

RUNNYMEDE BOROUGH COUNCIL

STANDARDS AND AUDIT COMMITTEE

PROCEDURE FOR LOCAL DETERMINATION OF ALLEGATIONS AGAINST MEMBERS (FOLLOWING INVESTIGATION BY AN ESO)

1. Definitions

"Advising Officer" – the person designated by the Monitoring Officer under para 3.1.2 of this procedure to administer and advise the Committee.

"Committee" – the Standards and Audit Committee, or a sub-Committee of that Committee constituted to determine the matters arising from the reference of the ESO's report.

"ESO" – the Ethical Standards Officer employed by the Standards Board for England who has investigated the complaint against the Member and referred a report to the Monitoring Officer.

"Member" – where this expression is used by itself, it means the Member or co-opted Member of the Council against whom the complaint was made and in respect of whom the report has been received from the ESO.

"Monitoring Officer" – the Council's Monitoring Officer appointed under section 5 of the Local Government and Housing Act 1989. When the context requires in this procedure, the expression includes the Deputy Monitoring Officer, and any person appointed by the Monitoring Officer or Deputy Monitoring Officer to discharge relevant functions of the Monitoring Officer under section 82A of the Local Government Act 2000.

"Reporting Officer" – the person designated by the Monitoring Officer under para 3.1.1 of this procedure to present the ESO's report to the Committee.

2. Introduction and Summary

- 2.1 This note sets out the procedure which will be followed in the local determination of allegations of misconduct by a Member where an investigation has been completed by an ESO. The Monitoring Officer may agree variations to this procedure with the Chairman of the Committee if the circumstances require, and if so will inform the Committee and the parties of the variation.
- 2.2 The Monitoring Officer must arrange for the Committee to consider the ESO's report. The Committee will hold a hearing to determine whether a breach of the Council's Code of Conduct has occurred and what, if any, any action should be taken in consequence. The purpose of the procedure is to ensure, as far as possible, that the information which is relevant to the report is identified and presented to the Committee, to enable the Committee to come to an informed decision as to whether the Member has failed to comply with the Code and upon any consequential action.
- 2.3 The Standards and Audit Committee at Runnymede will act in an inquisitorial manner, rather than an adversarial manner, to establish the facts in relation to the conduct of the Member on the balance of the information available to it, and able to commission further investigation or information where it needs to do so in order to come to a decision.
- 2.4 Where the Committee determines that the Member has acted in breach of the Council's Code of Conduct, the Committee will hear representations from or on behalf of the ESO and the Member as to **any action which the Committee should take in respect of the Member, and will consider whether any action should be taken by the Council to rectify any consequences of the misconduct or to prevent any further breaches.** The actions which the Committee may take against the Member include censuring the Member, suspending or partially suspending the Member from being a member of the Council for a period not exceeding three months or until he or she apologises for the misconduct, and the withdrawal of access to the Council's facilities.

3 Reference of Report to the Monitoring Officer

3.1 Designation of Reporting Officer and Advising Officer

- 3.1.1 Upon receipt of the allegation and report from the ESO, the Monitoring Officer will designate a Reporting Officer. The Reporting Officer will report on the allegation to the Standards and Audit Committee, and will represent the ESO if the ESO so requests.
- 3.1.2 The Monitoring Officer will also designate an Advising Officer who will be responsible for giving legal advice to the Committee and for procuring the proper administration of the Committee's agenda and meeting arrangements.
- 3.1.3 The Monitoring Officer may be either the Reporting Officer or the Advising Officer but may not be both. In deciding who to nominate the Monitoring Officer must try to avoid any conflicts of interest which may arise from earlier involvement of himself or other Officers in the matter. Where he or she nominates someone else for either role, he or she will delegate the relevant functions of the Monitoring Officer to that person under section 82A of the Local Government Act 2000.

3.2 Notification to the Member

- 3.2.1 The Advising Officer will notify the Member in writing that the Monitoring Officer has received the ESO's report, and will provide the Member with copies of:
- (i) the report;
 - (ii) this procedure;
 - (iii) the forms set out at Appendix 1, except for any which the Advising Officer considers unnecessary in the circumstances of a particular case.

- 3.2.2 The Advising Officer will request the Member to return the forms provided under 3.2.1 (iii) above within the next fourteen days.

3.3 Advance preparation by Officers

- 3.3.1 On the expiry of the fourteen days, the Advising Officer must give the Reporting Officer a copy of the ESO's report and of any response received from the Member.

- 3.3.2 The Reporting Officer will contact the ESO to inform him or her of the Member's response and ask:

- whether the ESO has any immediate comment on the response;
- whether the ESO wishes to appear or be represented at the hearing, and if the latter whether he or she wishes the Reporting Officer or some other person to represent him or her;
- whether the ESO wishes to call any witnesses;
- whether the ESO wishes any part of the hearing to be held in private;
- whether the ESO wishes any part of his or her report or other relevant documents to be withheld from the public.

The Reporting Officer will notify the Advising Officer of the result and of any witnesses whom he or the ESO wishes to call.

- 3.3.3 The Advising Officer will arrange for the Committee to meet to consider the report not less than fourteen days nor more than three months after the Monitoring Officer has received the ESO's report.

4. Pre-Hearing matters

- 4.1. At least two weeks before the date of the meeting of the Standards and Audit Committee, and having consulted the Chairman over the pre-hearing considerations set out in the Standards Board Guidance booklet "Standards Committee Determinations", the Advising Officer will notify the Member, the Reporting Officer, the Members of the Committee, and anyone else he or she considers should know, of

- the date, time, and place of the hearing;
- a summary of the allegation;
- the main facts which are agreed;
- the main facts which are not agreed;
- whether the Member proposes to attend or be represented at the hearing
- whether the ESO intends to appear or be represented;
- what witnesses will be asked to give evidence;
- the procedure for the hearing (see part 5 below).

4.2. The above information may be provided in the formal agenda for the meeting, which must at a minimum include:

- (i) a copy of the ESO's report,
- (ii) a copy of any written statement and supporting documents in response to the report which has been received from the Member;
- (iii) a copy of this procedure;
- (iv) such other factual or procedural information as the Advising Officer thinks appropriate.

4.3 Background papers and confidentiality before the meeting

4.3.1 The Advising Officer will, upon request, arrange for any member of the Committee and the Member to have access to any background documents identified or supplied by the Reporting Officer at any reasonable time between the issue of the agenda and the time of the meeting.

4.3.2 Where the Advising Officer considers that the ESO's report and/or the Member's written statement in response is likely to disclose "exempt information", and that it is likely that the Committee or Sub-Committee will not be open to the public during consideration of this information, he or she will not provide copies of these papers to the press or public or permit inspection of them by the press or public in advance of the meeting.

The categories of exempt information are set out in Appendix 2.

5 Procedure at the Meeting

5.1. Attendance of the Member

5.1.1 The Member may be accompanied or represented at the meeting at his/her own expense by a solicitor, counsel or, with permission of the Committee, another person.

5.1.2 If the Member is not present at the start of the meeting, the Committee or Sub-Committee may proceed in his or her absence if it is satisfied that the Member does not wish to attend, or is absent without good reason. In other circumstances the Committee will adjourn to enable the Member to attend. Where the Committee proceeds in the absence of the Member, the procedure for the meeting shall be adapted as necessary, giving any representative of the Member who is present such rights as would otherwise be accorded to the Member.

5.1.3 If the Member is not present at the start of an adjourned meeting after it has already been adjourned for the reason above, the Committee may if it sees fit proceed in his or her absence with appropriate adaptations to procedure as above.

5.2 Advice during the hearing

5.2.1 At any time the Committee may seek legal or procedural advice from the Advising Officer. Such advice will be given in the presence of the parties, or if taken in private will be clearly summarised in the presence of the parties.

5.3 Questions by the Parties

5.3.1 If the Chairman allows questions to be put by the parties, he or she may require them to be put through the Chair instead of adopting the style of a cross-examination.

5.4 Starting the hearing

5.4.1 Subject to a quorum being present and after any necessary procedural formalities, the Chairman will ensure that the participants are introduced and will give a brief explanation of the procedure which the hearing will follow.

5.4.2 The Committee will hear any representations from the parties as to whether the Committee should exclude the press and public and will then decide whether to do so. Guidance as to relevant considerations is set out in Appendix 3.

5.4.3 The Committee will then decide any issues about how the hearing will proceed which may not have been resolved beforehand, after hearing any representations the parties wish to make.

5.5 Findings of Fact

5.5.1 The Committee will consider whether there are any significant disagreements about the statements of fact contained in the investigator's report. If there is no disagreement about the facts, the Committee can move on to the next stage of the hearing (5.6 below). If there is a disagreement, the Committee will hear any necessary representations from the Reporting Officer or on behalf of the ESO to support the relevant findings of fact in the report. With the Committee's permission, the Reporting Officer or the ESO or his representative may call witnesses to give evidence about the facts. The Chairman may at his or her discretion allow the Member an opportunity to ask questions about evidence put forward by any witness called on behalf of the Reporting Officer or ESO.

5.5.2 The Member or his/her representative may then make representations to support his or her version of the facts and, with the Committee's permission, call any necessary witnesses to give evidence. The Chairman may at his discretion allow the Reporting Officer or the ESO or his representative to ask questions about any evidence put forward by witnesses called by the Member

5.5.3 At any time, with the Chairman's permission. Members of the Committee may question any of the people involved or any of the witnesses.

5.5.4 If the Member disagrees with any relevant fact in the investigator's report, but has not given prior notice of the disagreement, he or she must give good reasons for not mentioning it before the hearing. If the ESO is not present, the Committee will consider whether or not it would be in the public interest to continue without his or her comment. After considering the Member's explanation for not raising the issue at an earlier stage, the Committee may then:

- a. continue with the hearing relying on the information in the ESO's report;
- b. allow the Member to make representations about the issue, and invite the Reporting Officer or the ESO or his/her representative to respond and call any witnesses, as necessary; or
- c. adjourn the hearing to arrange for appropriate witnesses to be present or to offer written comment.

5.5.5 The Committee will discuss the representations and evidence as to fact in private.

5.5.6 The Chairman will announce the Committee's findings of fact to the hearing. The findings of fact may not be further challenged at the hearing except that the Committee may itself identify an error or misunderstanding.

5.6 Did the member fail to follow the Code?

5.6.1 The Committee will consider whether or not, on the facts it has found, the Member has failed to follow the Code of Conduct.

- 5.6.2 The Member will be allowed to make representations as to whether he or she has failed to follow the Code.
- 5.6.3 The Committee will then consider any representations from the Reporting Officer or from or on behalf of the ESO.
- 5.6.4 During this stage of the process the Committee may, at any time, question anyone involved on any point they raise in their representations. In general it is not expected that the parties will ask questions at this stage, although the Chairman may allow them to do so.
- 5.6.5 The Member will be invited to make any final relevant points.
- 5.6.6 The Committee will discuss whether the Code of Conduct has been breached in private.
- 5.6.7 The Chairman will announce to the hearing the Committee's decision as to whether or not the Member has failed to follow the Code of Conduct.
- 5.7 Consideration of penalty
- 5.7.1 If the Committee concludes that the Member has acted in breach of the Code of Conduct, the Committee will hear representations from the Reporting Officer or from or on behalf of the ESO, and then the Member, as to whether the Committee should take any action against the Member and what form any action should take. Members of the Committee may ask questions of the Reporting Officer and the Member and seek legal advice in order to satisfy themselves that they have the information upon which to take a proper decision.
- 5.7.2 The Committee will consider in private whether to take any action in respect of the Member and what form any such action should take. The actions available to the Committee or Sub-Committee are set out in Appendix 4 to this procedure.
- 5.7.3 The Chairman will advise the hearing of the decision as to whether to take any action in respect of the Member.
- 5.8 Recommendations to the Council
- 5.8.1 Whatever the finding as to whether there was a breach of the Code, and whatever the decision as to penalty, the Committee will hear representations from the Reporting Officer or from or on behalf of the ESO, and from the Advising Officer, and consider whether there are any recommendations which it should make to the Council with a view to promoting high standards of conduct amongst Members.
6. Reporting of the Decision
- 6.1 The Committee will provide a short written summary of its decisions on the day of the hearing. As soon as possible afterwards it will issue a full written decision in the form advised by the Standards Board for England. The Advising Officer will ensure that the legal requirements as to publication and communication of notice of the decision are observed, and that the Committee and all parties to the hearing receive a copy of the full written decision.
7. Expenses of witnesses arranged by Reporting Officer
- 7.1 Where the Reporting Officer arranges for the attendance of any person as a witness at the meeting, he/she may pay to that person a sum to cover any reasonable costs which the person may incur in so attending.
8. Confidentiality
- 8.1 No Member or Officer of the Council will disclose any information which he/she has obtained in the course of a local determination or in pursuance of this Procedure except in any of the circumstances set out in Paragraph 8.2 below;

8.2 The circumstances referred to above are:

- (i) the disclosure is made for the purposes of enabling the Reporting Officer, ESO, or Advising Officer to carry out his/her functions, or the Committee to carry out its functions, in relation to the matter;
 - (ii) the disclosure is made to enable an Appeals Tribunal to discharge its functions;
 - (iii) the person to whom the information relates has consented to the disclosure;
 - (iv) the disclosure is made in pursuance of a statutory requirement for disclosure;
 - (v) the information has previously been disclosed to the public with lawful authority;
 - (vi) the disclosure is made to the Audit Commission or District Auditor for the purposes of any function of the Audit Commission under the Audit Commission Act 1998; or
 - (vii) the disclosure is for the purpose of criminal proceedings and the information in question was not obtained as a result of personal enquiries of the person subject to the criminal proceedings.
- (vii) disclosure is necessary to satisfy a legal obligation.

PRE-HEARING FORMS FOR COMPLETION BY MEMBER

Contents:

Form A	Member's response to ESO's statements of fact
Form B	Other evidence relevant to the allegation
Form C	Representations to be taken into account if a breach of the Code is found
Form D	Arrangements for Hearing
Form E	Details of proposed witnesses

FORM A

Please enter the number of any paragraph where you disagree with the findings of fact in the ESO's report, and give your reasons and your suggested alternative.

Paragraph number from the ESO's report	Reasons for disagreeing with the findings of fact provided in that paragraph	Suggestion as to how the paragraph should read

FORM B

Please set out below, using the numbered paragraphs, any other evidence you feel is relevant to the allegation made about you.

Other evidence relevant to the allegation

Paragraph number	Details of the evidence
1	
2	
3	
4	
5	

Please attach separate sheets if necessary.

FORM C

Please set out below, using the numbered paragraphs, any factors that the Standards Committee should take into account if it finds that a member has failed to follow the Code of Conduct.

Representations to be taken into account if a Member is found to have failed to follow the Code of Conduct. Please note that no such finding has been made yet.

Paragraph number	Factors for the Standards Committee to take into account when deciding whether or not to order any censure, restriction of resources or allowance suspension or partial suspension
1	
2	
3	
4	
5	

Please attach separate sheets if necessary.

FORM D

Arrangements for the Standards Committee hearing

Please tick the relevant boxes.

<p>1 The proposed date for the Standards Committee hearing is given in the accompanying letter. Are you planning to go to the hearing?</p> <p>If 'No', please explain why.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reason:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>2 Are you going to present your own case?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	
<p>3 If you are not presenting your own case, will a representative present it for you?</p> <p>If 'Yes', please state the name of your representative</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Name:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>4 Is your representative a practising solicitor or barrister?</p> <p>If 'Yes', please give his or her legal qualifications. Then go to question 6.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Qualifications:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>5 Does your representative have any connection with the case?</p> <p>If 'Yes', please give details.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Details:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<p>6 Are you going to call any witnesses? If 'Yes', please fill in Form E.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>7 Do you, your representative or your witnesses have any access difficulties (for example, is wheelchair access needed)? If 'Yes', please give details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Details: _____ _____ _____ _____</p>
<p>8 Do you, your representative or witnesses have any special needs (for example, is an interpreter needed)? If 'Yes', please give details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Details: _____ _____ _____ _____</p>
<p>9 Do you want any part of the hearing to be held in private? If 'Yes', please give reasons.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Reasons: _____ _____ _____ _____</p>
<p>10 Do you want any part of the relevant documents to be withheld from public inspection? If 'Yes', please give reasons.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Reasons: _____ _____ _____ _____</p>

Please attach separate sheets if necessary.

FORM E

Details of proposed witnesses to be called

<p>Name of witness or witnesses</p>	<p>1 2 3</p>	
<p>WITNESS 1</p> <p>a Will the witness give evidence about the allegation? If 'Yes', please provide an outline of the evidence the witness will give.</p> <p>b Will the witness give evidence about what action the Standards Committee should take if it find that the Code of Conduct has not been followed? If 'Yes', please provide an outline of the evidence the witness will give.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Outline of evidence: _____ _____ _____ _____</p> <p>Outline of evidence: _____ _____ _____ _____</p>

<p>WITNESS 2</p> <p>a Will the witness give evidence about the allegation? If 'Yes', please provide an outline of the evidence the witness will give.</p> <p>b Will the witness give evidence about what action the Standards Committee should take if it find that the Code of Conduct has not been followed? If 'Yes', please provide an outline of the evidence the witness will give.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Outline of evidence: _____ _____ _____ _____</p> <p>Outline of evidence: _____ _____ _____ _____</p>
<p>WITNESS 3</p> <p>a Will the witness give evidence about the allegation? If 'Yes', please provide an outline of the evidence the witness will give.</p> <p>b Will the witness give evidence about what action the Standards Committee should take if it find that the Code of Conduct has not been followed? If 'Yes', please provide an outline of the evidence the witness will give.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Outline of evidence: _____ _____ _____ _____</p> <p>Outline of evidence: _____ _____ _____ _____</p>

Please attach separate sheets if necessary.

GROUNDS FOR CONFIDENTIALITY

"Exempt Information"

The following paragraph numbers are from Schedule 12A of the Local Government Act 1972 as amended

- 1*. Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office holder or applicant to become an office-holder under, the Council.
- 2.* Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office holder or applicant to become an office-holder appointed by –
 - (a) a magistrates' court Committee, or
 - (b) a probation Committee.
- 3*. Information relating to any particular occupier or former occupier of, or applicant for, accommodation provided by or at the expense of the Council.
- 4*. Information relating to any particular applicant for, or recipient or former recipient of, any service provided by the Council.
- 5*. Information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by the Council.
- 6*. Information relating to the adoption, care, fostering or education of any particular child.
7. Information relating to the financial or business affairs of any particular person (other than the Council).
8. The amount of any expenditure proposed to be incurred by the Council under any particular contract for the acquisition of property or the supply of goods or services.
- 9.* Any terms proposed or to be proposed by or to the Council in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.
10. The identity of any person offering any particular tender for a contract for the supply of goods or services.
- 11.* Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters between the Council and its employees.
- 12.* Any instructions to counsel and any opinion of counsel and any advice received, information obtained or action to be taken in connection with -
 - a) any legal proceedings by or against the Council, or
 - b) the determination of any matter, affecting the Council.
13. Information which, if disclosed to the public, would reveal that the Council proposes –
 - (a) to serve a statutory notice; or
 - (b) to make a statutory order or direction.
- 14.* Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
15. The identity of a protected informant.
16. Information relating to the personal circumstances of any person.

17. Information which is subject to any obligation of confidentiality.
18. Information which relates in any way to matters concerning national security.
19. The deliberations of a Standards Committee or Standards Sub-Committee established under the provisions of Part III of the Local Government Act 2000 in reaching any finding on a matter referred to under the provisions of Section 64(2) or 71(2) of the Local Government Act 2000.

Access to items marked with an asterisk may also be withheld from Members.

EXCLUSION OF PRESS AND PUBLIC

ISSUES FOR CONSIDERATION

1. At the meeting, the Committee will consider as a preliminary point whether to exclude the press and public from the meeting, or any part of the meeting.
2. The Committee must act in accordance with Article 6 of the Human Rights Act 1998, which provides that in any determination of a person's civil rights and obligations he has a right to a fair and public hearing by an independent and impartial tribunal, lawfully constituted. Article 6 provides that judgment shall be pronounced publicly, but that the press and public may be excluded from all or part of the hearing in the interests of:
 - a. morals
 - b. public order
 - c. national security in a democratic society
 - d. where the interests of juveniles or the protection of the private life of the parties so require, or
 - e. in special circumstances where publicity would prejudice the interests of justice.

Accordingly, the presumption is in favour of a public hearing unless there are over-riding reasons within one of these five headings for the press and public to be excluded.

3. Article 8 of the Human Rights Act 1998 provides that everyone has the right to respect for their private and family life, home and correspondence. It provides that there shall be no interference by a public authority (such as the Council) with the exercise of this right except such as is:
 - a. in accordance with the law (such as the requirements for publication of the agenda, reports and background papers set out in Section 100A to 100K of the Local Government Act 1972), and
 - b. necessary in a democratic society in the interests of:
 - i. national security
 - ii. public safety
 - iii. the economic well-being of the country
 - iv. the prevention of crime or disorder
 - v. the protection of health and morals, or
 - vi. the protection of the rights and freedoms of others.

The presumption of a public hearing set out in Article 6 would apply unless the Committee is satisfied that the interest of protecting the privacy of the Member (or of another) under Article 8 should over-ride that principle, on lawful grounds.

4. Where the Committee concludes that the interest of protecting the privacy of the Member or another should over-ride the right to a public hearing, the Committee remains bound by the provisions of the Local Government Act 1972, so that it may only exclude press and public from all or part of the meeting if it is satisfied that admitting the press and public would be likely to lead to disclosure of exempt information.
5. Where the Committee does not resolve to exclude the press and public from the meeting, the Advising Officer will then be required to provide copies of the agenda and reports to the press and public and other members of the Council, and to permit inspection of the background papers.

SANCTIONS AVAILABLE TO THE COMMITTEE OR SUB-COMMITTEE

A Sanctions available in respect of a Member who has ceased to be a Member at the date of the meeting

Censure of the Member

B Sanctions available in respect of a Member who remains a Member at the date of the meeting

Any one, or a combination, of the following:

- 1 Censure of the Member
- 2 Restriction for a maximum period of three months of that Member's access to the premises of the Council and that Member's use of the resources of the Council, provided that any such restrictions imposed upon the Member—
 - (a) are reasonable and proportionate to the nature of the breach; and
 - (b) do not unduly restrict the Member's ability to perform his functions and duties as a Member;
- 3 Partial suspension of that Member for a maximum period of three months;
- 4 Partial suspension of that Member for a maximum period of three months or until such time as he submits a written apology or undertakes any training or conciliation specified by the Standards and Audit Committee;
- 5 Suspension of that Member for a maximum period of three months;
- 6 Suspension of that Member for a maximum period of three months or until such time as he submits a written apology or undertakes any training or conciliation specified by the Standards and Audit Committee.

Any sanction imposed shall commence immediately upon the determination of the Committee or Sub-Committee, unless the Committee or Sub-Committee determine that a sanction comprised within paragraphs 2 to 6 above shall commence on such date as they may determine being no later than 6 months after the date of the determination.

(See section 83(7), (9) and (10) of the Act for the interpretation of partial suspension;
See section 83 (9) and (10) of the Act for the interpretation of suspension)

CRACK THE CODE

YOUR CONFERENCE • YOUR PLATFORM • DECIPHER
UNCERTAINTY • DRIVE THE AGENDA FOR CHANGE •
DELIVER SOLUTIONS • DEVELOP NETWORKS • CRACK
THE CODE • LIMITED AVAILABILITY • BOOK NOW!

APPENDIX 'D'

Highlights include:**DEVELOPING THE CODE**

Plenary and workshop sessions form a cornerstone of The Standards Board for England's consultation in reviewing the Code of Conduct

THE BIGGER PICTURE

When problems are about whole authorities, not individuals

BEST FRIEND OR BIG BROTHER?

The role of The Standards Board for England in the local government improvement agenda

CAMPAIGNERS AS COUNCILLORS

Does the Code conflict with members presenting their views and representing their constituents?

THE LOCAL EXPERIENCE

Many authorities now have experience of local investigations and determinations, but how is it working in practice? What are the issues and outcomes that have emerged?

MATTERS OF CONSCIENCE

Does the Code hinder a member's right to communicate with their community and is the obligation to report breaches of the Code onerous?

AT THE SHARP END

Being reported to The Standards Board for England for allegedly breaching the Code is never going to be pleasant, but how can we improve the experience?

Book now!

To find out more about the conference or to book your place, please contact our event managers, Benedict Business Resources.

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St Jude's Place
PO Box 617
Albury
Guildford
Surrey, GU5 9XU

Telephone: 01483 205 432

Fax: 01483 202 335

E-mail: benedictbr@btinternet.com

Or visit our website at www.standardsboard.co.uk/events