



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Tel: 01454 866 698

21st November 2019

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 26th November 2019 at approx 7.30 pm**
at Doug Daniels Pavilion, Elm Park, Filton BS34 7PS

Yours sincerely,

L.A.Reuben,
Town Clerk.

Public and press are welcome to attend council meetings. Fire regulations restrict the capacity of persons using the meeting room to a maximum of 50 (This being inclusive of Councillors, staff and members of the public) The Chair reserves the right to ask any member of the public causing a disturbance to leave the meeting.

AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. **Presentation from Ruth Webster, South Glos Council 'Doing More Together'**
5. Submissions from the Public (max. 15mins) *members of the public are entitled to speak once and only in respect of business itemised on the agenda and shall not speak for more than 5 mins. as per Standing Orders*
6. To approve the minutes of the meeting held 31st October 2019 – (pages1-2)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team Update
9. South Gloucestershire Reports:
 - i) Cllr A Monk – (page 3)
 - ii) Cllr C Wood – (tabled)
10. Submission from members :-
11. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes Finance Committee held 12th November 2019 for information only (pages 4-5)
 - ii) South Glos Code of Conduct (pages 6-22)
 - iii) Carbon Neutral Working Group
12. Other Reports/Consultations:
 - i) Filton Community Plan / Partnership working with Southern Brooks
 - ii) Consultation Spreadsheet (nothing to update)
13. Payments for Information (pages23-24)

PRESENT: Cllrs: D Collins (Chair), A Doyle (Vice Chair), K Briffett, M Chaudhry, A Kenyon, T Mewies, A Robinson, J Tucker, C Wood

ALSO PRESENT: Lesley Reuben (Town Clerk), Tasha Gould (Town Council Support Officer)

APOLOGIES: Cllrs: B Mead, I Scott, A Johnstone, A Monk

NON ATTENDANCE:

0056. APOLOGIES FOR ABSENCE: Apologies were noted.

0057. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

0058. DECLARATIONS OF INTEREST: None given.

0059. PRESENTATION FROM ALISON FINN ONE YOU: Alison presented the new initiative which was taking over from the sports pound. The idea of the new scheme was to reduce the five leading risk factors that contribute to reduced quality of life, early death and health inequalities in South Gloucestershire and encourage behaviour change; smoke free, drink less, eat well and healthy weight, move more and stress less. Councillors thanked Alison for her presentation and it was agreed to publicise one you boards in the Leisure Centre along with posters being advertised on website and notice boards.

0060. PRESENTATION FROM AIDEN MEIGHAN GREEN SPACE LEAFLET: Aiden introduced himself as the illustrator to the Green Space Leaflet and handed Councillors copies of the work completed for Patchway Town Council. After a short discussion councillors agreed it would be a good thing to have for Filton. Finances were discussed and it was suggested to take the Green Space Leaflet to the next Finance Meeting to discuss in more detail.

Action: Town Council Office

0061. SUBMISSIONS FROM PUBLIC:

- i) Street Light: - The street light on the footpath at Elm Park was now confirmed as fully working, the council were thanked for assisting in getting the issue sorted.
- ii) Apology – It was noted that the Town Clerk apologised for the delay in the Town Council Office forwarding a wrongly addressed letter to a local resident Mr B Smith.
- iii) Defibrillator: – It was noted that the defibrillators were on order. The SPAR and HSBC had now been contacted and the office was waiting on a final response from HSBC regarding the installation.
- ii) Litter in Filton – A local resident raised the issue of litter in Filton, after a short discussion it was suggested that anybody with concerns respond to the South Gloucestershire Council consultation on waste strategy.
- iii) King George Crossing – A resident thanked South Gloucestershire Councillor for work in securing £100,000 to look at the problem junction in Filton. There were concerns surrounding this as some councillors pointed out that this work had already been completed a few years ago with no success. It was noted that it would be look at differently this time, not solely looking at the junction but looking at all the rounds that surround it to see if improvements can also be made there.
- iv) Postcodes – South Gloucestershire Councillor was asked to look into the BS7 postcode issue in Filton.

0062. TO APPROVE MINUTES OF THE MEETING HELD 24th September 2019: The minutes were approved as an accurate record, after noting that minute 0053b Cllr was spelt incorrectly.

0063. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: *Arising from minute 0048iii) HMOS* – The Town Clerk reported that the office had now been supplied with a list of all the licenced HMO's in Filton which are currently standing at between 50-60 properties.

0064. FILTON BEAT TEAM REPORT: The report was noted. A Councillor shared some feedback from a concerned resident about antisocial behaviour on and around Millennium Green, there had been a few police incidents in and around that area that had not been included on the police report. After a short discussion a suggestion was put forward for the Council Office to have a meeting with the police to raised concerns regarding their police report not being a true reflection of crime in Filton and see what can be changed moving forward.

Action: Town Council Office

0065. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

- i) Cllr A Monk: The report was noted
- ii) Cllr C Wood: The report was noted.

0066. SUBMISSIONS FROM MEMBERS:

i) *Cllr A Robinson item for discussion Millennium Green Tree's*; It was noted that national tree planning week was being held towards the end of November, further to the presentation given by Sally Patterson Cllr Robinson asked that the council move forward with purchasing some more trees for Millennium Green. Councillors were all in favour of this and it was **Agreed:** the council office contact Sally Patterson regarding the purchase of tree's through South Gloucestershire Council and the project is run through the working group looking to oversee measures to meet target of becoming carbon neutral by 2030.

Action: Town Council Office

0067. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Draft Minutes of Finance Committee held 08th October 2019 – Noted.

0068. OTHER REPORTS/CONSULTATIONS:

- i) Filton Community Plan – It was noted that the next meeting to push this project forward would be held at 10.00am in the Town Council Offices on Monday 04th November 2019.
- ii) Consultation Spreadsheet – The document was noted.

0069. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 9:45pm

As you may have heard a General Election has been called for December 12th.

December & January are normally busy months within the Authority as this the time the budgets are pulled together for presentation to Cabinet and subsequently Full Council for approval. There is always a mad rush in preparing the budgets as the Government provides settlement figures in late December or early January and this information is the key information for budgetary purposes for the Council. Given the uncertainty of who will be in power and the potential in either increase or decrease in funding it will be very late this year when the administration will present a detailed budget. Cabinet is scheduled for January 13th and February 3rd and Full Council when the Council Tax will be voted upon is being held on February 12th.

Given we are in Purdah there is little happening in South Glos in terms of policy development or consultations.

The Task & Finish group on Climate Change was due to report to the Cabinet before Christmas but this meeting has been stood down due the election, the report will now be presented to the Cabinet in January, We are aware a nominal £ 50,000.00 has been earmarked to initiate work to address this pressing issue.

I continue to meet with the key directors along with other Labour colleagues within the Authority on a quarterly basis for updates and to address directly with any major concerns. Tomorrow we will be meeting the Chief Exec.

A reminder to local groups that each Councillor in South Glos is allocated £ 3,000.00 to provide funding to local organisations. Any group interested in applying for a grant from my pot should email me adam.monk@southglos.gov.uk .

Finally I hold regular Councillor Surgery In Filton Library on the 1st & 3rd Saturday of the month from 9.30am through to 10.30am, no appointment is required.

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 12th November 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - B Mead (Vice Chair), K Briffett, D Collins, A Doyle, A Johnstone, A Kenyon, T Mewies, A Robinson, I Scott, C Wood,

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer)

APOLOGIES: Cllrs: - A Monk, J Tucker, M Chaudhry

NON ATTENDANCE:- Cllrs:-

F.047 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.048 DECLARATION OF INTEREST: There were none.

F.049 PRESENTATION OF 2020/21 DRAFT BUDGET BY DEREK KEMP

ACCOUNTING SOLUTIONS: Derek Kemp (Accounting Solutions) presented the draft 2020/21 budgets. It was explained that income in the Leisure Centre and bar was significantly down and expenditure budgets were over. This was down to a few things but mainly due to the maintenance needed to keep the ageing building open. The increase on precept for 2020/21 was looking to be between 25%-30%, depending on the national agreement figures. The below questions were raised by councillors;

- How much will a 30% increase be in monetary terms? £1.52 per week in a Band D property, Concerns were raised over how residents who's income was only covered by their pension would be able to afford this increase.

- Is the Ratepayers actually losing money? The Ratepayers is projected to lose £10,869 in 2019/20.

- What is needed to reduce the percentage increase? The Council's best option would be to shut the Leisure Centre or outsource to a trust. The Leisure Centre expenditure makes up 70% of the overall budget. It was noted that the council office were due to bring a report back to the March meeting from a consultancy outing the best options. This process would need to involve local residents; a local referendum was suggested as an option.

- It was noted that the precept documentation would need to be back with the district council by the end of January, which did not leave enough time to consult with residents properly on their thoughts about the Leisure Centre. Derek was thanked for his time and it was noted that budgets would be looked at again in January.

Derek Kemp left the meeting at 8.30pm

F.050 MINUTES: The minutes of the meeting held Tuesday 08th October 2019 were approved as an accurate record, after noting that Cllr Tucker has given his apologies at the meeting.

F.051 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

F.052 PUBLIC PARTICIPATION: No public questions.

F.053 GREEN SPACES LEAFLET: After a short discussion it was proposed, seconded and **Agreed:** unanimously to agree to the leaflet in principle once grant funding had been secured.

F.054 COMMUNITY PLAN UPDATE: It was noted that the council would be purchasing trees from South Gloucestershire Council and would be holding a tree planting day. An event day was also due to be held at FACE youth centre

for loneliness and isolation. The next older peoples forum would be held in early December at SHE7.

F.055 PLANNING APPLICATIONS: No applications

F.056 PAYMENTS FOR INFORMATION: The Document was noted.

The Chair closed the meeting to the Public at 8.45pm

Confidential Appendix

F.057 Minutes of the staffing committee held Tuesday 05th November 2019: The minutes of the meeting were noted.

F.058 Time Management System: It was unanimously **Agreed:** to put this on hold until the new financial year after the presentation from accountant regarding current finances.

F.059 Van Purchase: After a short discussion surrounding specification on the van it was proposed, seconded and **Agreed:** to request that the maintenance manager look into costings for a low emission second hand vehicle, also to check with Patchway Town Council and Stoke Gifford Town Council to see if a van share option would be viable.

The Chair closed the meeting at 9.10pm

Dear All

Following the publication of a report by the Committee for Standards in Public Life, South Gloucestershire Council has reviewed its code. As a result of the review Council approved amendments to the SGC Code.

I have attached the now adopted Code of Conduct of SGC. The approved revisions now mean the Code includes a definition of what type of behaviour might constitute bullying and harassment (last bullet point in Section 2 – General Conduct) and the value of gifts and hospitality has been revised to a lower level (Section 5 – Gifts and Hospitality).

The majority of Town and Parish Councils have adopted the SGC Code as its Code, I would therefore recommend that you review your council's code in the light of the changes made to the SGC Code.

I have attached below a link to the report to the Regulatory Committee. This committee recommended the amendments to Council. This report provides some useful statistics about the number and origins of complaints. It remains the case that the bulk of complaints relate to a small number of Parish & Town Councils.

<https://council.southglos.gov.uk/documents/s111612/standards.pdf>

I have also attached for your information a copy of the revised procedures now adopted by SGC for managing councillor complaints.

Regards

Gill Sinclair
Deputy to the Head of Legal Governance and Democratic Services

South Gloucestershire Council
Legal Services, CE&CR, PO Box 1953 Bristol BS37 0DB
(01454) 863039
gill.sinclair@southglos.gov.uk



SOUTH GLOUCESTERSHIRE COUNCIL
ARRANGEMENTS FOR DEALING WITH MEMBER CODE OF CONDUCT COMPLAINTS

Adopted by Council 16th October 2019

INDEX

1	Introduction
2	Making a complaint
3	Is the complaint a valid complaint?
4	Assessment Criteria
5	What happens once you have submitted your complaint?
6	Confidentiality/Anonymity
7	Outcome
8	Investigation Process
9	Investigation – finding of no breach
10	Investigation – finding of breach
11	Sanctions
12	Criminal Conduct
13	Appeals
14	Review of Arrangements

1 Introduction

1. This procedure applies when a complaint is received that a Member, Co-opted Member or Parish Member has or may have failed to comply with the Code of Conduct for Members.

1.2 The person making the complaint will be referred to as "the Complainant" and the person against whom the complaint is made will be referred to as the "Councillor."

1.3 No Member or Officer will participate in any stage of the arrangements if he or she has, or may have, any personal conflict of interest in the matter.

1.4 The Monitoring Officer has responsibility for the management of the Member Code of Conduct, but he may appoint any suitably qualified and experienced officer to act on his behalf. Referenced to the term Monitoring Officer throughout this document includes any officer appointed by the Monitoring Officer to act.

2 Making a Complaint

2.1 A complaint must be made in writing by post or email for the attention of the Monitoring Officer: –

Mr John McCormack,
Monitoring Officer
South Gloucestershire Council
Chief Executive & Corporate Resources Department
PO Box 1953
Bristol
BS37 0DB

By email: legalsupport@southglos.gov.uk

2.2 A complaint should be made in writing on the standard complaint form. This can be obtained from the Monitoring Officer or can be downloaded on the Council's website. This will ensure that all required information is included.

2.3 If a disability prevents you from making a complaint in writing, please contact the Monitoring Officer, we will arrange to provide you with appropriate assistance

2.3 We aim to acknowledge receipt of a complaint within 5 working days. On receipt the Monitoring Officer will write to the Councillor (and in the case of a complaint about a Town / Parish Councillor to the Clerk of the Town / Parish Council as well) providing them with details of the allegations made (subject to any representations from the Complainant on confidentiality).

2.4 The Councillor may, within 10 working days of receipt of details of the complaint unless otherwise agreed with the Monitoring Officer, make written representations to the Monitoring Officer which must be taken into account when deciding how the complaint will be dealt with. Representations received after this time may be taken into account if received before a decision has been made.

3 Is the complaint a valid complaint?

3.1 The Monitoring Officer shall on the receipt of each complaint establish that it is a valid complaint. To be valid the complaint must establish that:

3.1.1 The complaint is made against one or more named Members or co-opted Members of the Council or Town or Parish Council Member or

3.1.2 The Councillor was in office at the time of the alleged conduct and the Code of Conduct was in force at that time.

3.1.3 The complaint must relate to the Councillor when acting in their "official capacity as a councillor", i.e. not a matter relating to their private life.

3.1.4 Complaints about the dissatisfaction with a decision or action of the Council or one of its Committees, a service provided by the Council or the Council's procedures or decision making do not fall within the jurisdiction of the Standards Sub-Committee

3.1.5 The Complaint is not an anonymous complaint.

3.2 The Monitoring Officer is authorised by the Standards Sub-Committee to reject all invalid complaints on behalf of the Sub-Committee and to notify the complainant of the decision.

4 Assessment Criteria

4.1 Not every complaint that falls within the jurisdiction of the Member Code of Conduct will justify further action. In deciding whether a complaint merits formal investigation, other action or local resolution or dealt with informally or rejected the Standards Sub Committee has approved the following Assessment Criteria:

- **Sufficiency of Information** – Is there sufficient information or evidence provided with the allegation? If it is clear that substantiating evidence may be available, but has not been provided, the Monitoring Officer may ask for that additional evidence, but the onus is on the complainant to ensure all relevant information is included.
- **Seriousness of the Complaint** – Is the complaint Trivial, vexatious, malicious, politically motivated or 'tit for tat'? Are the resources / cost involved in investigating and determining the complaint wholly disproportionate to the allegations?
- **Vexatious/Unreasonably Persistent Complaint** –
 - Is the complaint the same or substantially similar allegation that has previously been made by the Complainant to the Council and has either been dismissed or investigated and no breach has been identified, or has the complaint been made to another regulatory authority?
 - Is the complainant refusing to accept a properly made decision – repeatedly arguing the point and complaining about the decision?
 - Is the complaint outside the remit of the relevant local code?
 - Has the complainant failed to set out the grounds of the complaint?

- Is the complainant appearing to make groundless complaints or the complaint appears to have no substance?
 - Does the complaint contain irrelevant or trivial information that the complainant requires to be taken in to account?
 - Is the complainant's behaviour a combination of some or all of the above
- Multiple Complaints -If a single event gives rise to similar complaints from a number of different complainants, wherever possible these complaints will be considered at the same meeting of the Sub-Committee, they will be determined individually but in the event that the Sub-Committee decide that the complaint (or parts of it) merit further action, all aspects will be combined at this stage.
 - Length of Time – Did the event(s) or behaviour to which the complaint relates take place more than 3 months ago? Does the time lapse involved mean that those involved are unlikely to remember it clearly enough to provide credible evidence, or where the lapse of time means there would be little benefit or point in taking action now? Such allegations are only likely to be considered in exceptional circumstances, such as where the conduct relates to a pattern of behaviour which has recently been repeated.
 - Public Interest - Would the public interest or any public benefit be served in referring the complaint for investigation or other action? For example, it may be not in the public interest if the member has resigned, or is seriously ill or has offered an apology or other remedial action or if it is clear that the Member is relatively inexperienced, or has admitted making an error, and the matter would not warrant a more serious sanction.
 - Anonymous- Is the complaint anonymous? The Sub- Committee will not consider anonymous complaints.
 - Request for the complainants name to be withheld – The Sub- Committee will only consider anonymous complaints in exceptional circumstances, i.e. were the complainant believes they may be victimised or harassed by the Member(s) complained about, or receive less favourable treatment from the Council because of the position of the Member being complained about.
 - Other Action – Whether the complaint can be dealt with best by informal resolution, including training or conciliation.
 - Wider Application – Does the complaint have wider applications, such as suggesting a wider problem throughout the Authority or Town / Parish Council?

5 What happens on submission of a complaint?

5.1 This stage is referred to as the “initial assessment” stage. The Monitoring Officer will establish if he can accept the complaint and how it will be managed.

5.2 On receipt of a complaint we will write to the Complainant to let them know we have received it, usually within 5 working days. The Monitoring Officer will assess whether the complaint is a valid complaint (see paragraph 3 above Determination of Valid Complaints)

5.3 If the complaint is not a valid complaint the Monitoring Officer will advise the Complainant in writing giving reasons why the complaint is not valid. No further action will be taken by the Monitoring Officer.

5.4 If the complaint is valid the Monitoring Officer will notify the Councillor to whom the complaint relates with details of the complaint and invite them to make representations. They will have 10 working days to respond. The Monitoring Officer may also contact the Clerk of the Town or Parish Council, where appropriate. The Monitoring Officer may also require the Complainant to provide additional information in order to inform their assessment.

5.5 Before making any decision, the Monitoring Officer will discuss the complaint with an "Independent Person". This is an individual who is not a councillor and who South Gloucestershire Council is required to appoint to assist it in dealing with complaints against councillors. The Independent Person will be provided with details of the complaint, the Councillors' response and the initial assessment of the Monitoring Officer. The views of the Independent Person will be recorded and taken in to account by the Monitoring Officer in reaching their decision.

5.6 In some cases, the Monitoring Officer and/or the Independent Person may request that the matter be considered informally by members of the Standards Sub-Committee, in these circumstances a telephone conference will be arranged

5.7 In exceptional circumstances the Monitoring Officer and the Independent Person may refer a complaint to the Standards Sub-Committee for the initial assessment. In these circumstances a meeting of the Standards Sub-Committee will be convened comprising of three members of the Regulatory Committee and an Independent Person. The members will be provided with a copy of the complaint, the response from the Councillor and any other material the Monitoring Officer/Independent Person considers is necessary.

5.8 On the completion of this initial assessment the Monitoring Officer will write to the Complainant and the Councillor to advise them of the outcome of the complaint. The decision notice will include the views of the Independent Person

6 Confidentiality /Anonymity

6.1 At the initial assessment stage, all complaints will be managed on a confidential basis. Officers, Members and the Independent Persons are reminded of the requirement to maintain confidentiality. Complaints that result in a Hearing Panel, will in most cases be held in public, at which time reports may be published providing details of the complaints.

6.2 As a matter of fairness and natural justice. Anonymous complaints will not normally be considered.

6.3 If the Complainant has asked for their identity to be withheld the Monitoring Officer will consider the request at the initial assessment stage

6.4 The Councillor will be given a summary of the complaint but will not normally be told the identity of the Complainant at this stage. The identity of the complainant may subsequently be released in the event of an investigation, however, in very exceptional circumstances, the Monitoring Officer/ Standards Sub-Committee may withhold the Complainant's identity if they are satisfied that the Complainant has reasonable grounds for believing that they or any witness relevant to the complaint may be at risk of victimisation or harassment from the Councillor complained about, or they have reasonable grounds for believing that they may receive less favourable treatment from the Council because of the position of the Councillor being complained about. Provided always that withholding the

identity of the Complainant does not in any way compromise the Investigator's ability to undertake a fair and impartial investigation in accordance with the principles of natural justice.

6.5 If the Monitoring Officer refuses a request by a Complainant for confidentiality, the Complainant may withdraw the complaint, rather than proceed with his or her identity being disclosed.

6.6 If a Complainant withdraws the complaint, the Monitoring Officer shall inform the Complainant and Councillor that the complaint is closed

7 Outcomes

7.1 The Monitoring Officer having taken account of the views of the Independent Person may:

- i) Conclude that the complaint does not disclose a breach of the Code of Conduct, in which case the Monitoring Officer will write to both the Complainant and the Councillor to advise them of the conclusion and close the complaint.
- ii) Conclude that the complaint would be best resolved informally, without the need for an investigation. Such informal resolution may involve the Councillor accepting that his/her conduct was unacceptable and offering an apology, or taking other steps. Where the Councillor make a reasonable offer of local resolution, but it is rejected by the Complainant, the Monitoring Officer shall refer the matter to the Standards Sub-Committee. It will take account of the attempt to seek a local resolution in deciding whether the complaint merits formal investigation.
- ii) Conclude that an investigation is required to establish the facts. In these circumstances the Monitoring Officer will appoint an Investigating Officer to undertake an investigation. This will be conducted in accordance with paragraphs 8-10 below.

7.2 If the investigation reveals no failure to comply with the code then the Monitoring Officer, after consulting with the Independent Person is authorised to close the matter and issue his report to the Complainant and the Councillor.

7.3 If the investigation reveals a failure to comply with the Code of Conduct and providing all parties agree the Monitoring Officer in consultation with the Independent Person is authorised to seek a local resolution of the complaint.

7.4 If a local resolution is not appropriate or is not agreed by the parties then the outcome of the investigation will be reported to a Hearings Panel of the Standards Sub-Committee for a local hearing. This hearing will be held in public and although will be conducted on a relatively informal basis, both parties will be able to make representations and call witnesses. The Hearing the Panel will after consulting with the Independent Person decide whether, on the balance of probabilities there has been a failure to comply with the Code of Conduct and what "sanction" or "sanctions" should be imposed.

7.5 The procedure the Council has adopted is designed to be proportionate, timely and fair to both sides. Its overriding objective is to seek to provide pragmatic local solutions to local problems wherever possible.

8 Investigation Process

8.1 Where either Monitoring Officer or the Standards Sub-Committee conclude that a matter merits investigation, an Investigating Officer will be appointed. The Investigating Officer may be a Council officer, an officer of another Council, or an external investigator.

8.2 The Investigating Officer shall, before commencing the investigation undertake appropriate checks to satisfy themselves that their appointment will not give rise to a conflict of interest. If they reasonably believe that a conflict exists or arises at any time throughout the investigation process, they shall immediately advise the Monitoring Officer providing details of the conflict.

8.3 The Investigating Officer will follow guidance issued by the Monitoring Officer on the investigation of complaints. The guidance will follow the principles of proportionality and the cost-effective use of Council resources and shall be interpreted in line with these principles.

8.4 The Investigating Officer will ensure that the Councillor receives a copy of the complaint (subject to any decisions relating to confidentiality).

8.5 At the end of the investigation, the Investigating Officer will produce a draft report and will send copies of that draft report to the Complainant and to the Councillor for comments, which should normally be submitted within 5 working days of receipt of the draft report. The Investigating Officer will take such comments into account, before issuing the final report to the Monitoring Officer.

9 Investigating Officer finding of no breach or insufficient evidence of failure to comply with the Code of Conduct

9.1 The Monitoring Officer in consultation with an Independent Person will review the Investigating Officer's report. If they are satisfied that the Investigating Officer's report is satisfactory, they will make a Confirmation Decision to confirm the finding of no failure to comply with the Code of Conduct.

9.2 The Monitoring Officer will write to the Complainant and the Councillor (and to the Clerk of the Parish Council, where the complaint relates to a Parish Councillor), with a copy of the Confirmation Decision and the Investigating Officer's final report.

9.3 If the Monitoring Officer and Independent Person are not satisfied that the investigation has been conducted satisfactorily, the Investigating Officer may be asked to reconsider their report.

10 Investigating Officer finding of failure to comply with the Code of Conduct

10.1 The Monitoring Officer in consultation with the Independent Person is authorised to seek a local resolution to the complaint (if all parties agree).

10.2 If a local resolution is not appropriate or is not agreed by the parties then the outcome of the investigation will be reported to a Hearings Panel of the Standards Sub-Committee for a local hearing. This hearing will be held in public and although will be conducted on a relatively informal basis, both parties will be able to make representations and call witnesses. The Hearing the Panel will after consulting with the Independent Person decide whether, on the balance of probabilities there has been a failure to comply with the Code of Conduct and what "sanction" or "sanctions" should be imposed.

11. Sanctions Available to Hearing Panels

11.1 Where a Hearing Panel finds that a Member has failed to comply with the Code of Conduct, the Hearing Panel may impose any one or a combination of the following sanctions:-

- Censuring or reprimanding the member;
- Reporting its findings to Council [*or to the Parish Council*] for information;
- Recommending to the member's Group Leader (or in the case of un-grouped members, recommend to Council or to Committees) that he/she be removed from any or all Committees or Sub-Committees of the Council;
- Recommending to Council that the member be replaced as Constitutional Leader of the authority;
- Instructing the Monitoring Officer to [*or recommend that the Parish Council*] arrange training for the member;
- Removing [*or recommend to the Parish Council that the member be removed*] from all outside appointments to which he/she has been appointed or nominated by the authority [*or by the Parish Council*];
- Withdrawing [*or recommend to the Parish Council that it withdraws*] facilities provided to the member by the Council, such as a computer, website and/or email and Internet access; or
- Excluding [*or recommend that the Parish Council exclude*] the member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings.

11.2 In respect of Parish Councils, the Standards Sub-Committee no power to do any more in respect of a member of a Parish Council than make a recommendation to the Parish Council on action to be taken in respect of the member. Parish Councils will be under no obligation to accept any such recommendation.

12 Criminal Conduct

12.1 If the complaint identifies criminal conduct or breach of other regulations by any person, the Monitoring Officer is authorised to report this to the Police or other prosecuting or regulatory authorities.

13 Appeals

13.1 There is no right of appeal available (other than by way of Judicial Review) to the Complainant following the decision of the Standards Sub-Committee to take no further action in respect of a complaint made against a Member. The decision of a Standards Sub-Committee to take no further action in respect of a complaint is final.

13.2 Following a finding by a Hearing Panel that a Member has breached the relevant Code of Conduct, the Member may within 10 working days from the date of notification of the Hearing Panel's decision make a request in writing to the Monitoring Officer for a review of the decision of the Hearing Panel.

13.3 The Member shall in requesting the review set out in detail the grounds for the review, this should include any relevant additional information not taken in to account in the investigation

13.4 In the event of a request for a review of a decision, the Monitoring Officer will convene a further Hearing Panel made up of Members not forming part of the first Hearing Panel. The re-hearing shall be convened within 3 months of the original Hearing Panel.

13.5 No right of appeal is available following the decision of the Hearing Panel referred to in 21.3 above, its decision shall be final.

13.6 The Complainant has no right of appeal against the decisions of the Monitoring Officer or Panel. If a Complainant is dissatisfied with the outcome they are entitled to challenge a decision through the Courts by way of Judicial Review.

14 Revision of these arrangements

14.1 The Monitoring Officer may amend or depart from these arrangements where s/he considers that it is expedient to do so in order to secure the effective and fair consideration of any matter.

South Gloucestershire Council Code of Conduct for Members

1 Application

This Code of Conduct applies to you whenever you are acting in your capacity as a member of South Gloucestershire Council, including –

- 1.1 at formal meetings of the Council, its Committees and Sub-Committees,
- 1.2 when acting as a representative of the authority
- 1.3 in taking any decision as a Ward Councillor
- 1.4 in discharging your functions as a ward Councillor
- 1.5 at briefing meetings with officers and
- 1.6 at site visits
- 1.7 when corresponding with the authority other than in a private capacity

2 General Conduct

As a member or co-opted member of South Gloucestershire Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

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 material 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 that 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.

As a Member of South Gloucestershire Council, my conduct will in particular address the statutory principles of the code of conduct by:

- Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me.
- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the Authority's area or the good governance of the authority in a proper manner.
- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of this authority.
- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it
- Behaving in accordance with all our legal obligations, alongside any requirements contained within this authority's policies, protocols and procedures, including on the use of the Authority's resources.
- Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- Always treating people with respect, including the organisations and public I engage with and those I work alongside.
- Not bullying or harassing any other person.

[Bullying and harassment means any unwanted behaviour that makes someone feel intimidated, degraded, humiliated or offended. It is not necessarily always obvious or apparent to others.

Bullying or harassment can be between two individuals or it may involve groups of people. It might be obvious or it might be insidious. It may be persistent or an isolated incident. It can occur as a result of any form of contact, (verbal or written) examples of how bullying or harassment might occur includes via written communications, by phone, email, via social media or face-to-face .

Examples of bullying / harassing behaviour could include:

- spreading malicious rumours, or insulting someone
- exclusion or victimisation
- unfair treatment
- deliberately undermining a competent worker by constant criticism].

The above are examples of how bullying or harassment may occur and of what may constitute bullying or harassment. The examples are not exhaustive.

- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.

3 Disclosable Pecuniary Interests (DPIs)

You must -

- 3.1 comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which you have a disclosable pecuniary interest
- 3.2 ensure that your register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of your disclosable pecuniary interests
- 3.3 make verbal declaration of the existence and nature of any disclosable pecuniary interest at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent and leave the room for the duration of the debate and the vote on the item of business which affects or relates to the interest.
- 3.4 "Meeting" means any meeting organised by or on behalf of the authority, including –
 - 3.4.1 any meeting of the Council, or a Committee or Sub-Committee of Council
 - 3.4.2 any meeting of the Cabinet and any Committee of the Cabinet
 - 3.4.3 in taking a decision as a Ward Councillor
 - 3.4.4 at any briefing by officers; and

3.4.5 at any site visit to do with business of the authority

4 Other Interests

- 4.1 In addition to the requirements of Paragraph 3, if you attend any meeting which includes Council, Committee, Sub-Committee or Joint Committee of Council (but which for the avoidance of doubt does not include informal meetings with officers or member briefings) at which any item of business is to be considered and you are aware that you have a "non-disclosable pecuniary interest or non-pecuniary interest" in that item, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent and leave the room for the duration of the debate and the vote on the item of business which affects or relates to the interest.
- 4.2 You have a "non-disclosable pecuniary interest or non-pecuniary interest" in an item of business of your authority where –
- 4.2.1 a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person or body with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
- 4.2.2 it relates to or is likely to affect any of the interests listed in the Table in the Appendix to this Code, but in respect of a member of your family (other than a "relevant person") or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest.

For the avoidance of doubt a report by a Member to Council, Committee, Sub Committee on the activities of an outside body to which they are appointed by Council, will not constitute a breach of the Code of Conduct, provided that the report does not require a decision that affects the wellbeing or financial position of that organisation

5 Gifts and Hospitality

- 5.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 or totalling £100 over a year from a single source which you have accepted as a member from any person or body other than the authority.
- 5.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality.
- 5.3 This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the authority for this purpose.

Disclosable Pecuniary Interests (DPIs)

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<i>Interest</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose –

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2019 and 31/10/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/10/2019	British Telecom	DDR	210.02		M06767/3111/British Telecom
02/10/2019	Virgin Mobile - DD	DDR1	18.58		2275128636/3151/Virgin Mobile
03/10/2019	Co-op Bank	DDR	25.00		Chaps fee
03/10/2019	CCLA Investment	TFR	290,000.00		CCLA Investment
04/10/2019	Ricoh UK Ltd - DD	DDR2	561.50		101443324/3082/Ricoh UK Ltd -
04/10/2019	Co-Op Bank	DDR	10.00		Service charge
04/10/2019	Co-Op Bank	DDR	111.91		Commission
04/10/2019	Child Support-Sept	BACS	67.52		Child Support-Sept
04/10/2019	REVERSE Child Support	REVERSE	-67.52		REVERSE Child Support
09/10/2019	Airquee Limited	5076	608.40		IN25700/3110/Airquee Limited
09/10/2019	Bristol & Avon Stocktakers	5077	100.00		61019/3155/Bristol & Avon Stoc
09/10/2019	Capital Cleaning (Kent) Ltd	5078	315.37		0000280651/3164/Capital Cleani
09/10/2019	Complete Weed Control (North W	5079	308.40		NWX-12434/3113/Complete Weed C
09/10/2019	DCK Accounting Solutions Ltd	5080	956.82		TPC8801/3114/DCK Accounting So
09/10/2019	The Gladiator Group	5081	540.00		5042/3158/The Gladiator Group
09/10/2019	The Great Western Brewing Comp	5082	80.40		24580/3116/The Great Western B
09/10/2019	Robert Haddow	5083	120.00		RH29/3117/Robert Haddow
09/10/2019	Initial Washroom Hygiene	5084	184.67		33230229/3118/Initial Washroom
09/10/2019	Instyle Marketing Services	5085	30.00		15045/3119/Instyle Marketing S
09/10/2019	JTS Snack Foods	5086	31.78		16077591/3120/JTS Snack Foods
09/10/2019	Online leisure systems Ltd	5087	1,270.20		7076/3159/Online leisure syste
09/10/2019	Marcella Manzilli	5088	175.00		25919/3121/Marcella Manzilli
09/10/2019	Office Watercoolers SW Ltd	5089	44.82		INV0598384/3122/Office Waterco
09/10/2019	Martin Perrett	5090	200.00		181019/3163/Martin Perrett
09/10/2019	Nikki Pitkin	5091	50.00		00291/NP/3123/Nikki Pitkin
09/10/2019	PKF Littlejohn LLP	5092	2,400.00		SB20193739/3124/PKF Littlejohn
09/10/2019	Rialtas Business Solutions Ltd	5093	624.00		SM20786/3160/Rialtas Business
09/10/2019	Red Dog Technology Ltd	5094	4,775.54		3012/3133/Red Dog Technology L
09/10/2019	RLSS UK Enterprises Ltd	5095	435.75		SI617997-1/3135/RLSS UK Enterp
09/10/2019	South Gloucestershire Council	5096	8,820.00		3804189875/3136/South Gioucest
09/10/2019	St Austell Brewery Company Ltd	5097	3,861.02		2334626/3141/St Austell Brewer
09/10/2019	ST JOHN AMBULANCE SUPPLIES	5098	122.80		1251990/3142/ST JOHN AMBULANCE
09/10/2019	Ernest Till (South West) & co	5099	751.20		00011468/3144/Ernest Till (Sou
09/10/2019	Travis Perkins Trading Co Ltd	5100	391.30		3015AOL433/3148/Travis Perkins
09/10/2019	Unicorn Office Products Ltd	5101	102.68		CR00024312/3150/Unicorn Office
09/10/2019	Viridor Waste Management Ltd	5102	767.88		00002911890AB/3153/Viridor Was
09/10/2019	CNXL CHQ5090-Martin Perrett	CNXL5090	-200.00		CNXL CHQ5090-Martin Perrett
10/10/2019	Zen Internet Ltd - DD	DDR3	25.52		Purchase Ledger Payment
15/10/2019	FIS Payments (UK) Ltd - DDR	DDR4	679.01		2333812/3162/FIS Payments (UK)
18/10/2019	HMRC PAYE/NI Due Sept	BACS	9,828.58		HMRC PAYE/NI Due Sept
18/10/2019	Superannuation Due Sept 19	BACS	9,309.72		Superannuation Due Sept 19
18/10/2019	REVERSE PAYE/NI	REVERSE	-9,828.58		REVERSE PAYE/NI
18/10/2019	REVERSE Pension	REVERSE	-9,309.72		REVERSE Pension
21/10/2019	BANK ACCOUNT-IMPREST	Tfr	70,000.00		Tfr to wages A/C
22/10/2019	CryoService Ltd - DD	DDR5	193.10		3226-Gas rental
23/10/2019	Brenntag UK Ltd	5103	315.04		3260-Pool chemical
23/10/2019	Capital Cleaning (Kent) Ltd	5104	226.30		3244-Cleaning materials

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2019 and 31/10/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/10/2019	Tolchards Ltd	5105	81.36		3225-Bar purchase
23/10/2019	DL I.T. Solutions Ltd	5106	87.60		2979-SSD drive+2nd hand keybd
23/10/2019	Filton Voice Ltd	5107	300.00		3216-Filtonvoice in advance
23/10/2019	Gem Security Systems Limited	5108	68.88		3258-Era Oval sashlock 2.5"
23/10/2019	The Gladiator Group	5109	480.00		3237-Gladiator Football Page
23/10/2019	Initial Washroom Hygiene	5110	184.67		3246-Service 08.11.19-07.12.19
23/10/2019	JAK Water Systems Ltd	5111	156.00		3228-Aqualloween
23/10/2019	J P Lennard Ltd	5112	654.45		3240-Telescopic handle
23/10/2019	JTS Snack Foods	5113	336.77		3224-Bar purchase
23/10/2019	Loomis UK Ltd	5114	620.28		3241-Monthly contract
23/10/2019	Red Dog Ltd	5115	2,559.74		3253-Replace defective callpoi
23/10/2019	RLSS UK Enterprises Ltd	5116	590.00		3231-NPLQ new candidate pack
23/10/2019	Swimrite Supplies Ltd	5117	626.34		3230-Pool stock
23/10/2019	ST JOHN AMBULANCE SUPPLIES	5118	15.48		3233-Hard surface wipes
23/10/2019	Tailor Made Office Supplies Lt	5119	15.84		3213-5 Star 2020 year planner
23/10/2019	Ernest Till (South West) & co	5120	658.80		3256-Blocked ladies toilet
23/10/2019	Travis Perkins Trading Co Ltd	5121	141.51		3255-Scruffs twister boot
23/10/2019	WCS Group	5122	418.32		3245-Callout-Sodium dosing
23/10/2019	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
23/10/2019	Total Gas & Power Limited - DD	DDR6	1,122.85		3242-Elec Sept 2019
23/10/2019	Total Gas & Power Limited - DD	DDR7	2,548.00		199257998/19/3161/Total Gas &
23/10/2019	Red Dog Ltd	5115	-2,559.74		2175A/1444/Red Dog Ltd
24/10/2019	DL I.T. Solutions Ltd	DDR8	63.00		20019/3157/DL I.T. Solutions L
25/10/2019	DL I.T. Solutions Ltd	DDR9	216.00		3212-monthly IT maint-Oct
25/10/2019	Butcombe Brewery - DD	DDR10	90.65		PSIB057267/3112/Butcombe Brewe
26/10/2019	BAR TAKINGS CASHBOOK	BC26	71.60		Bar Cash 26.10.19
28/10/2019	Everflow Ltd	DDR11	1,435.56		3214-Water 18.11.19-17.12.19
28/10/2019	Staff salaries Oct 19	BACS	47,725.51		Staff salaries Oct 19
28/10/2019	Reverse Staff salaries	REVERSE	-47,725.51		Reverse Staff salaries
29/10/2019	Pitney Bowes - DD	DDR12	144.95		3215-Franking machine rental
29/10/2019	Change Voucher	DEBIT	435.00		Change Voucher
30/10/2019	Voucher for change	CREDIT	-435.00		Voucher for change
31/10/2019	British Telecom	DD	210.02		3220-TV service Oct
Total Payments			406,706.94		