

## Appendix 4

### Extract from Annual Report of the (former) Standards Committee 2011/12

#### Meetings

The following standards committee and sub-committees meetings were held (figures in brackets are for 2010/11):

Standards committee*	7(6)
Assessment sub-committee	14(13)
Review sub-committee	7(4)
Consideration sub-committee	3(8)
Hearing*	3(7)
Dispensation sub-committee*	3(10)

Meetings marked \* are usually public meetings. Agenda, papers and minutes are on the Wiltshire Council web site ([www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)).

#### How does local assessment work?

Wiltshire Council Standards Committee is responsible for receiving all complaints about alleged breaches of the code of conduct made against elected members of Wiltshire Council and the town and parish councils and co-opted members. There is an initial assessment stage when the assessment sub-committee of the standards committee meets to consider whether the complaint relates to a local member, if it involves a potential breach of the code and, if it does, whether it should be investigated or dealt with by other action such as training or mediation.

Depending on the outcome, the complainant can appeal against the assessment sub-committee decision. If this happens a review sub-committee, made up of different members of the standards committee from the assessment sub-committee will consider the appeal.

If a complaint is referred for investigation, a consideration sub-committee will consider the monitoring officer's investigation report and determine the next procedural steps in the light of the investigating officer's findings.

Finally the complaint will be considered by a hearing sub-committee, which will hear evidence and representations to determine if there has been a breach of the code and, if so, what sanctions are appropriate.

## Complaints 2011/12

Number of complaints received

51 complaints were received between April 2011 and March 2012

The outcome of the complaints that were assessed was:

Action	Numbers
Investigated/under investigation	20
No investigation	28

The complaints that were not assessed fall into the following categories:

Reasons for no assessment	Numbers
Case closed as sufficient details not provided	0
Not a code of conduct complaint	0
Complaint withdrawn	0
Yet to be assessed	3

## Breakdown of Code of Conduct Complaints

Paragraph of Code	Number of times cited 2011/12	Number of time proven 2011/12
3(1) – you must treat others with respect	41	
3(2)(a) – you must not do anything which may cause your authority to breach any of the equality enactments	7	
3(2)(b) - You must not bully any person	13	
3(2)(c) – you must not intimidate any person who is or is likely to be a complainant	8	
3(2)(d) – you must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority	10	
4(a) – you must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonable to be aware, is of a confidential nature	1	
4(b) – you must not prevent another person from gaining access to information to which that person is entitled by law	3	
5 – you must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute	31 20	1
6(a) – you must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage		
6(b)(i) – You must, when using or authorising the use by others of the resources of your authority, act in accordance with your authority’s reasonable requirements	0	

Paragraph of Code	Number of times cited 2011/12	Number of time proven 2011/12
6(b)(ii) – you must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes)	0	0
6(c) – you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986(a)	0	0
8(1)(a) – you have a personal interest in any business of your authority where either it relates to or is likely to affect:	4	8
(ii) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;	9	9
(ii) any body – (aa) exercising functions of a public nature; (bb) directed towards charitable purposes; (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management.		
8(2)(a) – you have a personal interest in any business of your authority where either it relates to or is likely to affect a member of your family or any person with whom you have a close association		
9 (1) – subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.		
10 – subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.	13	13
12 (1) – subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority you must withdraw from the chamber where a meeting considering the business if being held	0	0
12(1)(c) – subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority you must not seek to improperly influence a decision about that business.	1	1
13 (1)(b) – subject to paragraph 14, you must, within 28 days of your election or appointment to office register details of your personal interests.	1	1