

## APPENDIX B

Best Practice	Description	Achieved Date
Best Practice 1	Local Authority should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.	Complete July 2019
Best Practice 2	Councils should include provisions in their code of conduct requiring Councillors to comply with any formal standards investigation, and prohibiting trivial or malicious allegations by Councillors.	Complete July 2019
Best Practice 3	Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities	Complete July 2019 MO to put on regional agenda Raise with IP? Consider wider consultation
Best Practice 4	An authority's code should be readily accessible to both Councillors and the public, in a prominent position on a Councils website and available in Council premises.	Complete (under Council and Democracy tab on internet page)
Best Practice 5	Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV	Under review
Best Practice 6	Councils should publish a clear and straightforward public interest test against which allegations are filtered	Complete July 2019
Best Practice 7	Local authorities should have access to at least two Independent Persons	Under review
Best Practice 8	An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the	Process in place prior to adoption

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	responsible officer is minded to dismiss as being without merit, vexatious, or trivial.	
Best Practice 9	Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.	Ongoing case by case basis
Best Practice 10	A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complains, and estimated timescales for investigations and outcomes.	Confirmed in arrangements (link to code).
Best Practice 11	Formal standards complains about the conduct of a Parish Councillor towards a Clerk should be made where possible by the chair or by the Parish Council as a whole. In exceptional circumstances the Clerk of the Parish may make the complaint.	Ongoing, case by case basis.
Best Practice 12	Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to Parish Councils within the remit of the principle authority. They should be provided with adequate training, corporate support and resources to undertake this work.	Ongoing
Best Practice 13	A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring	Ongoing, case by case basis.

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	Officer from a different authority to undertake the investigation.	
Best Practice 14	Councils should report on separate bodies they have set up or which they own as part of their annual governance statement, and given a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.	Under consideration
Best Practice 15	Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.	Regular group leader meetings take place