

Action tracker

Audit and governance committee: September 2019				
	Action	By who	Due date	Completed
1	The arrangements for dealing with code of conduct to be amended to:			
	(a) include definition on bullying, harassment and intimidation in line with the ACAS guidance	Monitoring officer	31 October 2019	Yes – arrangements updated and effective as from October 2019.
	(b) say that independent persons will be consulted on all complaints at initial assessment stage	Monitoring officer	31 October 2019	
	(c) include guidance that complaints by a parish council clerk against a councillor should be made by the chair or parish council as a whole	Monitoring officer	31 October 2019	
	(d) include the delegation to the deputy monitoring officer or different authority where there is a conflict with the monitoring officer dealing with a code of conduct complaint	Monitoring officer	31 October 2019	
	(e) include that the decision on how to proceed will involve the views of the IP's".	Monitoring officer	31 October 2019	
2	When the next constitution review takes place, consideration is given to amending the code of conduct for the inclusion of unpaid directorships or trusteeships being declared in schedule 2	Audit and Governance Committee	May 2021	
3	Broad details of the behaviour complained of and recommended sanctions are included within the annual report by the monitoring officer	Monitoring officer	July 2020	Now included
4	A named contact for the external auditor together with contact details be included in the Whistleblowing Policy	Audit and Government Committee	24 September 2019	Constitution updated 24 September 2019

Recommendations from the standards panel to audit and governance in September 2019:

Action	Status
That the guidance for making code of conduct complaints stress the need for the complainant to co-operate in providing requested information in a timely manner.	Completed - arrangements for dealing with code of conduct complaints updated in October 2019.
That guidance provided on the website, explaining the remit of the arrangements for code of conduct complaints, also includes signposting complainants to other relevant organisations for matters which the council is unable to consider because they are outside the	Completed – factsheet is available on the council's website:

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scope of the code of conduct. Such guidance should include, in particular, how to contact the internal or external auditor.	
That the panel meet twice a year, to review a six-month sample of code of conduct complaints by, and reports to the audit and governance committee on an annual basis	Completed, standards panels are now convened at six monthly intervals
That the sampling report includes information on the extent of compliance with recommendations made in each case reviewed	Completed – the spreadsheet presented to standards panel now contains details of compliance with any recommendations which may have been made.
That the process and criteria for undertaking the sample review be replicated at the next meeting	The standards panels convened on 18 December 2019 and 20 August 2020 have replaced the process and criteria