

Appendix 8 – Best practice from the Committee on Standards in Public Life

	Best practice	Recommendation for the LEP
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.	Existing provision prohibits bullying. Amend Para 4 of the Code (Appendix 9) to prohibit harassment, and insert a footnote with <ul style="list-style-type: none"> • definitions and • examples taken from the Committee’s report.
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.	Insert footnotes to the Code (Appendix 9) clarifying that the requirement to co-operate with any scrutiny extends to a formal standards investigation, and that members should not make such allegations.
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.	The Code is reviewed annually, before the annual meeting. Monitoring Officer to review current review arrangements.
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.	The Code is readily accessible on the LEP’s web-site. A hard copy is available on request at the Combined Authority’s offices.
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.	Members are required to update the Gifts and Hospitality Register within 28 days. The Register is published on the LEP’s web-site.
6	Councils should publish a clear and straightforward public interest test against which allegations are filtered.	Clarify the LEP’s procedure, to refer to the public interest test – see amendment to paragraph 9 of Appendix 10
7	Not relevant to LEP	
8	Not relevant to LEP	
9	Where an 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.	Amend the LEP procedure to reflect best practice – see new paragraph 20 of Appendix 10
10	An authority should have straightforward and accessible guidance on its website on	Existing guidance to be reviewed

	Best practice	Recommendation for the LEP
	how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.	
11 and 12	Not relevant to the LEP	
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.	Amend the LEP procedure to address this – see new footnote 1 to Appendix 10
14,	Not relevant to the LEP	
15	Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.	Training on standards issues is provided for members annually, as part of the members' induction arrangements, which are open to all. Monitoring Officer to review current arrangements for training.