person

### Standards Committee Tuesday, 9th April 2024

Report of: Head of Legal & Democratic Services and Monitoring Officer

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Purpose: For decision

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Publication status: Open

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Wards affected: All wards

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#### **Executive summary:**

This report seeks the committee's approval of the appointment of two Independent Persons which are required to be appointed under Chapter 7 of the 2011 Localism Act.

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**This report supports the Council's priority of:** Building a better Council.

**Contact officer** Lidia Harrison Head of Legal and Monitoring Officer  
lharrison@tandridge.gov.uk

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#### **Recommendation to Committee:**

That the committee approve the appointment of Shaun Munday and Melissa Clarke as Independent Persons for Tandridge District Council for a term of three years, commencing on 1 December 2023, subject to re-confirmation at the Annual Council meetings throughout their term of office.

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#### **Reason for recommendation:**

To meet the Council's statutory duty to appoint at least one Independent Person to advise on councillor code of conduct matters.

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## **Introduction and background**

- 1 The Localism Act 2011 requires district and borough councils to appoint at least one Independent Person to advise on the determination of allegations that a councillor has failed to comply with their code of conduct. The independent view and expertise an Independent Person brings on conduct issues is vital to the standards process.
- 2 The main role of an Independent Person is to be available to be consulted on complaints against councillors and ethical governance issues. They provide an independent viewpoint, looking at issues from the point of view of an ordinary member of the public.
- 3 An Independent Person works closely with the Monitoring and Deputy Monitoring Officers, considering whether complaints against councillors meet the criteria for investigation. They are consulted before a decision is made and on the outcomes of any investigated complaint. On top of this they can offer advice on other standards' matters, including to the member who is subject to an allegation.
- 4 An Independent Person therefore plays an important role in promoting and maintaining high standards of conduct by elected members of the council.
- 5 In order to provide resilience to the standards process, the Council decided to appoint two Independent Persons.

## **Appointment Process**

- 6 The Council advertised the posts in September 2023 and received three applications. The Monitoring Officer decided to interview all three candidates. The interview process was conducted by a panel consisting of the Monitoring Officer, Deputy Monitoring Officer and the Chair of the Standards Committee. Interviews took place on the 9<sup>th</sup> and 13<sup>th</sup> November 2023.
- 7 The Council may not appoint any person who has been a member or co-opted member or officer of the Council or a parish in the district within the last five years; nor a relative or close friend of any such member or officer.

## **Proposal**

- 8 Following the interview process, the Chair of the Committee and the Monitoring Officer decided that both Shaun Munday and Melissa Clarke were eminently suitable for the Independent Persons posts. They have been appointed for a three year term commencing on 1 December 2023.
- 9 Shaun Munday has been the Council's appointed Independent Person since the introduction of the initial standards regime. His work experience

includes being employed at the Home Office, the Cabinet Office and various financial services regulators. He has held a variety of senior positions in these organisations, culminating in being Head of Financial Education at the Financial Services Authority.

- 10 Melissa Clarke is a qualified solicitor with over 20 years' experience in providing legal advice, leadership and management support to both the public and private sectors. She has governance and regulatory background.
- 11 As a check on the continuing suitability of the Independent Persons, it is recommended that their appointment is subject to re-confirmation at Annual Council meetings during their term of office.

## **Key implications**

### **Comments of the Chief Finance Officer**

There are no direct financial implications that need to be considered as a result of this report. The role of Independent Person at the Council is an unpaid position.

### **Comments of the Head of Legal Services**

The Independent Person appointment process detailed in this report meets the relevant statutory requirements (section 28 of the Localism Act 2011).

### **Equality**

This report contains no proposals that would disadvantage any particular minority groups.

### **Climate change**

There are no climate change implications associated to this report.

### **Appendices**

None.

### **Background papers**

None.

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