

	<b>Best Practice Suggestion</b>	<b>Our Position</b>
1	Local authorities 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.	Not in place.
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.	Not in place.
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.	It is kept under review, but there is no formal process by which an annual review is held and reported to the relevant committee. We do not actively seek the views of the public, community organisations and neighbouring authorities.
4	An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.	It is on the website.
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.	The register for members is constantly updated and on the website. We do not publish it as a single list; it is listed on each member's own register.
6	Councils should publish a clear and straightforward public interest test against which allegations are filtered.	Not in place.
7	Local authorities should have access to at least two Independent Persons.	Yes – we have three.
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 responsible officer is minded to dismiss as being without merit, vexatious, or trivial. 19 List of best practice.	This is in place.
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.	This would be done, although there have been no complaints that have reached this stage for a number of years.

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 complaints, and estimated timescales for investigations and outcomes.	It is available on the website, although it needs updating. We do not publish the full process or timescales.
11	Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.	This recommendation does not apply to county councils. Standards issues at Parish council are the responsibility of district councils.
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 principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.	This recommendation does not apply to county councils. Standards issues at Parish council are the responsibility of district councils.
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 Officer from a different authority to undertake the investigation.	No formal procedure is in place, although it would be taken into account in each individual investigation.
14	Councils should report on separate bodies they have set up or which they own as part of their annual governance statement, and give 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.	This is included in the Annual Governance Statement.
15	Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.	An offer has been made to all political groups for regular discussions with the Monitoring Officer on standards and any other issue relating to political management of the authority.