

Ethics Committee Agenda



To: Councillor Clive Fraser (Chair)
Councillor Pat Clouder (Vice-Chair)
Councillors Simon Brew, Patricia Hay-Justice, Joy Prince and
Helen Redfern

Independent Members: Ashok Kumar and Anne Smith

Reserve Members: Councillors Jeet Bains, Jan Buttinger, Felicity Flynn,
Karen Jewitt, Pat Ryan and Callton Young

A meeting of the **Ethics Committee** which you are hereby summoned to attend, will
be held on **Wednesday, 12 February 2020 at 6.30 pm in F10, Town Hall**

JACQUELINE HARRIS BAKER
Council Solicitor and Monitoring Officer
London Borough of Croydon
Bernard Weatherill House
8 Mint Walk, Croydon CR0 1EA

Annette Wiles 020 8726 6000 x64877
annette.wiles@croydon.gov.uk
www.croydon.gov.uk/meetings
Tuesday, 4 February 2020

Members of the public are welcome to attend this meeting.
If you require any assistance, please contact the person detailed above, on the
righthand side.

N.B This meeting will be paperless. The agenda can be accessed online at
www.croydon.gov.uk/meetings

AGENDA – PART A

1. Apologies for Absence

To receive any apologies for absence from any Members of the Committee.

2. Minutes of the Previous Meeting (Pages 5 - 8)

To approve the minutes of the meeting held on 7 January 2020 as an accurate record.

3. Disclosure of Interests

In accordance with the Council's Code of Conduct and the statutory provisions of the Localism Act, Members and co-opted Members of the Council are reminded that it is a requirement to register disclosable pecuniary interests (DPIs) and gifts and hospitality to the value of which exceeds £50 or multiple gifts and/or instances of hospitality with a cumulative value of £50 or more when received from a single donor within a rolling twelve month period. In addition, Members and co-opted Members are reminded that unless their disclosable pecuniary interest is registered on the register of interests or is the subject of a pending notification to the Monitoring Officer, they are required to disclose those disclosable pecuniary interests at the meeting. This should be done by completing the Disclosure of Interest form and handing it to the Democratic Services representative at the start of the meeting. The Chair will then invite Members to make their disclosure orally at the commencement of Agenda item 3. Completed disclosure forms will be provided to the Monitoring Officer for inclusion on the Register of Members' Interests.

4. Urgent Business (if any)

To receive notice of any business not on the agenda which in the opinion of the Chair, by reason of special circumstances, be considered as a matter of urgency.

5. Annual update on the use of RIPA (Pages 9 - 12)

To take the report of the Council Solicitor and Monitoring Officer on the use of RIPA by the Council over the past calendar year.

6. Annual update on Member learning and development (Pages 13 - 16)

To receive the report of the Council Solicitor and Monitoring Officer providing details of Member learning and development during the 2019/20 municipal year.

7. Annual Whistleblowing Report (Pages 17 - 18)

To receive the report of the Council Solicitor and Monitoring Officer on the use of the Council's whistleblowing procedure during the past calendar year.

8. Annual update on Member complaints (Pages 19 - 22)

To receive the report of the Council Solicitor and Monitoring Officer on ethics complaints received up to and including 31 December 2019.

9. Dispensation Applications for Members

To receive the report of the Council Solicitor and Monitoring Officer on Members' dispensations for consideration, if any are received.

10. Work Programme (Pages 23 - 26)

To consider the Committee work programme for the remainder of the Municipal Year.

11. Exclusion of the Press and Public

The following motion is to be moved and seconded where it is proposed to exclude the press and public from the remainder of a meeting:

“That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.”

PART B

12. Dispensation Applications for Members

To receive the report of the Council Solicitor and Monitoring Officer on Members' dispensations for consideration, if any are received.

Ethics Committee

Meeting of held on Tuesday, 7 January 2020 at 6.30 pm in F10, Town Hall, Katharine Street, Croydon CR0 1NX

MINUTES

Present: Councillor Clive Fraser (Chair);
Councillor Pat Clouder (Vice-Chair);
Councillors Simon Brew, Patricia Hay-Justice, Joy Prince and Helen Redfern
Independent Member Anne Smith

PART A

1/20 Minutes of the Previous Meeting

The minutes of the meetings held on 16 May 2019 and 20 May 2019 were agreed as an accurate record.

2/20 Urgent Business (if any)

There were no items of urgent business.

3/20 Proposed Update to the Scheme of Co-Option

The Committee considered a report of the Executive Director of Resources and Monitoring Officer that recommended changes to the Scheme of Co-option, Part 6D of the Constitution in order to set out the relevant rules for all co-optees in one document and to incorporate the previously agreed Code of Conduct for Co-opted Members into the Constitution.

In considering the report, Members noted the processes for recruiting and dismissing Co-opted Members onto Council Committees, Sub-Committees and Task and Finish Working Groups.

The Committee requested that, should the recommendations to Council be approved, all current Co-opted Members be notified about the updated Scheme of Co-option and offered induction and training sessions to support them in their roles in addition to any specialist training they have already received.

RESOLVED: That Council be recommended to:

- 1.1 Adopt the amendments to the Scheme of Co-Option within Part 6D of Constitution as detailed in appendix 1 of the report;
- 1.2 Adopt the amendments to the Code of Conduct for Non-Voting Co-optees as detailed in the report and to include it within the Constitution as an Appendix to Part 6D of the Constitution; and

- 1.3 Adopt the amendments to Code of Conduct for Members within Part 5I of the Constitution as detailed in appendix 2 of the report to confirm the application of the Code to representatives of the Pensions Board.

4/20 Recruitment And Appointment of Independent Persons

The Committee considered a report of the Executive Director of Resources and Monitoring Officer that updated the Committee on succession planning to ensure that the Council had appointed sufficient Independent Persons as required under the Localism Act and as required under the Staff Employment Procedure Rules that form Part 4J of the Council's Constitution.

The report also recommended the Committee to authorise the Monitoring Officer to commence a recruitment process to increase the number of Independent Persons appointed by the Council and detailed the recruitment process for such appointments.

RESOLVED: That

- 1.1 The Monitoring Officer be delegated authority to commence a recruitment process in line with section 28 of the Localism Act 2011 for the appointment of additional Independent Persons to a pool comprising up to five Independent Persons;
- 1.2 Subject to their agreement, Council be recommended to reappoint Anne Smith and Ashok Kumar as Independent Persons for a further term of four years from May 2020;
- 1.3 A Selection Panel be established for the purposes of selection and recommendation back to the Committee of up to three further Independent Persons for appointment as detailed within the report; and
- 1.4 The Selection Panel will comprise three Members of the Committee, namely the Chair and two further Members to be nominated by the Committee with advisory support to be provided by the Monitoring Officer and a current Independent Person.

5/20 Recent Case Law

The Committee considered a report of the Executive Director of Resources and Monitoring Officer that detailed the outcome of recent case law and developments in relation to councillor conduct since 20 May 2019.

The Committee heard details of the work of the Committee on Standards in Public Life (CSPL), including the production of short films about the Nolan Principles; a review of artificial intelligence and its impact on standards; and the announcement of a new approach to tackling intimidation in public life.

Members also noted that the CSPL had published a review of political parties' codes of conduct and received an update in relation to the Government's response to the CSPL report on Local Government Ethics.

RESOLVED: That the outcome of recent case law and developments in relation to councillor conduct since 20 May 2019 be noted.

6/20 Dispensation Applications for Members

No requests for personal dispensations were received.

7/20 Work Programme

The Committee considered a report detailing its Work Programme for the remainder of the 2019/20 Municipal Year.

RESOLVED: That the Work Programme as detailed within the report be AGREED.

8/20 Exclusion of the Press and Public

As no requests for personal dispensations had been received by the Committee, this item therefore fell.

9/20 Dispensation Applications for Members

As no requests for personal dispensations had been received by the Committee, this item therefore fell.

10/20 Disclosure of Interests

There were none.

The meeting ended at 6.50 pm

Signed:

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Date:

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REPORT TO:	ETHICS COMMITTEE 12 FEBRUARY 2020
SUBJECT:	USE OF THE POWERS AVAILABLE UNDER THE REGULATION OF INVESTIGATORY POWERS ACT 2000 AND INVESTIGATORY POWERS ACT 2016 YEAR ENDING 31 DECEMBER 2019
LEAD OFFICER:	JACQUELINE HARRIS BAKER, EXECUTIVE DIRECTOR OF RESOURCES AND MONITORING OFFICER
CABINET MEMBER:	COUNCILLOR HAMIDA ALI CABINET MEMBER FOR SAFER CROYDON AND COMMUNITIES
WARDS:	ALL
CORPORATE PRIORITY/POLICY CONTEXT:	
Monitoring compliance with the Regulation of Investigatory Powers Act and Investigatory Powers Act 2016 to support the Council's approach to corporate governance.	
FINANCIAL IMPACT	
Implementation of the recommendations contained in this report have no financial implications.	
FORWARD PLAN KEY DECISION REFERENCE NO: This is not a key decision.	

1. RECOMMENDATION

The Committee is asked to note the use of the Regulation of Investigatory Powers Act 2000 and the Investigatory Powers Act 2016 by the Council over the past calendar year.

2. EXECUTIVE SUMMARY

- 2.1 The purpose of this report is to inform the Committee how the powers available to the Council under Regulation of Investigatory Powers Act 2000 (RIPA) and Investigatory Powers Act 2016 (IPA) have been used over the last calendar year.

3. DETAIL

- 3.1 RIPA legislates for the use by local authorities of covert methods of surveillance and information gathering to assist the detection and prevention of crime in relation to an authorities core functions. Evidence obtained by any covert surveillance could be subject to challenges under Article 8 of the European Convention on Human Rights

(ECHR) - the right to respect for private and family life. However, properly authorised covert surveillance under RIPA makes lawful what might otherwise be a breach of Article 8 of the ECHR and protects the Council from any civil liability. A public authorities “core functions” are the specific public functions it undertakes when providing services, in contrast to the “ordinary functions” which are those undertaken by all authorities (e.g. employment issues, contractual arrangements etc.). Therefore a public authority may only engage in the use of RIPA/IPA when in performance of its “core functions”.

3.2 Using RIPA/IPA, but only for the purpose of investigating crime and disorder, the Council is able to:

- Carry out covert directed surveillance;
- Use covert human intelligence sources; and/or
- Acquire data relating to communications (e.g. telephone subscriber information).

3.3 ‘Covert’ in this context means carried out in a manner calculated to ensure that those subject to the surveillance are unaware that it is or may be taking place. It usually involves personal observation, the use of CCTV, or accessing communications data such as mobile phone number subscriber or website details. However, even using these powers, the Council cannot carry out intrusive surveillance, such as putting a hidden camera in a suspect’s home to observe them, or listening to or obtaining the contents of telephone call or emails; such intrusive surveillance can only be carried out by the Police and government security services.

3.4 Further, even where the covert investigations are for the purpose of preventing crime and disorder, the Council must also show that the surveillance is necessary and proportionate and can be balanced against an individual’s right to their private and family life.

3.5 Covert Human Intelligence Sources (CHIS) are individuals who by the nature of their situation are able to provide information in a covert manner to aid an investigation. The use of CHIS is very tightly controlled under RIPA and historically the Council has not made use of this aspect of RIPA.

3.6 It should also be noted that in respect of communications data, the Investigatory Powers Act 2016 (IPA) came into force for Local Authorities in May 2019. This legislation is aimed at facilitating public authorities to lawfully obtain Communications data to assist their investigations. The information obtainable under IPA is split into two types:

Entity Data - this data is about entities or links between them but does not include information about individual events. Entities could be individuals, groups and objects (such as mobile phones or other communications devices).

Entity data can be obtained for the investigation into any crime, and includes: incoming call data, IP address, IMEI number and Royal Mail re-directions.

Event Data - identifies or describes events which consist of one or more entities

engaging in an activity at a specific time or times. Events data can be obtained for the investigation of a **Serious Crime Only** that is:

- An offence that is capable of attracting a prison sentence of 12 months or more;
- An offence by a person who is not an individual (i.e. a corporate body);
- An offence falling within the definition of serious crime in section 263(1) of the IPA (i.e. where the conduct involves the use of violence, results in substantial financial gain or is by a large number of persons in pursuit of a common purpose);
- An offence which involves, as an integral part of it, the sending of a communication; and/or
- An offence which involves, as an integral part of it, a breach of a person's privacy.

3.7 Local Authorities require judicial approval from a Court for the use of covert directed surveillance and CHIS.

3.8 Access to communications data must now be authorised by a designated Head of Service and obtained via the Council's 'Single Point of Contact' who are National Anti-Fraud Network (NAFN). However rather than seeking the approval of the Magistrates Court the request is passed by NAFN to the Office for Communications Data Authorisation, who then scrutinise and the application and if they are satisfied approve the request.

3.9 Overall supervision of the Council's use of RIPA/IPA lies with the Executive Director of Resources including day to day monitoring of and advice on authorisations, to ensure that the issues of necessity and proportionality are fully considered and to ensure that all applications meet the necessarily high standard that is required.

4. USE OF POWERS AVAILABLE UNDER RIPA/IPA

4.1 The occasions and outcomes where the use of the powers available under RIPA to aid the following investigations listed below were authorised during 2019.

- Directed Surveillance - None; and
- Communications Data Requests, as detailed below:

Applicant	Request Details	Outcome
Community Safety	Mobile entity data to support a fly tip investigation.	Investigation ongoing
Corporate Anti-Fraud	Fraud, evasion of business rates - Royal Mail redirect, mobile numbers/subscriber details and information for an email address.	Investigation ongoing
Corporate Anti-Fraud	Fraud in the evasion of business rates - subscriber information for email addresses.	Investigation ongoing
Corporate Anti-Fraud	Royal Mail redirect - Sub-letting investigation.	Investigation ongoing

Corporate Anti-Fraud	Mobile phone entity data - fraud/miss-representation.	Investigation ongoing
Corporate Anti-Fraud	Mobile phone entity data - fraud/miss-representation.	Investigation ongoing
Corporate Anti-Fraud	Mobile phone and email subscriber information - social housing succession investigation.	Investigation ongoing
Corporate Anti-Fraud	Fraud in the evasion of business rates - mobile subscriber and email account information.	Investigation ongoing
Trading Standards	Fraud, money laundering and conspiracy - telephone number.	10 Defendants were convicted at Croydon Crown Court of offences of fraud and money laundering arising from a series of door step frauds against elderly people in South Croydon and across the south east. Sentencing is awaited.

4.2 The Council's use of these powers, its policy and procedures are subject to inspection and audit by the Investigatory Powers Commissioner's Office. During these inspections, individual applications and authorisations are closely examined and Authorising Officers are interviewed by the inspectors.

5. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

5.1 There are no direct financial implications arising from this report.

6. LEGAL IMPLICATIONS

6.1 There are no direct legal consequences arising from the contents of this report beyond those set out in the body of the report.

CONTACT OFFICER: Jacqueline Harris Baker, Executive Director of Resources and Monitoring Officer (ext. 62328)

BACKGROUND DOCUMENTS: Exempt

REPORT TO:	ETHICS COMMITTEE 12 February 2020
SUBJECT:	MEMBER LEARNING AND DEVELOPMENT 2019-20 UPDATE
LEAD OFFICER:	JACQUELINE HARRIS BAKER, EXECUTIVE DIRECTOR OF RESOURCES & MONITORING OFFICER
WARDS:	ALL
CORPORATE PRIORITY/POLICY CONTEXT/AMBITIOUS FOR CROYDON: The Council has determined that the Ethics Committee shall be responsible for receiving reports from the Monitoring Officer on matters of probity and ethics for consideration.	
FINANCIAL IMPACT: There are no additional financial implications arising from the contents of this report.	

RECOMMENDATION:
The Committee is asked to note the content of the report.

1. EXECUTIVE SUMMARY

- 1.1 This report provides the Committee with a log of Member Learning and Development activity in the 2019-20 Municipal Year. This activity is led and monitored by the Member Learning and Development Panel.
- 1.2 The role of the Members' Learning and Development Panel is to co-ordinate a training and development programme for Members.

2. MEMBER LEARNING AND DEVELOPMENT ACTIVITY 2019-20

- 2.1 The Council has a £21,000 annual budget for Member training and conferences. This is managed through the cross party Member Learning and Development Panel.
- 2.2 In February 2019 the Panel conducted a survey of Members to gain an understanding of their training needs. The results of this survey have been used as a basis for the training commission in 2019-20.
- 2.3 Separately following feedback from Members a new induction programme for Councillors elected a by-election has been introduced. In addition to any specific training requirements, such as planning committee training, the new programme also includes six 1-2-1 sessions on a range of areas including a Constitutional Overview, Equalities, Local Government Finance, Planning Referrals, Scrutiny Functions and Ward Budgets.
- 2.4 Activity in the 2019-20 Municipal Year has been as follows:

Internal Training Events

Event	Date	Attendance
Community Empowerment & Devolution	15 May 2019	12
Planning Training	28 May 2019	5
Licensing Training	5 June 2019	14
Health Scrutiny Briefing	17 June 2019	11
Prevent Training	2 Sept 2019	11

- 1.1 As well as the training already provided, further sessions to be delivered internally covering Lone Working, Information Security and the Use of Social Media are to be scheduled. Arrangements are being made with the Local Government Association to provide Public Speaking training and the Centre for Public Scrutiny to deliver Questioning Skills training.
- 1.2 Separately, given the level of knowledge required, specialist training has been provided for the members of the Pension Committee.
- 1.3 A number of Members have also used the available training budget to attend external training courses and events. The courses attended in 2019-20 are as follows:-

External Training

Event	Date	Attendance
Local Community Regeneration	22 May 2019	Individual
Westminster Media Forum Keynote Seminar	30/04/2019	Individual
LGA Leadership Academy	Various	2
Introduction to Scrutiny	5 June 2019	Individual
Effective Scrutiny	22 January 2020	Individual
Government Scrutiny Guidance Symposium	20 June 2019	3
Expert Chairing Skills for Scrutiny	11 June 2019	Individual
National Health Scrutiny Conference	18 July 2019	Individual
Leadership Essentials: Homelessness	5 December 2019	2
BAME Weekender	22 February 2020	Individual
Working with Media Masterclass	11 September 2019	Individual
Women Councillors Weekender	11 January 2020	Individual
Tackling Domestic Abuse & Violence	11 February 2020	Individual
Transforming Technology Services in Local Government	7 March 2020	Individual

2. MEMBER LEARNING & DEVELOPMENT 2020/21

- 2.1 The Members' Learning and Development Panel will be undertaking another Training Needs Analysis survey in February/March to inform the training programme for 2020-21.
- 2.2 The Governance Review Panel is also due to make its recommendations to Council in March 2020. Arising from this, there may be Members' learning and development requirements that will need to be incorporated in the training programme for 2020-21. The review may also provide an opportunity to consider broader skills training for members arising from the work of the Governance Panel.
- 2.3 In 2019 the Panel have been introduced to the Croydon Learning web portal and are in the process of trialling accessing the site with a view to it being rolled out to other Members in 2020-21.
- 2.4 The Panel will also be asking Members attending external training to complete an assessment of the event to build up a greater understanding of the quality of the training provision for future attendance.

3. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

- 3.1 There are no direct financial or other implications arising from this report.
Approved by Lisa Taylor, Director of Finance, Assurance and Risk.

CONTACT OFFICER: Simon Trevaskis, Senior Democratic Services & Governance Officer - Scrutiny.

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Agenda Item 7

REPORT TO:	ETHICS COMMITTEE 12 FEBRUARY 2020
SUBJECT:	ANNUAL WHISTLEBLOWING REPORT FOR YEAR ENDING 31 DECEMBER 2019
LEAD OFFICER:	JACQUELINE HARRIS BAKER, EXECUTIVE DIRECTOR OF RESOURCES AND MONITORING OFFICER
CABINET MEMBER:	COUNCILLOR SIMON HALL – CABINET MEMBER FOR FINANCE AND RESOURCES
WARDS:	ALL
CORPORATE PRIORITY/POLICY CONTEXT: The continued development of and the promotion of new initiatives to enhance ethical standards is a key component of the Council's approach to ethical and corporate governance and falls within the Ethics Committee's remit.	
FINANCIAL IMPACT Implementation of the recommendations contained in this report have no financial implications.	
FORWARD PLAN KEY DECISION REFERENCE NO: This is not a key decision.	

1. RECOMMENDATIONS

- 1.1. The Committee is asked note the use of the Council's Whistleblowing Procedure during the past calendar year.

2. EXECUTIVE SUMMARY

- 2.1 The Whistleblowing legislation under the Public Interest Disclosure Act 1998 requires employers to refrain from dismissing workers and employees, or subjecting them to any other detriment because they have made a protected disclosure ("whistleblowing"). Whistleblowing occurs when an employee or worker draws attention to a concern or concerns of wrongdoing in their organisation.

3. DETAIL

- 3.1 The Council uses a third sector provider, Protect to provide independent advice to those who may wish to either raise a concern with the Council to be considered under the Whistleblowing Policy or make a referral to another statutory body. This enables employees to call for confidential advice on whistle blowing and related issues.
- 3.2 A Whistleblowing situation occurs when an employee draws attention to a concern

or concerns of wrongdoing in the organisation which pertains to matters of public interest often referred to as a “protected disclosure”.

- 3.3 The Council’s Whistleblowing policies are aimed at fostering a climate of openness and transparency in which individuals in the workplace do not feel that they will be victimised if they raise concerns about wrongdoing, and provides the facility to raise these with Protect an independent organization from whom they can seek advice.
- 3.4 The Council’s Whistleblowing Policy which the Members of this Committee reviewed and updated at their last meeting, details how a disclosure may be made as well as the safeguards for employees, who may wish to make use of its provisions.
- 3.5 A distinction is drawn between a situation where Council employees may wish to raise a grievance or a complaint of bullying and/or harassment which can be dealt with under the Employee Complaints Procedure. In order to make a protected disclosure, which would bring concerns specifically within the ambit of the Whistleblowing procedure rather than the Employee Complaints Procedure, the disclosure must be one, which is made in the public interest. As such, it is likely that the appropriate route for some complaints which may in the past have been raised under the Whistleblowing procedure, is now via the Employee Complaints Procedure.
- 3.6 For the calendar year 2019 only one disclosure was formally investigated under the Whistleblowing Policy. The outcomes and recommendations arising from that investigation have either required no further action or recommended actions have been taken forward by the Council.

4. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

- 4.1 There are no direct financial implications arising from this report.

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal consequences arising from the contents of this report beyond those set out in the body of the report.

CONTACT OFFICER: Jacqueline Harris Baker, Executive Director of Resources and Monitoring Officer (ext. 62328)

BACKGROUND DOCUMENTS: Exempt

Croydon Council

For General Release

REPORT TO:	ETHICS COMMITTEE 12 FEBRUARY 2020
SUBJECT:	ANNUAL UPDATE ON ETHICS COMPLAINTS RECEIVED UP TO AND INCLUDING 31 DECEMBER 2019
LEAD OFFICER:	EXECUTIVE DIRECTOR OF RESOURCES, COUNCIL SOLICITOR & MONITORING OFFICER
CABINET MEMBER:	CLLR SIMON HALL CABINET MEMBER FINANCE AND TREASURY
WARDS:	ALL
CORPORATE PRIORITY/POLICY CONTEXT:	
<p>The Council has determined that the Ethics Committee shall be responsible for receiving and considering reports on matters of probity and ethics and to consider matters relating to the Code of Conduct.</p>	
FINANCIAL IMPACT	
<p>Implementation of the recommendations contained in this report shall be contained within existing budgets</p>	

1. RECOMMENDATIONS

The Committee is asked to:

- 1.1 Note the contents of the report

2. EXECUTIVE SUMMARY

- 2.1 The Council has determined that the Ethics Committee shall be responsible for receiving and considering reports on matters of probity and ethics. This is the annual report to the Ethics Committee to update members on any complaints or investigations undertaken by the Monitoring Officer during the past year to 31 December 2019.

3. DETAIL

3.1 The 2011 Localism Act requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the code of conduct, and arrangements under which decisions on allegation may be made.

3.2 Pursuant to the current arrangements which the Committee has approved on behalf of the Council, any complaints which pertain to Members' Conduct are made in the first instance to the Monitoring Officer.

3.3 The Monitoring Officer has authority to undertake an initial assessment of the complaint in accordance with the Assessment Criteria which the Committee have specifically adopted for these purposes. The Assessment Criteria, can be viewed here:

<https://www.croydon.gov.uk/sites/default/files/articles/downloads/assessment-criteria-january2019.pdf>

3.4 The initial assessment by the Monitoring officer will indicate whether or not the complaint is one which ought to be referred for investigation and if that occurs, the matter is then referred to Members in accordance with the arrangements for dealing with allegations of breach of the code of conduct under the Localism Act 2011.

<https://democracy.croydon.gov.uk/documents/s17243/Part%2051%20-%20Members%20Code%20of%20Conduct.pdf>

3.5 Since the last updating annual report to Members which covered complaints up to and including 31 December 2018, the Monitoring officer has received 8 complaints. In respect of 4 of those complaints, the Monitoring Officer requested further information. No further information was provided for two matters and accordingly it was not possible to consider or progress those two matters.

3.6 In relation to the remaining 6 matters where sufficient information had been provided, the Monitoring Officer undertook an assessment and determined that none of the matters were appropriate to be referred for investigation. Three of those matters related to complaints arising out of planning committee hearings, 1 in relation to Full Council and the remaining two dealt with conduct outside of Council meetings.

4. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

4.1 There are no direct financial implications arising from this report.

5. LEGAL CONSIDERATIONS

5.1 There are no additional legal considerations arising from the contents of this report which are not set out in the body of the report.

CONTACT OFFICERS: Jacqueline Harris Baker, Executive Director of Resources,

Monitoring Officer and Council Solicitor (ext 62328)

BACKGROUND DOCUMENTS: None

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Croydon Council

REPORT TO:	ETHICS COMMITTEE 12 FEBRUARY 2020
SUBJECT:	ETHICS COMMITTEE: WORK PROGRAMME
LEAD OFFICER:	JACQUELINE HARRIS BAKER, EXECUTIVE DIRECTOR OF RESOURCES & MONITORING OFFICER
WARDS:	ALL
CORPORATE PRIORITY/POLICY CONTEXT/AMBITIOUS FOR CROYDON:	
Organisational design: consideration of the business processes, systems, budgeting, workforce, capacities and capabilities that will reflect the requirements of the operating model.	
FINANCIAL IMPACT	
The implementation of the recommendations contained in this report shall be contained within existing budgets.	

1. **RECOMMENDATIONS**

- 1.1. For the Members of the Ethics Committee to consider and comment on the following Work Programme.

2. **EXECUTIVE SUMMARY**

- 2.1. The table sets out the Ethics Committee Work Programme for 2019/20. This Work Programme will be considered at every meeting of the Committee to enable it to respond to issues of concern and incorporate any additional items.

3. **DETAIL**

Meeting date	Standing item(s)	Other item(s)
20 May 2019 (Annual Council)	Election of Chair and Vice Chair	None
20 November 2019	Members' dispensations Work programme	Proposed Update to the Scheme of Co-option Recruitment and Appointment of Independent Persons Recent Case Law

12 February 2020	Members' dispensations Work programme	Annual Whistleblowing Report Annual update on member complaints Annual update on members' learning and development Annual update on use of RIPA
29 April 2020	Members' dispensations Work programme	Appointment of additional Independent Persons

4. **CONSULTATION**

- 4.1. The Work Programme is subject to consultation with the Members of the Ethics Committee.

5. **FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS**

- 5.1. The implementation of the recommendations contained in this report shall be contained within existing budgets.

6. **THE EFFECT OF THE DECISION**

- 6.1. The decisions made about its Work Programme will determine the agenda for Ethics Committee meeting.

7. **RISKS**

- 7.1. There are no direct risks arising from the content of this report.

8. **OPTIONS**

- 8.1. This Work Programme will be considered at every meeting of the Committee to enable it to respond to issues of concern and incorporate any additional items.

9. **FUTURE SAVINGS/EFFICIENCIES**

- 9.1. There are no direct future savings/efficiencies arising from the content of this report.

10. **LEGAL CONSIDERATIONS**

- 10.1. There are no direct legal consequences arising from the contents of this report.

11. **HUMAN RESOURCES IMPACT**

11.1. There are no direct Human Resources consequences arising from the contents of this report.

12. EQUALITIES IMPACT

12.1. There are no direct equalities impact consequences arising from the contents of this report.

13. ENVIRONMENTAL IMPACT

13.1. There are no direct environmental impact consequences arising from the contents of this report.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. There are no direct crime and disorder reduction impact consequences arising from the contents of this report.

CONTACT OFFICER:

Annette Wiles
Senior Democratic Services Officer,
Council & Regulatory
(ext: 64877)

APPENDICES TO THIS REPORT:

None

BACKGROUND DOCUMENTS:

None

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