

Report of	Meeting	Date
Corporate Director Governance/ Monitoring Officer	Standards Committee	17 September 2009

## PARISH NOTIFICATION REQUIREMENTS

### PURPOSE OF REPORT

1. To notify the Standards Committee of a recent recommendation from Standards for England to Parish and Town Councils relating to how they should respond to notification from the Standards Committee that a complaint has been received in respect of a Parish Councillor.

### RECOMMENDATION(S)

2. The Committee's views are requested on any advice that could be offered to Parish and Town Councils on notification requirements.
3. The views are requested on any protocols needed for the Committee.

### BACKGROUND

4. Standards for England publish a bulletin entitled "Town and Parish Standard". This is a newsletter for parish and town councillors. It is designed to support members in performing their duties under the Code of Conduct and keep them informed of ethical issues in the local government sector. The Town and Parish Standard is published twice a year.

### NOTIFICATION PROCEDURES AND LIAISON

5. In the latest "Town and Parish Standard" Standards for England have recommended that Parish and Town Councils adopt procedures for notifications and have advised that clerks should notify Monitoring Officers of the notification procedures which have been implemented.
6. The Monitoring Officer has not received details of any such procedures.

7. Standards for England have also recommended recommend that Standards Committees consider putting protocols or arrangements in place which deal with:
- access to information
  - sharing of information
  - how various legal obligations are met including those under the Freedom of Information Act or
  - Data Protection Act
8. Standards for England state “having appropriate arrangements in place will ensure that the rights of all concerned in a complaint will be considered. They will also ensure that complaints are dealt with lawfully, effectively and fairly, and will identify only those who need to know or are entitled to know certain information at the various stages of a complaint”.

ANDREW DOCHERTY  
CORPORATE DIRECTOR (GOVERNANCE) / MONITORING OFFICER

<b>Background Papers</b>			
<b>Document</b>	<b>Date</b>	<b>File</b>	<b>Place of Inspection</b>
Town and Parish Standard Issue 4	February 2009	n/a	<a href="http://www.standardsforengland.gov.uk/Publications/TownandParishStandard/TPStandard%20issue%204%20FINAL.pdf">http://www.standardsforengland.gov.uk/Publications/TownandParishStandard/TPStandard%20issue%204%20FINAL.pdf</a>

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Ruth Rimmington	5118	2 September 2009	ParishNotificationRequirements