

# Election Candidates Pre-Election Pack 2023



## Pre-Election Pack

This pack contains important information and documentation that will help you in your duties as an Election Candidate, and as an Elected Member should you be successful at the forthcoming elections.

1	<b>Representation of People Act 1983, Section 66 (amended)</b>	(Pages 5 - 6)
	The notification of secrecy requirements during the poll.	
2	<b>Political Management Structure of the Council</b>	(Pages 7 - 8)
	The various decision making bodies on the Council.	
3	<b>Timetable of Council meetings 20223/2024 and information about Committees</b>	(Pages 9 - 16)
	This is a timetable of all the Council meetings from May 2023 to May 2024 and some background to the purpose of each Committee and any relevant training.	
4	<b>Management Structure of the Council</b>	(Pages 17 - 18)
	The structure of the Council's senior officers.	
5	<b>Borough Ward Map</b>	(Pages 19 - 20)
	Plan showing the 14 wards of the Borough.	
6	<b>Code of Conduct for Elected Members</b>	(Pages 21 - 38)
	This is the code, which all Councillors must follow.	
7	<b>Member training and development</b>	(Pages 39 - 40)
	A brief summary of our commitment to Member development.	

**Please note key dates for your diary:**

- **Thursday, 11 May** - New Member Induction Welcome Session (9.30am – 5pm)
- **Tuesday, 16 May** - Annual Council Meeting at 6.30pm
- **Friday, 19 May** - Civic Dinner (evening)
- **Sunday, 21 May** - Civic Sunday (Service at St Laurence's Church)
- **Thursday, 18 May** - Training - Members of the Governance Committee 2pm – 4pm
- **Thursday, 18 May** - Training – Members of the Planning Committee 5pm – 7pm
- **Monday, 22 May** - Training – Members of the Licensing and Public Safety Committee 2pm – 4pm
- **Thursday, 25 May** - Training – Members of the Licensing and Public Safety Committee 5pm – 7pm

Please note that all Members of the Council will be provided with an iPad to undertake their Council work.

Chris Sinnott  
Chief Executive

If you need this information in a different format, such as larger print or translation, please get in touch on 515151 or [chorley.gov.uk](http://chorley.gov.uk)

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## Notification of secrecy requirements – the poll

### Section 66 of the Representation of the People Act 1983 (as amended)

(1) The following persons –

- (a) every returning officer and every presiding officer or clerk attending at a polling station,
- (b) every candidate or election agent or polling agent so attending
- (c) every person so attending by virtue of any of sections 6A to 6D of the Political Parties, Elections and Referendums Act 2000

shall maintain and aid in maintaining the secrecy of voting and shall not, except for some purpose authorised by law, communicate to any person before the poll is closed any information as to –

- (i) the name of any elector or proxy for an elector who has or has not applied for a ballot paper or voted at a polling station;
- (ii) the number on the register of electors of any elector who, or whose proxy, has or has not applied for a ballot paper or voted at a polling station; or
- (iii) the official mark.

[...]

(3) No person shall –

- (a) interfere with or attempt to interfere with a voter when recording his vote;
- (b) otherwise obtain or attempt to obtain in a polling station information as to the candidate for whom a voter in that station is about to vote or has voted;
- (c) communicate at any time to any person any information obtained in a polling station as to the candidate for whom a voter in that station is about to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given to a voter at that station;

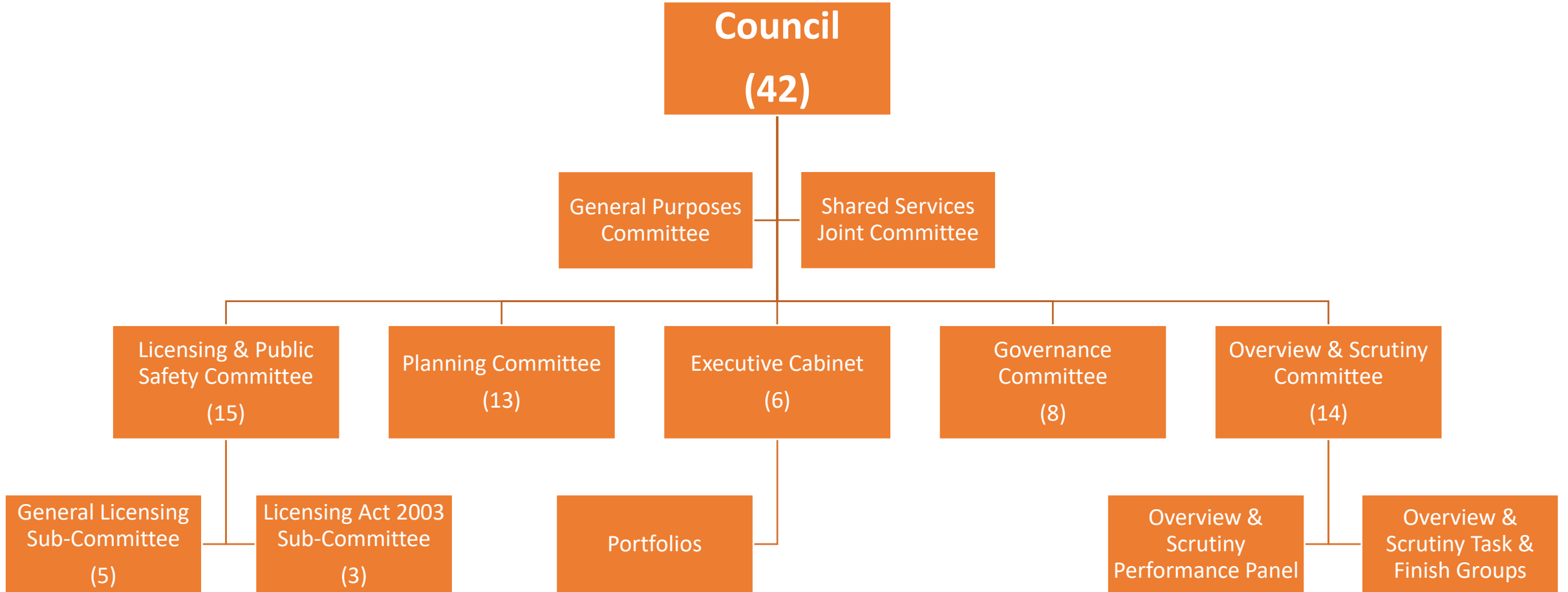
(d) directly or indirectly induce a voter to display his ballot paper after he has marked it so as to make known to any person the name of the candidate for whom he has or has not voted.

[...]

(5) No person having undertaken to assist a blind voter to vote shall communicate at any time to any person any information as to the candidate for whom that voter intends to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given for the use of that voter.

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.

# Political Management Structure



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**CHORLEY BOROUGH COUNCIL  
TIMETABLE OF MEETINGS 2023/2024**

	May 2023	June 2023	July 2023	August 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	March 2024	April 2024	May 2024																	
Mon	1 Bank Holiday								1 New Year's Day			1 Easter Monday		Mon																
Tue	2			1					2			2 LGO		Tue																
Wed	3			2	G				3			3	1	Wed																
Thu	4 E	1		3					2 LPWG			4	2 E	Thu																
Fri	5	2		4			1		3			5	3	Fri																
Sat	6	3		5			2		4			6	4	Sat																
Sun	7	4		6			3		5			7	5	Sun																
Mon	8 Bank Holiday	5	ICB	3 ICB LGO	7		4 ICB LGO	2	ICB	6	LGO	4 MSWG*	8	ICB	5	MLS	4	MLS	8	LG	6	Bank Holiday	Mon							
Tue	9	LGO	6	LPWG	4	NAM 3	8		5	LPWG	3		7	SSJC	5	P	9	SSJC	6	P	5	P	9	CG	7	LGO	Tue			
Wed	10	CG	7	CCWG	5	LPSC	9		6	SSJC	4		8	CG	6	CG	10	GLSC LPWG	7	GLSC	6	SSJC	10		8	CG	Wed			
Thu	11	NMI	8		6	OSC	10		7	WOCWG	5	OSC	9	EC	7	EC	11	OSPP	8	NAM 1	7	OSPP	11		9	NMI	Thu			
Fri	12		9		7		11		8		6		10		8		12		9		8		12		10		Fri			
Sat	13		10		8		12		9		7		11		9		13		10		9		13		11		Sat			
Sun	14		11		9		13		10		8		12		10		14		11		10		14		12		Sun			
Mon	15	LGO	12	MLS	10	LG	14		11	LG	9	MLS	13	LG	11	MLS	15	MLS LGO	12	ICB	LGO	11	ICB	15		13	LG	Mon		
Tue	16	Council	13	P	11	P	15	P	12	P	10	P	14	P	12		16	P	13	NAM 2	12	LPWG	16	Council	14	Council	Tue			
Wed	17		14	CG	12	CG	16		13	CG	11	GLSC	15	CG	13	GLSC	17	G	14		13	G GLSC	17		15		Wed			
Thu	18	GT	PT	15	EC	13	EC	17		14	EC	12	EC	16	WOCWG	14		18	EC	15	NAM 3	14	OSC	18		16		Thu		
Fri	19		16		14		18		15		13		17		15		19		16		15		19		17		Fri			
Sat	20		17		15		19		16		14		18		16		20		17		16		20		18		Sat			
Sun	21		18		16		20		17		15		19		17		21		18		17		21		19		Sun			
Mon	22	LT*	TCT	19		17	TCT	21		18	MLS	16		20	TCT	MLS	18		22	LG	19	LG	18	WOCWG	22		20	Mon		
Tue	23	P		20	NAM 1	18	Council	22		19	Council	17		21	Special Council	19		23	CCWG	20	NAM 4	19	CCWG	23	P	21	P	Tue		
Wed	24	G	GLSC	21	GLSC	19	GLSC CL	23	GLSC	20	GLSC	18	CG* CL	22	GLSC	20		24	CG* CL	21	CG	20	CG* CL	24	GLSC	22	GLSC	Wed		
Thu	25	LT		22	OST	20	NAM 4	24		21	OSPP	19		23	OSPP	21		25	OSC	22	EC	21	EC	25		23		Thu		
Fri	26		23		21		25		22		20		24		22		26		23		22		26		24		24	Fri		
Sat	27		24		22		26		23		21		25		23		27		24		23		27		25		25	Sat		
Sun	28		25		23		27		24		22		26		24		28		25		24		28		26		26	Sun		
Mon	29	Bank Holiday	26	MWSG*	NAM 2	24	NAM 5	28	Bank Holiday	25	TCT	MSWG	23		27	ICB	25	Christmas Day	29	TCT	MSWG	26	NAM 5	25	TCT	29		27	Bank Holiday	Mon
Tue	30		27	WOCWG	25	CCWG	29		26	CCWG	24		28	CCWG	26	Boxing Day	30	Council	27	Special Council	26	P	30		28		28		Tue	
Wed	31		28	SSJC	26	NAM 6	30		27	G	25		29	G	27		31	LPSC	28		27				29	G	Wed			
Thu			29	OSPP	27		31		28		26		30		28				29	NAM 6	28					30		Thu		
Fri			30		28				29		27				29						29	Good Friday				31		Fri		
Sat				29					30		28				30						30							Sat		
Sun				30					31		29				31						31							Sun		
Mon				31							30	ICB																Mon		
Tue																												Tue		

<b>Council</b>	Council
<b>EC</b>	Executive Cabinet
<b>ICB</b>	Informal Cabinet Briefing
<b>P</b>	Planning Committee
<b>PT</b>	Planning Training (5pm)
<b>LPSC</b>	Licensing & Public Safety Committee
<b>GLSC</b>	Licensing Sub Panel
<b>LT</b>	Licensing Training (2pm* or 5pm)

<b>OSC</b>	Overview and Scrutiny Committee
<b>OSPP</b>	Overview and Scrutiny Performance Panel
<b>OST</b>	Overview and Scrutiny Training (5.30pm)
<b>G</b>	Governance Committee (2.30pm)
<b>GT</b>	Governance Training (2pm* or 5pm)
<b>SSJC</b>	Shared Services Joint Committee (6pm)
<b>JAC</b>	Central Lancs Strategic Planning JAC
<b>LPWG</b>	Local Plan Working Group

<b>MSWG</b>	Member Support Working Group (2pm* or 6.30pm)
<b>MLS</b>	Member Learning Session
<b>NMI</b>	New Member Induction
<b>CCWG</b>	Climate Change Working Group
<b>WOCWG</b>	Wholly Owned Company Working Group
<b>NAM</b>	Neighbourhood Area Meetings (see key)
<b>TCT</b>	Town Centre Team
<b>CL</b>	Chorley Liaison

<b>LG</b>	Labour Group
<b>LGO</b>	Labour Group Officers
<b>CG</b>	Conservative Group (6pm/*5.30pm)
<b>E</b>	Election/Referendum
	Weekends/Bank Holidays
	School Holidays

<b>NAM 1</b>	Chorley Town East
<b>NAM 2</b>	Northern Parishes
<b>NAM 3</b>	NW Parishes & Chorley North
<b>NAM 4</b>	Chorley Town West
<b>NAM 5</b>	Eastern Parishes
<b>NAM 6</b>	Western Parishes

**Meetings commence at 6.30pm unless otherwise stated**

Summer School Term 2023 - Re-opens Monday 17 April 2023  
 May Day closure Monday 1 May 2023  
 Mid term closure Monday 29 May - Friday 2 June 2023 (inclusive)

Autumn School Term 2023 - Re-open Friday 1 September 2023  
 Mid term closure, Monday 23 October - Friday 27 October 2023 (inclusive)  
 Closure after school on Friday 22 December 2023

Spring School Term 2024 - Re-opens on Monday 8 January 2024  
 Mid term closure Monday 12 February - Friday 16 February 2024 (inclusive)  
 Closure after school on Thursday 28 March 2024

Summer School term 2024 - Re-open on Monday, 15 April 2024  
 May Day closure Monday 6 May 2024  
 Mid term closure Monday 27 May - Friday 31 May 2024 (inclusive)

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# Chorley Borough Council

## Committee Descriptions 2023/24

The aim of this document is to provide information on all the Committees of Chorley Council. This includes;

- the role of each committee
- the membership
- how many times the committee meets annually
- the dates for the first meetings in 2023/24
- any associated mandatory training

Meetings can be viewed on Youtube here:  
<https://www.youtube.com/@chorleycouncil>

### Council

There are four ordinary meetings a year of the Council of 42 Members plus a number of Special Council meetings, these are the;

- **Annual Council** - meets in May to appoint the Mayor, the Executive Leader of the Council and makes appointments to Committees of the Council,
- **Policy Council** - meets in November to agree the Council's Corporate Strategy for the forthcoming year,
- **Finance Council** - meets at the end of February to agree the Council's budget and sets the level of council tax for the forthcoming year.

All 42 members are required to sit on Council meetings. No mandatory training is required.

**The first meeting of Council of the new municipal year is Annual Council taking place on Tuesday, 16 May at 6.30pm.**

All meeting dates subsequent to this can be found on the council's calendar of meetings. To access this search [www.chorley.gov.uk](http://www.chorley.gov.uk) > Click on the red 'Council' tab > Councillors and committees > Calendar of Council meetings (<https://democracy.chorley.gov.uk/mqCalendarMonthView.aspx?GL=1&bcr=1>)

### Executive Cabinet

The Executive Cabinet is responsible for most of the Council's functions, which by law or under the Council's Constitution are not the responsibility of any other part of the Council's organisation, whether the full Council itself, other Committees/Sub-Committee of the Council or Chief Officer. Forthcoming major decisions are published in the Notice of Executive Decisions.

The Executive Cabinet is currently made up of the;

- Executive Leader and Executive Member for Economic Development and Public Service Reform
- Deputy Executive Leader and Executive Member for Resources
- Executive Member for Early Intervention
- Executive Member for Homes and Housing
- Executive Member for Planning and Development
- Executive Member for Customer, Streetscene and Environment.

The Executive Leader chairs the Executive Cabinet and has overall political responsibility for achieving the Council's objectives.

The Executive Cabinet meets 9 times per year. Members of the Council who are not on the Executive Cabinet can attend the meeting as observers.

**The first meeting of the Executive Cabinet of the new municipal year will take place on Thursday, 15 June.**

## **Planning Committee**

The Planning Committee is the Council's decision-making body on planning matters. The terms of reference of the Planning Committee are as follows:

- a) The functions of the Council as Local Planning Authority in relation to the control of development, the display of advertisements, listed buildings, tree preservation orders and conservation areas including deemed planning permission for development by the Council or development of Council land or property.
- b) The formulation of observations or recommendations on planning applications to be determined by the County Council or a neighbouring local planning authority or pursuant to notifications of proposed development by other local or public authorities, Government departments, the Crown or statutory undertakers.
- c) The administration, enforcement and relaxation of building regulations and associated legislation.

The committee consists of **13 Members and a number of substitute Members**. The Committee meets 13 times a year, approximately once every 4 weeks. Members will also be expected to attend site visits as and when decided at Committee.

New members of the Planning Committee will be required to attend mandatory training; this will take place on Thursday, 18 May at 5pm (until approx. 7pm).

**The first meeting of the Planning Committee of the new municipal year will take place on Tuesday, 23 May.**

## Overview and Scrutiny Committee

Overview and Scrutiny (O&S) is the Council's own watchdog. Our Overview and Scrutiny Objectives are;

- To support the Council in achieving its vision for the borough and its strategic aims and priorities
- To promote open and transparent decision-making, democratic accountability and to hold the Executive to account for its actions
- To promote continuous improvement, best practice and innovation with the services, functions and policies which the Council has responsibilities for or influence over
- To take a lead role in reviewing policy and influencing matters of strategic direction
- To monitor performance of the directorates and key performance indicators (undertaken by the Overview and Scrutiny Performance Panel).

The Committee traditionally consists of **14 Members** and is supported by a range of Overview and Scrutiny Task Groups undertaking various Scrutiny Reviews.

There will be a training session for new Members of the Overview and Scrutiny Committee taking place on Thursday, 22 June.

**The first meeting of the Overview and Scrutiny Committee of the new municipal year will take place on Thursday, 6 July.**

## Overview and Scrutiny Performance Panel

There is also an Overview and Scrutiny Performance Panel which meets quarterly to look at Council and Local Strategic Partnership performance. Relevant Executive Members will attend to answer questions on their service areas. The membership is taken from the Overview and Scrutiny Committee.

**The first meeting of the Overview and Scrutiny Performance Panel of the new municipal year will take place on Thursday, 29 June.**

## Overview and Scrutiny Task Groups

Overview and Scrutiny Task Groups are established by the Overview and Scrutiny Committee when they request that an issue be reviewed. The membership is created by those nominating themselves forward and can therefore be different to that of the Overview and Scrutiny Committee.

## **Governance Committee**

The purpose of the Governance Committee at the Council is to scrutinise Audit Activity, Regulatory Framework, and Standards.

The Committee consists of **8 Members and a number of substitute Members**. Members of the Executive are not be eligible to be appointed to the Governance Committee, and the Chair and Vice Chair of the Overview and Scrutiny Committee are not be eligible to be Chair or Vice Chair of the Governance Committee.

New Members of the Governance Committee will be required to attend two mandatory training sessions; these will take place as follows;

- Thursday, 18 May at 2pm - 4pm; General role of the Committee and the role of Auditors
- A session on the Statement of Accounts and Members' responsibilities will take place prior to the Governance Committee in September.

**The first meeting of the Governance Committee of the new municipal year will take place on Wednesday, 24 May at 2.30pm.**

## **Licensing and Public Safety Committee**

The Licensing and Public Safety Committee considers matters relating to licensing policy, licensing conditions, and monitors overall licensing and enforcement activity.

The membership consists of **15 Members and a number of substitute members**. The committee meets three times a year. Members of the Licensing and Public Safety Committee will also be required to sit on some General Licensing Sub-Committee and Licensing Act 2003 Sub-Committee panels.

New Members of the Licensing and Public Safety Committee will be required to attend mandatory training taking place either;

- Monday, 22 May at 2pm – 4pm
- Thursday, 25 May at 5pm - 7pm

Please note that Members are only required to attend one of these sessions.

**The first meeting of the Licensing and Public Safety Committee scheduled for 2022/23 will take place on Wednesday, 5 July at 6.30pm.**

## **General Licensing Sub-Committee**

The General Licensing Sub-Committee considers applications for hackney carriage and private hire licences, where circumstances mean they cannot be decided by Licensing Officers.

General Licensing Sub-Committee meetings are scheduled 13 times a year, approximately four weeks apart. However, if there is no business the scheduled meeting will be cancelled. The Panel will consist of 5 Members.

At the beginning of the municipal year, Democratic Services will ask members of the Licensing and Public Safety Committee for their availability on the scheduled dates. Based on this information, meeting requests will then be sent out to Members for the meetings that you are required to attend. If you do not receive a meeting request, this means you are not required on the Panel for that meeting.

**The first meeting of the General Licensing Sub-Committee of the new municipal year will take place on Wednesday, 24 May at 6.30pm.**

## **Licensing Act 2003**

The Licensing Act 2003 Sub-Committee meet on an ad hoc basis as and when required to consider all applications and licence reviews under the Licensing Act 2003 and the Gambling Act 2005 where circumstances mean that they cannot be decided by Licensing Officers.

This Sub-Committee will consist of 3 Members. Members will be contacted by Democratic Services for their availability once a meeting has been requested by Officers and a date has been identified.

## **Shared Services Joint Committee**

The membership of the Joint Committee comprises of representatives of Chorley and South Ribble Borough Councils and its role is to oversee shared service delivery jointly between the two Councils, including investigating opportunities for extending shared services to new service areas and delivery options.

The membership consists of **10 Members; 5 from Chorley and 5 from South Ribble**. The committee meets six times a year.

**The first meeting of the Shared Services Joint Committee of the new municipal year will take place on Wednesday, 28 June at 6pm.**

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 Chief Executive  
Chris Sinnott

Strategic Lead – Future Investment  
Vacant

Deputy Chief Executive  
Vacant

 Director of Customer and Digital  
Asim Khan

Director of Planning and Development  
Vacant

 Interim Director of Commercial Services  
Ian Leivesley


 Director of Communities  
Jennifer Mullin

 Director of Finance  
Louise Mattinson

 Director of Governance  
Chris Moister

 Director of Change and Delivery  
Vicky Willett

 Head of Communication and Visitor Economy  
Andrew Daniels

 Head of Customer Services  
Alison Wilding

 Head of Planning and Enforcement  
Adele Hayes

Head of Property and Development

 Head of Communities and Housing  
Angela Barrago


 Financial Systems Manager  
Richard Birchall

 Head of Audit and Risk  
Dawn Highton

Head of Transformation and Partnerships  
Vacant

Interim Head of HR  
Hollie Walmsley

Interim Head of Policy and Performance  
Howard Anthony


 Head of ICT  
Emma Marshall

 Head of Spatial Planning  
Zoe Whiteside

Head of Operational Assets  
Alan Coar

 Head of Public Protection  
Laura-Jean Taylor

 Principal Management Accountant  
Neil Halton

 Head of Democratic Services  
Darren Cranshaw

 Head of Streetscene and Waste  
Chris Walmsley

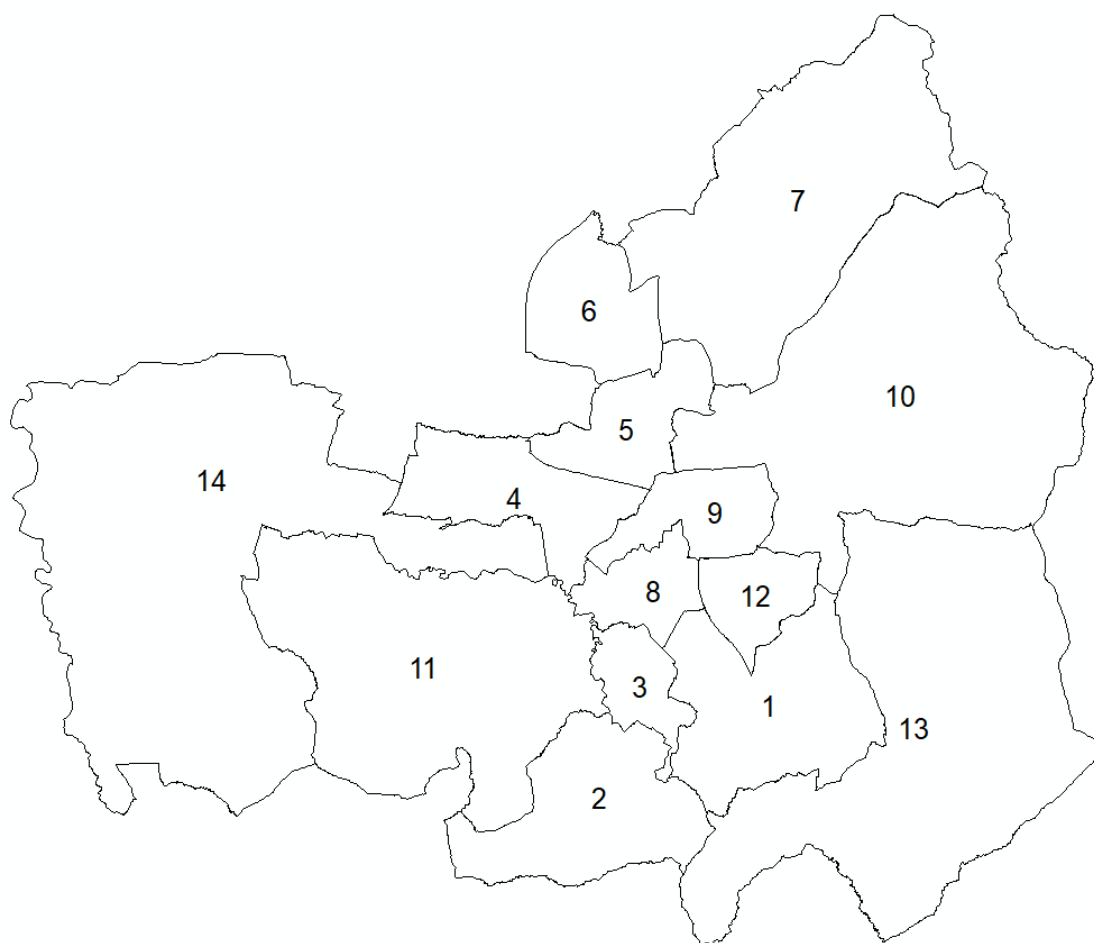
 Leisure Manager  
Gemma Birkett

 Principal Financial Accountant  
Jean Waddington

 Head of Legal and Procurement  
Dave Whelan

Head of Economic Growth

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### Key to Wards

- |    |                                      |
|----|--------------------------------------|
| 1  | Chorley South East & Heath Charnock  |
| 2  | Coppull                              |
| 3  | Chorley South West                   |
| 4  | Euxton                               |
| 5  | Buckshaw & Whittle                   |
| 6  | Clayton West & Cuerden               |
| 7  | Clayton East, Brindle & Hoghton      |
| 8  | Chorley North West                   |
| 9  | Chorley North & Astley               |
| 10 | Chorley North East                   |
| 11 | Eccleston, Heskin & Charnock Richard |
| 12 | Chorley East                         |
| 13 | Adlington & Anderton                 |
| 14 | Croston, Mawdesley & Euxton South    |

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## **Appendix 6**

# **Members' Code of Conduct and Dealing with Complaints about Member Conduct**

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Arrangements for Dealing with Complaints about the Conduct of Members	9 - 15
Hearing Procedure	16 – 17

## CODE OF CONDUCT FOR ELECTED MEMBERS

As a member or co-opted member of Chorley Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority. I confirm that I will act in a way that complies with these principles and accept that they form part of my obligations on how I discharge my role as a Councillor.

**SELFLESSNESS:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**INTEGRITY:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**OBJECTIVITY:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**ACCOUNTABILITY:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**OPENNESS:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**HONESTY:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**LEADERSHIP:** Holders of public office should promote and support these principles by leadership and example.

As a Member of Chorley Council, my conduct will in particular address the statutory principles of the code of conduct by:

**Championing** the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me - and putting their interests first.

**Dealing with** representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.

**Not allowing** other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the Borough or the good governance of the authority in a proper manner.

**Exercising independent** judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of this authority.

**Listening to** the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.

**Being accountable** for my decisions and co-operating when scrutinised internally and externally, including by local residents. I will co-operate with all investigations of complaints made under the councils code of conduct.

**Contributing to** making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it.

**Behaving in** accordance with all our legal obligations, alongside any requirements contained within this authority's policies, protocols and procedures, including on the use of the Authority's resources.

**Valuing my colleagues** and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government. I will not make any trivial or malicious allegations against another councillor.

**Always treating people with respect**, including the organisations and public I engage with and those I work alongside.

**Providing leadership** through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.

**Not bullying or harassing** any person (including any council employee) and I will not intimidate or improperly seek to influence any person. I accept bullying may be characterised as: offensive, intimidating, malicious or insulting behaviour; or an abuse or misuse of power in a way that intends to undermine, humiliate, criticise unfairly or injure someone. Harassment may be characterised as unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.

I will also comply with my obligations under the Act in relation to the registration and disclosure of interests and in Chorley Council this will be done as follows:

I will, within 28 days of taking office as a member or co-opted member, notify Chorley Council's Monitoring Officer of any disclosable pecuniary interest as defined by Regulations made by the Secretary of State, where the pecuniary interest is mine, my spouse's or civil partner's or is a pecuniary interest of someone with whom I am living as husband and wife or as if we were civil partners.

In addition, I will, within 28 days of taking office as a member or co-opted member, notify Chorley Council's Monitoring Officer of any disclosable pecuniary or non-pecuniary interest which Chorley Council has decided should be included in the register.

If an interest has not been entered onto Chorley Council's register, then I will disclose the interest to any meeting of the authority at which I am present, where I have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.<sup>1</sup>

Following any disclosure of an interest not on the authority's register or the subject of pending notification, I will notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, I will not participate in any discussion of, vote on, or discharge any function related to any matter in which I have a pecuniary interest as defined by Regulations made by the Secretary of State. Additionally, I will observe the restrictions Chorley Council place on my involvement in matters where I have a pecuniary or non pecuniary interest as defined by your authority.

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<sup>1</sup> A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.



## DISCLOSABLE PECUNIARY INTERESTS

This note explains the requirements of the Localism Act 2011 (Ss 29-34) and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, in relation to disclosable pecuniary interests.

These provisions are enforced by criminal sanction. They come into force on 1 July 2012.

### 1 Notification of disclosable pecuniary interests

Within 28 days of becoming a member or co-opted member, you must notify the Monitoring Officer of any ‘disclosable pecuniary interests’.

A ‘disclosable pecuniary interest’ is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

(In the extracts from the Regulations below, ‘M’ means you and ‘relevant person’ means you and your partner, as above)

<i>Subject</i>	<i>Prescribed description</i>
<i>Employment, office, trade, profession or vocation</i>	<i>Any employment, office, trade, profession or vocation carried on for profit or gain.</i>
<i>Sponsorship</i>	<i>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</i>
<i>Contracts</i>	<i>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.</i>
<i>Land</i>	<i>Any beneficial interest in land which is within the area of the relevant authority.</i>
<i>Licences</i>	<i>Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.</i>
<i>Corporate tenancies</i>	<i>Any tenancy where (to M’s knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant</i>

*person has a beneficial interest.*

**Securities**

*Any beneficial interest in securities of a body where—*

*(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and*

*(b) either—*

*(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or*

*(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.*

These descriptions on interests are subject to the following definitions:

**“the Act”** means the Localism Act 2011;

**“body in which the relevant person has a beneficial interest”** means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

**“director”** includes a member of the committee of management of an industrial and provident society;

**“land”** excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

**“M”** means a member of a relevant authority;

**“member”** includes a co-opted member;

**“relevant authority”** means the authority of which M is a member;

**“relevant period”** means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

**“relevant person”** means M or any other person referred to in section 30(3)(b) of the Act;

**“securities”** means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## 2 Register of interests

Any interests notified to the Monitoring Officer will be included in the register of interests. A copy of the register will be available for public inspection and will be published on the authority's website.

Members are reminded of their duty to disclose details of any gifts or hospitality they have received in their capacity as a councillor which exceeds the value of £25. This disclosure is made through the register of interests form.

## 3 Sensitive interests

Where you consider that disclosure of the details of a disclosable pecuniary interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have a disclosable pecuniary interest, the details of which are withheld under Section 32(2).

## 4 Non participation in case of disclosable pecuniary interest

A) If you are present at a meeting of the authority, or any committee, sub-committee, joint committee or joint sub-committee of the authority, and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting,

1. You may not participate in any discussion of the matter at the meeting.
2. You may not participate in any vote taken on the matter at the meeting.
3. If the interest is not registered, you must disclose the interest to the meeting.
4. If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.

Note: In addition, Procedure Rule 5, in Appendix 3 to this Constitution requires you to leave the room where the meeting is held while any discussion or voting takes place.

B) Where an executive member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by her/him, the executive member must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter.

## 5 Dispensations

The authority may grant you a dispensation, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

## 6 Offences

It is a criminal offence to

- Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election
- Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- As an executive member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest.
- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.

## **ARRANGEMENTS FOR DEALING WITH COMPLAINTS ABOUT THE CONDUCT OF ELECTED MEMBERS**

### **Introduction**

1. This procedure applies when a complaint is received that a Member, Co-opted Member or Parish Member has or may have failed to comply with the relevant Code of Conduct for Members.
2. The person making the complaint will be referred to as “the Complainant” and the person against whom the complaint is made will be referred to as the “Subject Member.”
3. No Member or Officer will participate in any stage of the arrangements if he or she has, or may have, any personal conflict of interest in the matter.

### **4. Making a complaint**

A complaint must be made in writing by post or email to: –

The Monitoring Officer  
Chorley Council  
Town Hall  
Market Street  
Chorley  
PR7 1DP

OR

[chris.moister@chorley.gov.uk](mailto:chris.moister@chorley.gov.uk)

The Monitoring Officer will acknowledge receipt of the complaint within 5 working days of receiving it and, at the same time, write to the Subject Member with details of the allegations (subject to any representations from the Complainant on confidentiality, which are accepted as valid by the Monitoring Officer). The Subject Member may, within 5 working days of receipt, make written representations to the Monitoring Officer which he must take into account when deciding how the complaint will be dealt with. Representations received after this time may be taken into account, at the discretion of the Monitoring Officer, but will in any event not be considered after the Monitoring Officer has issued his Initial Complaint Assessment.

Complaints in relation to conduct by Parish Councillors towards the Parish Clerk

Where a complaint relates to the conduct of a Parish Councillor towards the Parish Clerk, the complaint should be submitted by the chair or the parish council as a whole. In exceptional circumstances complaints will be accepted when made by the Clerk themselves.

### **5. Early Resolution**

The Monitoring Officer is authorised to determine whether complaints fall within the scope of a standards complaint (without the need for the initial assessment stage) and to deal with them accordingly. The Monitoring Officer is further authorised to resolve minor complaints without the need for the initial assessment stage, eg where

minor complaints are resolved by explanation or an apology from the Member. Action in this situation will be subject to agreement with the Independent Person.

## 6. **Complaint Initial Assessment**

The Monitoring Officer will review the complaint and, after consultation with the Independent Person, take a decision (a Complaint Initial Assessment) as to whether it merits formal investigation, or another course of action. This decision will normally be taken within 21 days of receipt of a complaint.

If the complaint fails one or more of the following tests, it will be rejected:

- The complaint must be against one or more named Members or co-opted Members of the Council or a parish council within its district;
- The Subject Member must have been in office at the time of the alleged conduct and the Code of Conduct was in force at the time;
- The complaint, if proven, would be a breach of the Code of Conduct under which the subject Member was operating at the time of the alleged misconduct.

### **Public Interest Test**

If appropriate, the Monitoring Officer will then go on to consider the following questions in deciding whether a complaint should be accepted for investigation, dealt with informally, or rejected:

- a. Is there evidence which supports the complaint?
- b. Is the conduct something which it is possible to investigate?
- c. Is an investigation proportionate and in the public Interest?

In assessing the public interest the following will be considered:

- Whether a substantially similar allegation has previously been made by the Complainant, or the complaint has been the subject of an investigation by another regulatory authority;
- Whether the complaint is about something that happened so long ago that those involved are unlikely to remember it clearly enough to provide credible evidence, or where the lapse of time means there would be little benefit or point in taking action now, complaints older than 6 months will not normally be investigated;
- Whether the incident witnessed by a third party and the independence of that third party.
- Whether the allegation is anonymous;
- Whether the allegation discloses a potential breach of the Code of Conduct, but the complaint is not serious enough to merit any action and:-
  - (i) the resources needed to investigate and determine the complaint are wholly disproportionate to the allegations;

(ii) whether, in all the circumstances, there is no overriding public benefit in carrying out an investigation;

- Whether the complaint appears to be malicious, vexatious, politically motivated or tit-for-tat;
- Whether the complaint although in itself minor in nature suggests that there is a wider problem throughout the authority;
- Whether it is apparent that the subject of the allegation is relatively inexperienced as a Member, or has admitted making an error and the matter would not warrant a more serious sanction;

## 7. **Additional Information**

The Monitoring Officer may obtain additional factual information to come to a decision and may request information from the Subject Member. Where the complaint relates to a Parish Councillor, the Monitoring Officer may also inform the Parish Council of the complaint and seek the views of the Parish Council before deciding whether the complaint merits formal investigation or other action. In appropriate cases, the Monitoring Officer may seek to resolve the complaint informally, without the need for an investigation. Such informal resolution may involve the Subject Member accepting that his/her conduct was unacceptable and offering an apology, or taking other steps. Where the Subject Member or the authority (in appropriate cases) make a reasonable offer of Local Resolution, but it is rejected by the Complainant, the Monitoring Officer will take account of this in deciding whether the complaint merits formal investigation.

If the complaint identifies criminal conduct or breach of other regulations by any person, the Monitoring Officer is authorised to report this to the Police or other prosecuting or regulatory authorities.

## 8. **Confidentiality**

If a Complainant has asked for their identity to be withheld, this request will be considered by the Monitoring Officer at the Complaint Initial Assessment stage.

As a matter of fairness and natural justice, the Subject Member should usually be told who has complained about them and receive details of the complaint. However, in exceptional circumstances, the Monitoring Officer may withhold the Complainant's identity if on request from the Complainant, or otherwise, they are satisfied that the Complainant has reasonable grounds for believing that they or any witness relevant to the complainant may be at risk of physical harm, or his or her employment may be jeopardised if their identity is disclosed, or where there are medical risks (supported by medical evidence) associated with the Complainant's identity being disclosed.

If the Monitoring Officer decides to refuse a request by a Complainant for confidentiality, they will offer the Complainant the option to withdraw the complaint, rather than proceed with his or her identity being disclosed. The Monitoring Officer will balance whether the public interest in taking action on a complaint will outweigh the Complainant's wish to have his or her identity withheld from the Subject Member.

## 9. **Investigation**

If the Monitoring Officer decides that a complaint merits formal investigation, they will appoint an Investigating Officer, who may be a Council officer, an officer of another Council, or an external investigator.

The Investigating Officer will follow guidance issued by the Monitoring Officer on the investigation of complaints. The guidance will follow the principles of proportionality and the cost-effective use of Council resources and shall be interpreted in line with these principles.

The Investigating Officer will ensure that the Subject Member receives a copy of the complaint – subject to a Monitoring Officer decision on Confidentiality.

At the end of their investigation, the Investigating Officer will produce a draft report and will send copies of that draft report to the Complainant and to the Subject Member, for comments. The Investigating Officer will take such comments into account, before issuing their final report to the Monitoring Officer.

**10. Investigating Officer finding of insufficient evidence of failure to comply with the Code of Conduct**

The Monitoring Officer will review the Investigating Officer’s report and, if they are satisfied that the Investigating Officer’s report is satisfactory, will make a Confirmation Decision to confirm the finding of no failure to comply with the Code of Conduct.

The Monitoring Officer will write to the Complainant and the Subject Member (and to the Parish Council, where the complaint relates to a Parish Councillor), with a copy of the Confirmation Decision and the Investigating Officer’s final report.

If the Monitoring Officer is not satisfied that the investigation has been conducted satisfactorily, he may ask the Investigating Officer to reconsider their report and conclusion.

**11. Investigating Officer finding of sufficient evidence of failure to comply with the Code of Conduct**

The Monitoring Officer will review the Investigating Officer’s report and will then either send the matter for local hearing before the Hearings Panel or, after consulting the Independent Person, seek Local Resolution.

**12. Local Resolution**

If the Monitoring Officer considers that the matter can reasonably be resolved without the need for a hearing, they will consult with the Independent Person and the Complainant and seek to agree a fair resolution. In determining that course of action, the Monitoring Officer should consider matters previously determined by a Standards Hearing Sub-Committee to decide whether local resolution is an appropriate action. Such resolution may include the Member accepting that their conduct was unacceptable and offering an apology, and/or other remedial action. If the Member accepts the suggested resolution, the Monitoring Officer will report the outcome to the Governance Committee and the Parish Council (if appropriate) for information, but will take no further action. If the Complainant or the Subject Member refuses Local Resolution in principle or to engage with the agreed outcome, the Monitoring Officer will refer the matter for a Local Hearing without further reference to the Complainant or the Subject Member.



### 13. **Local Hearing**

Where, in the opinion of the Monitoring Officer, Local Resolution is not appropriate or the Complainant and/or Subject Member refuse to co-operate, then the Monitoring Officer will report the Investigating Officer's report to the Hearings Panel which will conduct a Local Hearing before deciding whether the Member has failed to comply with the Code of Conduct and, if so, whether to take any action in respect of the Member.

The Council has agreed a procedure for local hearings, which is attached as Appendix A to these arrangements.

### 14. **Constitution of the Hearings Panel**

The Hearings Panel is a Sub-Committee of the Council's Governance Committee. The Council has decided that a Hearings Panel will be comprised of a maximum of three Members, and comprising Members should be drawn from at least 2 different political parties. There is no requirement for political proportionality and Members who sit on a Hearings Panel have a duty to the Council's Code of Conduct and will be expected to consider matters accordingly.

The Independent Person is invited to attend all meetings of the Hearings Panel and their views are sought and must be taken into consideration before the Hearings Panel takes any decision on whether the Member's conduct constitutes a failure to comply with the Code of Conduct and as to any action to be taken following a finding of failure to comply with the Code of Conduct.

The Hearings Panel are not bound by the views of the Independent Member but where they depart from the view their decision should contain reasons why.

### 15. **Who is the Independent Person?**

The Independent Person is a person who has applied for the post following advertisement of a vacancy for the post, and is appointed by a positive vote from a majority of all the Members of Council.

A person cannot be "independent" if he/she –

- 15.1 Is, or has been within the past 5 years, a Member, co-opted Member or officer of the authority;
- 15.2 Is or has been within the past 5 years, a Member, co-opted Member or officer of a parish council within the authority's area, or
- 15.3 Is a relative, or close friend, of a person within paragraph 14.1 or 14.2 above. For this purpose, "relative" means –
  - 15.3.1 Spouse or civil partner;
  - 15.3.2 Living with the other person as husband and wife or as if they were civil partners;
  - 15.3.3 Grandparent of the other person;
  - 15.3.4 A lineal descendent of a grandparent of the other person;

- 15.3.5 A parent, sibling or child of a person within paragraphs 15.3.1 or 15.3.2;
- 15.3.6 A spouse or civil partner of a person within paragraphs 15.3.3, 15.3.4 or 15.3.5; or
- 15.3.7 Living with a person within paragraphs 15.3.3, 15.3.4 or 15.3.5 as husband and wife or as if they were civil partners.

## 16. **Independent Person**

The Independent Person supports the Council's Standards Regime. They are expected to provide a residents view of the conduct of members and the application of the Code of Conduct. The Independent Person will have an observer role at Governance Committee and, with the permission of the Chair, is entitled to speak (but not vote) on Standards Matters. They can, through the Monitoring Officer, bring matters to the Governance Committee in relation to the Code of Conduct and associated procedures.

The role of the Independent Person is not limited to the functions outlined in the "Arrangements for Dealing with Complaints about the Conduct of Elected Members" and the Monitoring Officer may approach the Independent Person concerning complaints at any stage.

## 17. **Action the Hearings Panel may take where a Member has failed to comply with the Code of Conduct**

Where a Hearings Panel find that a member has failed to comply with the Code of Conduct, the Panel will publish its findings in respect of the Members conduct. In addition, the Council has delegated to the Hearings Panel such of its powers to take action in respect of individual Members as may be necessary to promote and maintain high standards of conduct. Accordingly the Hearings Panel may –

- 17.1 Report its findings to Council (or to the Parish Council) for information;
- 17.2 Recommend to the Member's Group Leader (or in the case of un-grouped Members, recommend to Council or to Committees) that he/she be removed from any or all Committees or Sub-Committees of the Council;
- 17.3 Recommend to the Leader of the Council that the Member be removed from the Executive, or removed from their Portfolio responsibilities;
- 17.4 Instruct the Monitoring Officer to (or recommend that the Parish Council) arrange training for the Member;
- 17.5 Remove (or recommend to the Parish Council that the Member be removed) from all outside body appointments to which they have been appointed or nominated by the Council (or by the Parish Council);
- 17.6 Withdraw (or recommend to the Parish Council that it withdraws) facilities provided to the Member by the Council, such as a computer, website and/or email and Internet access; or

17.7 Exclude (or recommend that the Parish Council exclude) the Member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings.

**18. Revision of these arrangements**

The Council may by resolution or delegation to the Monitoring Officer agree to amend these arrangements and has delegated to the Chair of the Hearings Panel the right to depart from these arrangements where they consider that it is expedient to do so in order to secure the effective and fair consideration of any matter.

**19. Appeals**

The subject of the complaint has the right to appeal both against findings of breach of the code and against sanction.

The appeal must be in writing and received by the Monitoring Officer within 7 days of the date of the Hearing Sub-Committee decision being made. The appeal must state whether the challenge is against the finding of breach or against the sanction imposed only.

The Monitoring Officer will arrange for an Appeal Sub-Committee to be convened within 7 days of the receipt of any appeal. The Appeal Sub-Committee comprising of 3 Members will be drawn from the Governance Committee and will not include Members who sat on the Hearing Sub-Committee. A different Independent Member will also be used. The Appeal will follow the procedure used for Hearing Panels.

Subject to Judicial Review, or a decision of the Local Government Ombudsman, there is no further right of appeal against a decision of the Monitoring Officer or of the Appeals Panel.

## HEARING PROCEDURE

### Stage 1: Setting the scene

1. After all the everyone involved has been formally introduced, the Chair will explain how the Committee is going to run the hearing.
2. The Chair will introduce the Independent Member and advise the Member that whilst they do not have a decision making role they are present to provide an independent view which the Committee are obliged to consider.
3. The Chair will ensure that the Member is ready and happy to proceed. If the Member indicates that they are not ready, they must give reasons why. The Committee will decide whether the hearing should proceed and must act reasonably in coming to that decision. Where the Member has indicated they are not ready but the Committee decide to proceed they should given reasons why.

### Stage 2: Making findings of fact

4. The Committee will ask the Member whether there are any significant disagreements about the facts contained in the Investigating Officer's report. If there is no disagreement about the facts, the Committee can move on to the next stage of the hearing.
5. If there is a disagreement, the Investigating Officer, will be invited to make representations on the challenged facts, but these are to be confined to matters contained within the report.
6. The Member will then have the opportunity to make representations to support their stated position.
7. At any time, the Committee may question the Investigating Officer or the Member.
8. If the Member disagrees with most of the facts, the Committee may invite the Investigating Officer to make representations on all the relevant facts, instead of discussing each fact individually.
9. If the Member disagrees with any relevant fact in the Investigating Officer's report, without having given prior notice of the disagreement, they must give good reasons for not mentioning it before the hearing.
10. After considering the Member's explanation for not raising the issue at an earlier stage, the Committee may then:
  - continue with the hearing, relying on the information in the Investigating Officer's report
  - allow the Member to make representations about the issue, and invite the Investigating Officer to respond
  - postpone the hearing to allow the Investigating Officer to consider and investigate the new issue.
11. The Committee will usually move to another room to consider the representations and evidence in private also present will be the clerk to the Committee and the Independent Member. On their return, the Chair will announce the Committee's findings of fact.

**Stage 3: Did the Member fail to follow the Code of Conduct?**

12. Having made the finding on the facts the Committee will then consider whether the Member has failed to follow the Code.
13. The Member should be invited to give relevant reasons why the Committee should decide that they have not failed to follow the Code.
14. The Committee should then consider any verbal or written representations from the Investigating Officer.
15. The Committee may, at any time, question anyone involved on any point they raise on their representations.
16. The Member should be invited to make any final relevant points.
17. The Committee will then move to another room to consider the representations. The Independent Member will accompany them and their views should be sought and considered by the Committee. Where the Committee depart from the view of the Independent Member they should record the reasons why.
18. On their return, the Chair will announce the Committee's decision as to whether the Member has failed to follow the Code.

**If the Member has not failed to follow the Code of Conduct**

19. If the Committee decides that the Member has not failed to follow the Code, the Committee will notify the Member accordingly and record the decision.

**If the Member has failed to follow the Code of Conduct**

20. If the Committee decides that the Member has failed to follow the Code, it will consider any verbal or written representations from the Investigating Officer and the Member as to:
  - whether the committee should apply a sanction
  - what form any sanction should take
21. The Committee may question the Investigating Officer and Member, and take legal advice, to make sure they have the information they need in order to make an informed decision.
22. The Committee will then deliberate with the Independent Member in private to consider whether to impose a sanction on the Member and, if so, what sanction it should be. As previously the Independent Member will not be able to participate in making the decision (ie vote) but their views must be considered by the Committee. Where the Committee depart from the Independent Members views they must record reasons why.
23. The Committee will be limited to the sanctions listed in the procedure for the administration of complaints. The Committee must ensure that any sanction is reasonable and proportionate to the breach.
24. On their return, the Chair will announce the Committee's decision.

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## ELECTED MEMBER TRAINING AND DEVELOPMENT

The Council is committed to providing elected Members with learning and development opportunities to help them gain the necessary knowledge and skills to fulfil their roles as frontline Councillors operating at ward level and also as decision makers for the Authority.

**Learning opportunities** for Councillors are available in a range of formats:

- **Monthly Member Learning Sessions** are scheduled into the Council's meetings calendar most months and are dedicated to topics which have arisen through individual learning plans; corporate initiatives and updates on key Council developments.
- **Dedicated Member training sessions** on topics, which Members have identified. These are usually longer sessions eg. Planning in Practice, an interactive workshop that covered the various stages of the planning application process.
- **Individual conferences and events** for individual training needs eg. for portfolio holders or in response to direct requests from Members to attend courses or conferences. Each request is looked at in the context of skills development and also budgetary constraints.
- **Electronic learning opportunities** are increasing and are likely to form a greater part of Member training in the future.

To get a flavour of the types of training opportunities available to members this year sessions have included equality and diversity, Select Move (housing), planning for sustainable transport and air quality.

There is a **Member Support Working Group** established to drive the Member training and development programme. This is a group of eight councillors from different political groups who meet quarterly to review and evaluate training opportunities. They champion different ways of delivering training and development with their political group colleagues. The remit of this group also includes wider Member support issues.

The Council is accredited under the **North West Employers Member Development Charter**. To do so the Council has continued to demonstrate that it has:

- A clear commitment to Member training and development;
- Ensures that all elected Members are fully aware of the training and development opportunities available to them;
- A process is in place to identify individual development needs for elected Members;
- Demonstrates that Member development is having an impact which ultimately benefits residents through Councillor's work in their communities.

All Members are asked to take part in compiling and reviewing a **Personal Development Plan** to consider what training and information needs they may have and also to record the training and development events they attend.

If you would like to speak to someone regarding any aspect of Member development please contact:

Ruth Rimmington  
Democratic Services Team Leader  
Tel: (01257 515118)  
[ruth.rimmington@chorley.gov.uk](mailto:ruth.rimmington@chorley.gov.uk)

Ben Storey  
Democratic and Member Services Officer  
(01772 625563)  
[ben.storey@chorley.gov.uk](mailto:ben.storey@chorley.gov.uk)

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