

CONSTITUTION AND ETHICS COMMITTEE



Tuesday, 02 May 2023

Democratic and Members' Services

Emma Duncan
Monitoring Officer

10:00

New Shire Hall
Alconbury Weald
Huntingdon
PE28 4YE

Red Kite Room

New Shire Hall, Alconbury Weald, Huntingdon, PE28 4YE

AGENDA

Open to Public and Press

- 1 **Apologies for absence and declarations of interest**
Guidance on declaring interests is available at
<http://tinyurl.com/cc-conduct-code>
- 2 **Minutes**
[Minutes - 27 September 2022](#)
- 3 **County Council – Proposed Changes to the Constitution** 3 - 47
- 4 **Independent Person(s) Remuneration** 48 - 49
- 5 **A Review of the Complaints Received Under the Members Code of Conduct - May 2023** 50 - 53

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The Constitution and Ethics Committee comprises the following members:

Councillor Sebastian Kindersley (Chair) Councillor Alex Bulat (Vice-Chair) Councillor David Ambrose Smith Councillor Lorna Dupre Councillor Neil Gough Councillor Mac McGuire Councillor Kevin Reynolds Councillor Tom Sanderson and Councillor Geoffrey Seeff

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County Council – Proposed Changes to the Constitution

To: Constitution and Ethics Committee

Meeting Date: 2 May 2023

From: Democratic Services Manager

Purpose: To consider proposed revisions to the Council's Constitution.

Recommendation: The committee is asked to:

- a) Recommend the following proposed changes to the Constitution to Full Council:
 - (i) a revised version of Chapter 5-2 (Officers' Code of Conduct), attached at Appendix 1 to this report;
 - (ii) amendments to Chapter 3B11 (Staffing and Appeals Committee), attached at Appendix 2 to this report;
 - (iii) amendments to Chapter 4-6 (Officer Employment Procedure Rules), attached at Appendix 3 to this report;
 - (iv) the inclusion of decision making principles in Article 12 (Decision Making), as set out in Section 2.3 of this report; and
 - (v) amendments to Chapter 3B7 (Audit and Accounts Committee), attached at Appendix 4 to this report.
- b) Recommend to Council that it agree the Scheme of Delegation or such part of it as the Constitution determines it is for Council to agree (as set out in Part 3 of the Constitution).

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1. Background

- 1.1 The Local Government Act 2000 requires all local authorities to have a constitution that contains the standing orders and the code of conduct, as well as any other information that the authority considers appropriate. Changes to the Council's Constitution are considered by the Constitution and Ethics Committee before being recommended to Full Council for approval.

2. Main Issues

2.1 Updates to the Officers' Code of Conduct

- 2.1.1 In March 2022, it was agreed by Full Council to incorporate the Officers' Code of Conduct into the Council's constitution in order to align with best practice and provide member-led oversight of the document.
- 2.1.2 A revised version of the Code of Conduct, attached at Appendix 1 to this report, changes the voice of the document from third person to first person, to emphasise that its primary purpose is as part of the contract of employment between the Council and its staff.
- 2.1.3 In January 2022, an internal audit report highlighted that the Council's Officer Code of Conduct (Chapter 5-2 of the Constitution) did not explicitly state when declarations of interest were required or when they should be reviewed. It is therefore proposed to include clarification that a declaration is required prior to appointment, prior to a person taking on a role or responsibility that could involve a conflict of interest and following a change in personal circumstance, with declarations of interest to be reviewed annually. Additional information has been included in Section 13 of the Code of Conduct detailing the related parties' declarations process undertaken by the Finance team to inform the annual statement of accounts.
- 2.1.4 The internal audit also recommended the incorporation of various hyperlinks into the Officers' Code of Conduct to improve ease of use. However, as the hyperlinks would be to the Council's private intranet, this would not align with open access guidance for public documents and they have therefore not been included.
- 2.1.5 Alongside the changes resulting from the internal audit report, it is also proposed to include the following amendments, as set out in Appendix 1:
- (i) Incorporation of references to the Respect@Work Policy and Respect@Work Pledge, which outline an officer's role in creating a respectful working environment, committing to equality, diversity and inclusion;
 - (ii) Clarification of the expectation that managers will model the Council's values and behaviours, embedding these in teams and ensuring action aligns with the People Strategy; and
 - (iii) Clarification that in some cases a data breach may lead to enforcement action from the Information Commissioner's Office.

2.2 Role of the Staffing and Appeals Committee in the Appointment of the Council's Leadership Team Roles

2.2.1 At its meeting on 23 February 2023, the Staffing and Appeals Committee approved a proposal to clarify and redefine the scope of its responsibility in relation to senior appointments. Currently, the committee is required to appoint to all vacancies at or above service director level.

2.2.2 It is proposed that the committee instead undertakes appointment to key statutory roles, including all Tier 1, Tier 2 and statutory Tier 3 roles, including those listed below; while officers undertake appointments to all other roles:

- Chief Executive (statutory Head of Paid Service)
- Executive Director of Finance and Resources (statutory Section 151 Officer)
- Executive Director of Strategy and Partnerships
- Executive Director of Adults, Health and Commissioning (statutory Director of Adult Social Services)
- Executive Director of Children, Education and Families (statutory Director of Children's Services)
- Executive Director of Place and Sustainability
- Executive Director of Public Health
- Service Director: Legal and Governance (statutory Monitoring Officer)
- Service Director: Education (statutory Chief Education Officer)

2.2.3 This would reflect recent changes to the structure of the Council's leadership team and pay scales, while expediting the recruitment process.

2.2.4 Should these changes, as set out in Appendix 2 (Chapter 3B11 – Staffing and Appeals) and Appendix 3 (Chapter 4-6 – Officer Employment Procedure Rules), be approved, councillors would continue to be involved in other aspects of non-statutory appointments, as deemed appropriate by the Chief Executive, such as participation in cross party stakeholder panels.

2.2.5 The following delegation to all executive directors and directors, including the Executive Director of Finance and Resources/Section 151 Officer, has also been amended to align with this proposed change (additions in bold, removal in strikethrough):

To make all staff appointments below the level of ~~service~~ **executive** director, **except for any statutory roles**, and to determine the remuneration and conditions of service of each post within any guidance or instructions issued by the Assistant Director, HR Services.

2.2.6 Alongside these changes, the delegation to approve proposals from the Head of Paid Service in relation to the overall staffing structure/restructure of the Council has been removed from the Staffing and Appeals Committee Terms of Reference, in order to align with Paragraph 11.01 (d) of Article 11 (Officers) in the Constitution, which states:

The Head of Paid Service shall determine, subject to Council approval, and publicise a description of the overall departmental structure of the Council showing the management structure and deployment of officers.

2.3 Decision Making Principles.

2.3.1 The modular constitution published by the Institute of Local Government Studies suggested that local authorities should identify in their constitution the principles of decision making within their authority. While Article 12 (Decision Making) of the Council's Constitution currently has a heading for 'Principles of Decision Making' at Section 12.2, it does not subsequently list these principles.

2.3.2 The constitutions of city and district councils within Cambridgeshire, as well as neighbouring authorities, all express similar decision-making principles with minor variations. It is therefore proposed to adopt these standard principles as follows, incorporating some of the positive variations seen in the constitutions of other local authorities:

12.02 Principles of Decision Making

All decisions of the Council, or taken by or on behalf of the Council, will be made in accordance with the following principles:

- (a) Action taken must be proportionate to the desired outcome;
- (b) Professional advice from officers must be considered;
- (c) Respect for human rights, in line with equalities and human rights legislation, must be demonstrated;
- (d) There must be a presumption in favour of openness, in line with the Freedom of Information Act 2000;
- (e) There must be a clear aim and desired outcome; and
- (f) Alternative options must be considered alongside documented reasoning behind the decision made.

2.4 Terms of Reference of the Audit and Accounts Committee

2.4.1 A review of the Audit and Account Committee Terms of Reference (Chapter 3B-7 of the Constitution) was requested by the Audit and Accounts Committee at its meeting on 24 November 2022. The following changes were subsequently endorsed unanimously at its meeting on 9 February 2023:

- (i) To update the wording to reflect the greater level of detail set out in the Chartered Institute of Public Finance and Accountancy (CIPFA) Position Statement;
- (ii) To grant the committee the ability to approve changes to the Anti-Fraud & Corruption Policy and Anti-Money Laundering Policy, in addition to the Whistleblowing Policy to which it can already approve changes. This would expedite the process of updating

these policies, as further approval from the Strategy and Resources Committee would not be required;

(iii) To explicitly state the committee's right to request reports and assurances from relevant officers.

(iv) To update references from 'Statement of Internal Control' to 'Annual Governance Statement', to reflect current terminology and practice.

2.4.2 The proposed changes are set out in full in Appendix 4 to this report (removals in strikethrough and additions in bold).

2.5 Scheme of Delegation

2.5.1 The Scheme of Delegation to Officers (Part 3D of the Council's Constitution) describes the extent and nature of the authority delegated to officers to undertake functions on behalf of the Council.

2.5.2 Section 1.2 (vi) of the Council Procedure Rules (Part 4.1 of the Council's Constitution) states that the annual meeting will agree the Scheme of Delegation or such part of it as the Constitution determines it is for Council to agree (as set out in Part 3 of the Constitution).

2.5.3 The Scheme of Delegation, attached at Appendix 5, includes updates that reflect the Council's recent organisational restructure, although these amendments have already been approved by the Chief Executive under the delegation authorised by Full Council on 19 July 2022.

2.5.4 The delegations related to Shared Services, which were previously listed separately, have been included under those authorised to the Executive Director of Finance and Resources (Section 151 Officer), in order to align the constitution with that of the other constituent authorities of the Shared Services.

2.5.5 Formatting and grammatical changes have also been implemented to ensure the Scheme of Delegation is consistent with the rest of the constitution.

3. Appendices

- 3.1 Appendix 1 – Cambridgeshire County Council Constitution, Officers’ Code of Conduct
- 3.2 Appendix 2 – Cambridgeshire County Council Constitution, Staffing and Appeals Committee Terms of Reference (tracked changes)
- 3.3 Appendix 3 – Cambridgeshire County Council Constitution, Officer Employment Procedure Rules (tracked changes)
- 3.4 Appendix 4 – Cambridgeshire County Council Constitution, Audit and Accounts Committee Terms of Reference (tracked changes)
- 3.5 Appendix 5 – Cambridgeshire County Council Constitution, Scheme of Delegation (tracked changes)

4. Source Documents

- 4.1 [The Council's Constitution](#)
- 4.2 [Audit and Accounts Terms of Reference Review Report – Audit and Accounts Committee Meeting, 09 February 2023](#)

Officers' Code of Conduct

1. Introduction

- 1.1 The Code of Conduct defines the standards of behaviour we expect of all our employees. If you do not understand it or how to comply with it, you must ask your line manager to explain it to you.
- 1.2 The intention of the Code of Conduct is to helpfully set out the broad principles of how we should do things – it is not an exhaustive list of what you can and cannot do. The Code of Conduct is enforced through our disciplinary procedure.

2. Behave professionally

- 2.1 We expect all employees to interact and work with the public and colleagues in an appropriate and professional way at all times.
- 2.2 We expect you to engender public trust and confidence in the Council and not to bring the organisation into disrepute. This includes action outside of work that is relevant to your job role or that may undermine public confidence in you to carry out your role. You must not knowingly publish or post anything, including on social media that could damage the reputation of the Council.
- 2.3 We expect you to co-operate with your manager and comply with all lawful management instructions.
- 2.4 You are expected to work in a professional manner with all councillors regardless of their political affiliation. If you have or enter into a close personal relationship with an elected member you need to disclose this (see Section 11).

3. Act with honesty and integrity

- 3.1 We expect you to communicate openly and honestly with your line manager about your work.
- 3.2 We expect you to submit accurate claims for expenses and allowances – claiming only for payments, which you are entitled to receive. If you receive any payment in error, for example an overpayment of salary or expenses, you must notify your manager as soon as possible.
- 3.3 You must keep accurate records of your working time where this is required.
- 3.4 You must not order goods for your own personal use through a Council account. You are not permitted to use your position to obtain a discount for goods or services unless this is part of our recognised employee discount scheme.

4. Act lawfully

- 4.1 You must comply with the law in all aspects of your work.
- 4.2 You are required to immediately notify your manager in writing if you are arrested, cautioned, charged or convicted of any crime at any point during your employment. Your manager will assess whether this information has any impact on your job role.
- 4.3 If you suspect that someone is breaking the law you must report this - speak to your line manager in the first instance. Alternatively, you should contact internal audit or raise your concerns using the Whistleblowing Policy.
- 4.4 If your role involves working in / managing children or adult services, you must inform your manager immediately if you are barred for any reason. If you are working in early years childcare, or working with / managing later years childcare (for children up to the age of 8 outside the school day), you must tell your manager immediately if you are disqualified from working with children or if someone who lives or works in your household becomes barred.

5. Respect equality and diversity

- 5.1 Respecting the equality and diversity of the public that we serve and your colleagues is very important. We expect you to act in accordance with our Respect@Work policy, put our Respect@Work pledge into practice, and promote our commitment to equality and diversity at all times.
- 5.2 You must not discriminate against any individual on the basis of their protected characteristic(s) (i.e. because of their age, disability, race, religion or belief, gender, sexual orientation, gender reassignment, pregnancy or maternity leave or because of a person's marital or civil partnership status).
- 5.3 You should appropriately challenge any discriminatory behaviour that you witness – and seek support from your line manager in the first instance.

6. Contact with the media

- 6.1 You must not make statements to the media on behalf of the Council unless it is your job to do so. All media enquiries should be referred to the Communications Team.

7. Fulfil your safeguarding responsibilities

- 7.1 We are committed to safeguarding children and vulnerable adults and it is essential that you fully comply with our safeguarding policies and procedures. This includes adhering to specific local rules and procedures that apply in your area of work. If you have any concerns about any aspects of safeguarding you must raise these with your line manager in the first instance. Alternatively, you should raise any safeguarding concerns using the Whistleblowing Procedure.

8. Handle information securely

8.1 We have specific rules on data security, outlined in Information Management and Governance Framework, which you need to read and familiarise yourself with. You are required to comply with these rules when handling information. You must not access or use any information obtained in the course of your employment for personal gain.

9. Comply with all policies, rules and procedures

9.1 You are required to act in accordance with all of our policies and procedures and comply with local rules that are in place in your area of work, including:

- All IT policies
- Health and safety policy and procedures (including the Alcohol and Drugs policy and the Smoke Free Environment Policy)
- Anti-Money Laundering and Anti-Fraud and Corruption Policy
- All employment policies

10. Fulfil your management responsibilities

10.1 If you have line management responsibility, you must make sure your employees are aware of the Code of Conduct and address any breaches as soon as these occur.

10.2 We expect you to model our values and behaviours and embed these within your team, ensuring that your team's work is aligned with our People Strategy.

10.3 We expect you to proactively manage any employment issues that arise in your team in accordance with our employment policies.

10.4 You are responsible for proactively managing your team's performance and promptly addressing any performance issues that arise.

10.5 You must not be involved in making significant decisions that involve a relative, partner or friend. You are not permitted to line manage a partner or family member.

11. Declare relevant interests

11.1 You are required to declare any private interests that you have and any work that you undertake elsewhere in accordance with the table below.

Situation	Action required	When to declare
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Situation	Action required	When to declare
<p>Undertaking private work (paid or unpaid)</p>	<p>All employees must complete the Code of Conduct Declaration Form before doing any private work.</p> <p>Employees on a P Grade (or equivalent) and above must also discuss with their Head of Service the potential impact of additional work on their role with us, and agree how any potential negative impact will be avoided.</p>	<p>Prior to appointment or before taking on private work.</p> <p>The declaration must be updated if the nature of the private work is due to change.</p> <p>Confirm information is up to date annually.</p>
<p>Undertaking consultancy work for another organisation</p>	<p>Obtain permission from your Head of Service prior to undertaking consultancy work by completing the Code of Conduct Declaration Form.</p>	<p>Before taking on a consultancy role.</p> <p>The declaration must be updated if the nature of the consultancy work changes.</p> <p>Confirm information is up to date annually.</p>
<p>Potential conflicts of interest.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Involvement with clubs and societies that we work with or fund. • Involvement with organisations that provide similar services to the Council. • Directorships including with companies that are involved with or funded by the Council. 	<p>Declare any interests that you have outside of work and discuss with your line manager and agree how any conflicts can be avoided.</p> <p>You must also declare if your partner or a close relative has a potential conflict of interest (e.g. if your partner is involved with an organisation that is tendering for work with the Council).</p> <p>To do this please complete the Code of Conduct Declaration</p>	<p>Prior to appointment or prior to taking on a responsibility that could be a potential conflict of interest.</p> <p>The declaration must be updated if the nature of the potential conflict of interest changes.</p> <p>Confirm information is up to date annually.</p>

Situation	Action required	When to declare
<ul style="list-style-type: none"> Relationships with elected members. 	Form.	

12. Declare gifts and hospitality

- 12.1 You must declare any gifts and hospitality that you are offered as detailed in the table below. If you have any doubts about whether you should accept a gift or offer of hospitality, you should speak to your line manager. There may be specific local rules that apply in your team e.g. to protect vulnerable service users who may feel obliged to give a gift.

Situation	Action required
Offered a token gift (value of £25 or lower)	<p>Check with your manager if this can be accepted.</p> <p>Complete the Gifts and Hospitality Declaration Form.</p>
Offered a gift that is more than a token gift (value of £25 or above)	<p>Do not accept.</p> <p>Return gifts that have already been received.</p> <p>Make a declaration by completing the Gifts and Hospitality Declaration Form.</p>
Offers of hospitality	<p>You may attend a function in an official capacity (for example, a conference related to your job role).</p> <p>Decline any invitations that are primarily or only for social purposes (and that could be viewed as trying to influence your decision making). Make a declaration by completing the Gifts and Hospitality Declaration Form.</p>

13. Related parties declarations

- 13.1 We are required to disclose material transactions with related parties within our Statement of Accounts. To inform this process, the Finance Team requires all senior managers (i.e. Tier 1, 2 and 3 of the organisation) to complete a related parties declaration each year. If a senior manager does not have anything to declare, they need to submit a nil return. Related parties declarations are made available to our external auditors.

14. Data Protection

- 14.1 Any data collected and processed as part of employing and managing employees is held securely. It is accessed by, and disclosed to, individuals only for the purposes of completing that specific procedure; process or activity. Records are retained and destroyed in accordance with the organisations Retention Schedule.
- 14.2 Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Data Protection Policy immediately. It may also constitute a disciplinary offence, which may be dealt with under the Disciplinary Procedure.
- 15. Further information
 - 15.1 Employees with questions about the Code of Conduct should speak to their line manager. Managers requiring further guidance should speak to the HR Advisory Team.

11. Staffing and Appeals Committee

Membership

Nine members of the Council. The Chair and Vice-Chair of the Staffing and Appeals Committee shall be selected and appointed by the Staffing and Appeals Committee.

When determining the remuneration policy for Cambridgeshire County Council employees, the committee shall be advised by the ~~Head of Paid Service~~ **Chief Executive** and the Assistant Director, HR Services, or their nominees. The committee may, having sought the advice of the Assistant Director, HR Services, choose to be advised by an external independent adviser.

N.B. The Chair of the Staffing and Appeals Committee shall be authorised to approve the co-optation of representatives from partner agencies onto the committee in a non-voting capacity, where this is considered relevant to the appointment being made.

Summary of Functions

The committee has delegated authority to exercise the Council's functions in respect of all matters, save those otherwise reserved to other bodies, relating to the employment of the Council's officers and contractors including determining the terms and conditions of employment.

Delegated Authority	Delegation/ Condition
<p>Authority to determine the policy regarding the remuneration of statutory and non-statutory chief officers (including deputies) of Cambridgeshire County Council; and to implement and make decisions pursuant to and in accordance with that policy.</p> <p>For the avoidance of doubt the term statutory and non-statutory chief /deputy chief officers has the same meaning as that contained in S.2 (6), (7) and (8) of the Local Government and Housing Act 1989.</p>	<p>Subject to the approval of Full Council where required</p>
<p>Authority to undertake the selection of and to appoint statutory and non-statutory chief/deputy chief and executive directors in accordance with the Council's Officer Employment Procedure Rules.</p> <p>For the avoidance of doubt the term statutory and non-statutory chief /deputy chief officers has the same meaning as that contained in S.2 (6), (7) and (8) of the Local Government and Housing Act 1989.</p>	<p>Subject to the approval of Full Council where required</p>
<p>Authority for making arrangements with other authorities for the placing of staff at the disposal of those authorities.</p>	<p>Chief Executive and executive</p>

Delegated Authority	Delegation/ Condition
(Section 113 of the Local Government Act 1972).	directors
Authority for the approval of pay, terms and conditions of service and training of employees except for approving the Annual Senior Officer Pay Policy Statement which is reserved to the Full Council.	Chief Executive
Authority to recommend to Council the Chief Officer Pay Policy Statement.	
Authority for oversight of the Council's functions in connection with employee relations including arrangements for consultation/ negotiation with trades unions.	
Authority to approve proposals from the Head of Paid Service in relation to the overall staffing structure/restructure of the Council.	Chief Executive
Authority to oversee the work of service appeals sub-committees and consider any matters put to them by the service appeals sub-committee.	

11.1 Service Appeals Sub-Committee

The Staffing and Appeals Committee shall establish service appeals sub-committees as required with the following membership and powers:

Membership

Any three members (including substitutes) of the Staffing and Appeals Committee, subject to political proportionality.

The Monitoring Officer, in consultation with the Chair of the Staffing and Appeals Committee, shall make arrangements for convening the sub-committee including invitation of members to form a service appeals sub-committee as and when required.

Summary of Functions

A service appeals sub-committee has delegated authority to hear and determine all appeals arising in relation to decisions made by the County Council in the course of its activities other than those undertaken by another body. The remit of the sub-committee includes appeals by service users.

Delegated Authority	Delegation/ Condition
Authority to determine appeals against the non-payment of discretionary awards to students.	
Authority to determine complaints about curriculum and related matters. under the terms of Section 409 of the Education Act 1996.	
Authority to determine appeals against decisions not to provide free or subsidised home to school or college transport.	
Authority to consider appeals in relation to the licensing of approved premises for marriages and other civil ceremonies.	
Authority to determine appeals against decisions of the authority to remove a person from acting as the local authority's representative on the governing body of a school or other educational establishment.	
Authority to act as Investigating and Disciplinary Committee (IDC) to consider and disciplinary issues in relation to the Chief Executive, Monitoring Officer or Section 151 Officer as detailed in the Disciplinary Procedure for Statutory Officers.	

Officer Employment Procedure Rules

1. Recruitment and Appointment

1.1 Declarations

- (i) The Council will draw up a statement requiring any candidate for appointment as an officer to state in writing the name and job title of any relative, friend or acquaintance employed by Cambridgeshire County Council.
- (ii) No candidate so related to a councillor or an officer will be appointed without the authority of the relevant chief officer or an officer nominated by them.

1.2 Seeking support for appointment

- (i) Subject to paragraph 1.2(iii), the Council will disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- (ii) Subject to paragraph 1.2(iii), no councillor will seek support for any person for any appointment with the Council.
- (iii) Nothing in paragraphs 1.2(i) and 1.2(ii) above will preclude a councillor from giving a written reference for a candidate for submission with an application for appointment.

2. Recruitment of Chief Executive, Executive Directors, and ~~Service Directors~~ **Statutory Roles**

2.1 Where the Council proposes to appoint a Chief Executive, executive director, or ~~service director~~ **any other statutory role** and it is not proposed that the appointment be made exclusively from among their existing officers, the Staffing and Appeals Committee will:

- (a) Draw up a statement specifying:
 - (i) The duties of the officer concerned;
 - (ii) Any qualifications or qualities to be sought in the person to be appointed;
 - (iii) The terms and conditions; and
 - (iv) The remuneration package.
- (b) Make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it.

- (c) Make arrangements for a copy of the statement mentioned in paragraph 2.1(a) to be sent to any person on request.

3. Appointment of Chief Executive, Monitoring Officer and Section 151 Officer

- 3.1 The Full Council will approve the appointment of the Chief Executive, Monitoring Officer and Section 151 Officer following the recommendation of such an appointment by the Staffing and Appeals Committee.
- 3.2 The Full Council may only make or approve the appointment of the Chief Executive, the Monitoring Officer or the Section 151 Officer where no well-founded objection has been made by any member of the Staffing and Appeals Committee.

4. Appointment of Executive Directors and ~~Service Directors~~ **Statutory Roles**

- 4.1 The Staffing and Appeals Committee of the Council will appoint executive directors and ~~service directors~~ **statutory roles, excluding the Chief Executive, Monitoring Officer and Section 151 Officer.**
- 4.2 An offer of employment as an executive director or ~~service director~~ **any other statutory role** shall only be made subject to satisfactory references and pre-employment checks.
- 4.3 For the purposes of these Procedure Rules, executive directors are those named in Article 11 **of the Constitution. Statutory roles, other than the Chief Executive, Section 151 Officer and Monitoring Officer, include:**
- (i) **Director of Adult Social Services;**
 - (ii) **Director of Children’s Services;**
 - (iii) **Director of Public Health; and**
 - (iv) **Chief Education Officer.**

~~Service directors are senior managers who report directly to the executive directors and who are members of the Corporate Leadership Team of senior managers of the Council as determined by the Chief Executive from time to time.~~

- 4.4 Where a reorganisation affects the structure/numbers of executive directors and/or ~~service directors~~ **statutory** posts, posts in the new structure will be filled in line with the enabling process agreed at the time. Any competitive interviews will be carried out by the Staffing and Appeals Committee in accordance with the enabling process.

5. Other Appointments

5.1 Officers below ~~service~~**executive** director level.

The appointment of officers below ~~service~~**executive** director level (other than **the identified statutory roles and** assistants to political groups) is the responsibility of the **Chief Executive as the** Head of Paid Service or their nominee, and may not be made by councillors.

5.2 Assistants to Political Groups

Appointment of an assistant to a political group shall be made in accordance with the wishes of that political group and in line with legislative requirements.

6. Dismissal and Disciplinary Action

6.1 In the case of dismissals, the Staffing and Appeals Committee will hear the case against the **Chief Executive as** Head of Paid Service, Monitoring Officer and Section 151 Officer concerned, and the hearing will be conducted in accordance with the Council's Disciplinary Procedure.

6.2 In the following paragraphs:

- (i) "the 2011 Act" means the Localism Act 2011;
- (ii) "Section 151 Officer", "disciplinary action", "head of the authority's paid service" and "monitoring officer" have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001;
- (iii) "independent person" means a person appointed under section 28(7) of the 2011 Act;
- (iv) "local government elector" means a person registered as a local government elector in the register of electors in the authority's area in accordance with the Representation of the People Acts;
- (v) "the panel" means a committee appointed by the authority under section 102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;
- (vi) "relevant meeting" means a meeting of the authority to consider whether or not to approve a proposal to dismiss a relevant officer; and
- (vii) "relevant officer" means the Section 151 Officer, head of the authority's paid service or monitoring officer, as the case may be.

6.3 A relevant officer may not be dismissed should the authority not comply with the procedure set out in the following paragraphs.

- 6.4 The authority must invite relevant independent persons to be considered for appointment to the panel, with a view to appointing at least two such persons onto the panel.
- 6.5 In paragraph 6.4, "relevant independent persons" means any independent person who has been appointed by the authority or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the authority considers appropriate.
- 6.6 Subject to paragraph 6.7, the authority must appoint to the panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph 6.4 in accordance with the following priority order:
- (i) A relevant independent person who has been appointed by the authority and who is a local government elector;
 - (ii) Any other relevant independent person who has been appointed by the authority;
 - (iii) A relevant independent person who has been appointed by another authority or authorities.
- 6.7 An authority is not required to appoint more than two relevant independent persons in accordance with paragraph 6.6 but may do so.
- 6.8 The authority must appoint any panel at least twenty working days before the relevant meeting.
- 6.9 Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular—
- (i) Any advice, views or recommendations of the panel;
 - (ii) The conclusions of any investigation into the proposed dismissal; and
 - (iii) Any representations from the relevant officer.
- 6.10 Any remuneration, allowances or fees paid by the authority to an independent person appointed to the panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act.
- 7. Appointment, Dismissal and Management of all other Employees**
- 7.1 The appointment, dismissal and management of employees (except the Head of Paid Services, Monitoring Officer and Section 151 Officer) including disciplinary action will be carried out by properly authorised officers of the Council in line with the Recruitment and Selection Policy, other employment policies and procedures agreed by the Council and in compliance with statutory obligations.

- 7.2 Councillors will not be involved in the disciplinary or dismissal of any officer below **service executive** director level except where such involvement is necessary for any investigation or inquiry into alleged misconduct, though the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to members in respect of dismissals.

7. Audit and Accounts Committee

Membership

Seven members of the Council.

The Audit and Accounts Committee shall be entitled to appoint up to three people at any one time as non-voting co-opted members of the committee. The committee shall determine whether the co-options shall be effective for a specified period, for specific meetings or for specific items. The committee may not co-opt any person who is an active member of any political party, defined as any person who engages in political activities which would not be permissible if that person was an officer holding a politically-restricted post within the Council. Co-options may only be made if the person co-opted has particular knowledge or expertise in the functions for which the committee is responsible.

The Committee will meet at least four times a year, and will maintain the technical capability to discharge the Audit and Accounts Committee responsibilities of the Council.

Summary of Functions:

- (a) To provide independent assurance of the adequacy of the risk management framework and the associated control environment.
- (b) To provide independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakness of the control environment.
- (c) To ~~oversee the financial reporting process~~ **support the maintenance of effective arrangements for financial reporting and review the statutory statements of account and any reports that accompany them.**
- (d) To ~~review matters relating to~~ **monitor the effectiveness of the system of internal control, including arrangements for internal audit, external audit, financial management, ensuring value for money, risk management, governance, assurance statements, anti-fraud and anti-corruption arrangements supporting standards and ethics, and managing the authority's exposure to the risks of fraud and corruption.**
- (e) To enhance and promote the profile, status and authority of the internal audit function and to demonstrate its independence.
- (f) To contribute towards making the authority, its committees and departments more responsive to the audit function.
- (g) To review compliance with the relevant standards, codes of practice and corporate governance policies.

- (h) To consider the extent to which the authority’s control environment is successful in achieving value for money.

Delegated Authority	Delegation / Condition
<p>Audit Activity:</p> <ul style="list-style-type: none"> (i) To approve the Internal Audit strategy and monitor its progress, overseeing the independence, objectivity and performance of the internal audit function and its conformance to professional standards. (ii) To approve, but not direct, Internal Audit’s annual plan of work and monitor unscheduled work that could potentially divert audit resources away from a plan, and monitor performance against those plans, ensuring that there are no inappropriate scope or resource limitations. (iii) To consider the Annual Report and opinion of the Head of Audit and Risk Management and a summary of internal audit activity and the level of assurance it can give over the Council’s corporate governance arrangements. (iv) To consider summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary. (v) To consider reports dealing with the management and performance of the internal audit function. (vi) To consider reports from Internal Audit on agreed recommendations not implemented within reasonable timescales. (vii) To consider the Annual Audit Letter, relevant reports and the reports of those charged with governance. (viii) To consider specific reports as agreed with the external auditor to ensure agreed action is taken within reasonable timescales. (ix) To comment on the scope and depth of the external audit work and to ensure it gives value for money. (x) To liaise with Public Sector Audit Appointments Limited over the appointment of the Council’s external auditor. (xi) To consider the opinion, reports and recommendations of inspection agencies relevant to the Council (such as Ofsted, the 	

Delegated Authority	Delegation / Condition
<p>Information Commissioner’s Office, etc.), and their implications for governance, risk management or control, and monitor management action in response to the issues raised.</p> <p>(xii) To suggest work for internal and external audit.</p> <p>(xiii) To support effective arrangements for internal audit, promote the effective use of internal audit within the assurance framework, and to undertake an annual review of the effectiveness of the system of Internal Audit.</p> <p>(xiv) To support effective relationships between all providers of assurance, audits and inspections, and the organisation, encouraging openness to challenge, review and accountability.</p>	
<p>Regulatory Framework:</p> <p>(i) To maintain an overview of the Council’s constitution in respect of contract procedure rules, financial regulations, codes of conduct etc.</p> <p>(ii) To review any issue referred to it by the Chief Executive, executive directors or any committee of the Council.</p> <p>(iii) To monitor the effective development and operation of risk management and corporate governance throughout the Council.</p> <p>(iv) To monitor Council policies on “raising concerns at work” and anti-fraud and anti-corruption policies, including the Council’s complaints process, and to approve any changes regarding the Council’s Whistle-blowing Policy, Anti-Fraud and Corruption Policy, Anti-Money Laundering Policy and associated arrangements.</p> <p>(v) To oversee the production of the Council’s Statement of Internal Control Annual Governance Statement and recommend its adoption.</p> <p>(vi) To consider the arrangements for corporate governance, and assurance across the Council’s full range of operations and collaborations with other entities, and to agree necessary actions to ensure compliance with best practice.</p> <p>(vii) To consider the Council’s compliance with its own and published standards and controls.</p> <p>(viii) To report as appropriate to Full Council, relevant Policy and Service Committees and the Constitution and Ethics Committee on issues which require their attention or further action.</p>	

Delegated Authority	Delegation / Condition
<ul style="list-style-type: none"> (ix) To bring to the attention of the Strategy and Resources Committee any issue which may warrant further consideration or review. (x) To receive and approve proposals regarding the Council's exercise of powers covered by the Regulation of Investigatory Powers Act. 	
<p>Accounts:</p> <ul style="list-style-type: none"> (i) To review and approve the Annual Statement of Accounts. (ii) Specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council. (iii) To consider the External Auditor's Report to those charged with the governance issues arising from the audit of the accounts. 	
<p>Risk Management</p> <ul style="list-style-type: none"> (i) To understand the risk profile of the Council and consider the effectiveness of the Council's risk management arrangements. (ii) To seek assurances that action is being taken on risk-related issues, with the right to request reports and seek assurances from relevant officers. (iii) To be satisfied that the Council's assurance accountability statements, including the Statement of Internal Control Annual Governance Statement, properly reflect the risk environment and any actions required to improve it, and demonstrate how governance supports the achievement of the authority's objectives. 	

Part 3D – Scheme of Delegation to Officers

1. Introduction

- 1.1 This section describes the extent and nature of the authority delegated to officers to undertake functions on behalf of Cambridgeshire County Council. The delegations are made by either the Full Council or one of its committees.

2. General Principles

- 2.1 The Chief Executive and the chief officers, where they consider it necessary and expedient, may authorise officers within their respective service directorates to undertake functions on their behalf. If such authorisations are made, the relevant chief officer shall prepare and maintain a written schedule of authorisations to be available for inspection by the Monitoring Officer and published on the Council's website.
- 2.2 Where an officer listed in this Scheme of Delegation is absent for any period, the Chief Executive may nominate in writing another officer to act in their place during their absence and shall make a record of all such nominations.
- 2.3 The chair of the relevant committee may request an officer not to exercise their delegated power in any particular case and, if so, a report will be taken to the next available meeting of this committee for consideration.
- 2.4 Chief officers shall agree with the chair and vice-chair of the relevant committee the nature and level of information the committee requires regarding the exercise of officers' delegated powers.
- 2.5 Chief officers shall exercise their delegated powers in accordance with any requirements of the Chief Executive.

3. General Delegation

- 3.1 The Chief Executive and chief officers/directors are authorised to discharge all the functions of the authority within their areas of responsibility as defined below and subject to the General Conditions and Limitations set out below.

4. Conditions Relating to the Exercise of Delegated Authority

- 4.1 The exercise of functions delegated to officers under this scheme must comply with:
- (a) Any legal requirement or restriction;
 - (b) Any relevant provision in the Council's Constitution;
 - (c) The Council's policy framework and any other plans and strategies approved by the Council;

- (d) The relevant in-year budget;
- (e) The Officers' Code of Conduct;
- (f) The Council's Financial and Contract Procedure Rules;
- (g) The requirements of the Openness of Local Government Bodies Regulations 2014 and any supporting guidance; and
- (h) All other relevant policies, procedures, protocols and provisions.

5. Limitations to the Exercise of Delegated Powers

5.1 Officers in the exercise of functions delegated by this scheme may not:

- (a) Make key decisions as defined in the relevant Council's Constitution unless it is specifically delegated to the officer. An officer making a key decision specifically delegated to them shall first consult with the chair and vice-chair of the relevant committee before exercising such delegation.
- (b) Change or contravene policies or strategies approved by the Council or its committees or joint committees in the absence of specific delegated authority to do so.
- (c) Create or approve new policies or strategies, in the absence of specific delegated authority to do so.
- (d) Take decisions to withdraw public services, in the absence of specific delegated authority to do so.
- (e) Take decisions to significantly modify public services without consulting the appropriate committee chair and vice-chair before exercising the delegated power.

6. Consultation

- 6.1 Where an officer takes a decision under delegated authority on a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate committee chair and vice-chair before exercising the delegated powers.
- 6.2 If the committee chair and vice-chair do not agree with the proposed officer decision, the decision will be taken to the next meeting of the committee for consideration.
- 6.3 When exercising delegated powers, officers shall ensure that local members are kept informed of matters affecting their divisions.
- 6.4 If consultation involves a local member who does not agree with the proposed officer decision, the officer taking the decision will then consult the chair of the

relevant committee to see if agreement can be reached. If agreement cannot be reached, the decision will be taken to the next meeting of the committee for consideration.

7. Specific Delegations

7.1 Chief Executive

	Delegated Authority	Delegation / Condition
(a)	To act as Head of Paid Service for the purposes of the Local Government and Housing Act 1989.	
(b)	To exercise in cases of urgency, those functions delegated to the executive directors, service directors, assistant directors or heads of service and in cases of emergency all powers of the Council.	
(c)	To act as controller in war and to exercise all the powers of local government in the event of circumstances arising in which the County Council, or the committee to which emergency powers have been delegated, is unable to act.	
(d)	To take all operational decisions necessary to secure the provision of services and/or the discharge of statutory functions, including the power to enter into contracts, in accordance with approved policies and financial regulations across the County Council.	
(e)	In accordance with the procedure for taking urgent decisions contained in Part 4.4(a) of the Constitution, to make any decision normally reserved to committee or another officer.	
(f)	To hold to account executive directors for the performance of their directorates.	
(g)	To place items of business on agendas for formal member meetings.	
(h)	To approve pay, terms and conditions of service and training of employees, except for approving the annual Senior Officer Pay Policy Statement which is reserved to the Full Council.	
(i)	To determine the number, grade, title and nature of staff employed within the County Council.	
(j)	To take all operational decisions necessary to secure provision of services and discharge of statutory functions, including the power to enter into contracts in relation to the Chief Executive's support team, including support for Lord	In accordance with the approved policies and

	Delegated Authority	Delegation / Condition
	Lieutenant, Chair and Vice-Chair of Council.	the Financial Procedure Rules
(k)	To ensure compliance with statutory requirements relating to complaints made to the Council about its public health functions and, where necessary, action is taken in light of the outcome of such complaints. (Part 4, Regulation 22(1)(a), The NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012)	
(l)	To approve nominations to outside bodies, in consultation with Group Leaders, except where appointment to those bodies has been delegated to committees.	

7.2 All Executive Directors and Directors including the Executive Director of Finance and Resources/Section 151 Officer:

	Delegated Authority	Delegation / Condition
(a)	To make applications for planning permission in pursuance of Regulation 3 of the Town and Country Planning General Regulations 1992.	
(b)	To incur expenditure in emergencies under Section 138 of the Local Government Act 1972.	
(c)	To make all staff appointments below the level of service executive director, except for any statutory roles , and to determine the remuneration and conditions of service of each post within any guidance or instructions issued by the Assistant Director, HR Services.	
(d)	To dispense with any provision of the Contract Regulations, but only in accordance with the detailed requirements for exemptions set out in the Procurement Rules and/or Scheme of Financial Management up to a fixed sum (A7 below) or up to the EU threshold, and in consultation with the relevant committee chair and vice-chair.	
(e)	To approve, with the agreement of the Section 151 Officer, new revenue or capital schemes by Trading Units at no net cost to the Council.	

	Delegated Authority	Delegation / Condition
(f)	To exercise corresponding powers and duties as already delegated to officers of the Council within the Scheme of Delegation where these or similar powers and duties are included in revised acts, orders or regulations.	
(g)	To take all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in accordance with approved policies and financial regulations or the purpose of this Scheme of Delegation, this shall include the power to authorise the sealing of contract documents including plans and schedules in the absence of specific committee authority.	
(h)	To determine the number, grade, title and nature of staff within their directorate and all other terms and conditions.	Subject to budget and in consultation with the Assistant Director of HR.
(i)	To hold officers to account for the performance of their service areas.	
(j)	To approve nominations to outside bodies, in consultation with the chair of the relevant committee (or in their absence the vice-chair).	

The following table identifies the finance limits of delegated powers that Full Council has issued to all executive directors for specific finance-related decisions:

A1	Capital virement	£250,000
A2	Revenue virement (including operational savings)	£175,000
A3	Debt write-off	£5,000
A4	Loans to other persons or organisations	£5,000
A5	Property transaction – capital value	£500,000
A6	Property transaction – annual rental	£150,000
A7	Loans and expenditure from funds	£300,000

7.3 Executive Director of Finance and Resources / Section 151 Officer

	Delegated Authority	Delegation / Condition
(a)	To approve any changes to the Scheme of Financial Management as may be necessary from time to time to reflect and take account of changes in legislation, guidance, Council policy, decisions of the Council and any drafting changes or	In consultation with the Chair of the Strategy and

	Delegated Authority	Delegation / Condition
	improvements. This shall not include any changes of substance.	Resources Committee. Not to be exercised if the Chair of the Strategy and Resources Committee objects to the proposed change.
(b)	To manage trust funds on behalf of CCC.	
(c)	The treasury management function including the management of debt and the borrowing and investment of money (excluding the Superannuation Fund).	
(d)	To approve the Council's banking facilities; arrangements for the signing and security of cheques, etc.	
(e)	Capital financing determinations under the Local Government and Housing Act 1989 where these may be made by an officer.	
(f)	To approve supplementary estimates of expenditure under Section 138 of the Local Government Act 1972 (emergencies or disasters affecting.	
(g)	To approve any detailed schemes of local financial management.	
(h)	To approve the implementation of local financial systems.	
(i)	Responsibility for the proper administration of the Pensions Service to safeguard the financial position of the Pension Fund (LGPS).	Where possible, in consultation with the Chair of the Pension Fund Committee (or, in their absence, the Vice-Chair).
(j)	To write off bad or irrecoverable debts or deficiencies relating to stores or property up to a maximum amount set	

	Delegated Authority	Delegation / Condition
	out in the Council's constitution or unlimited if the debtor is bankrupt/insolvent; unable to be traced; in prison and has no means to pay; or there is no, or uncertain liability.	
(k)	To make loans in furtherance of service objectives to other persons or organisations up to a maximum amount set out in the Council's constitution.	
(l)	To determine requests for the Council to act as co-guarantor for leases held by voluntary organisations and charities.	In consultation with the appropriate committee chair (or in their absence the vice-chair)
(m)	To authorise schools to plan for a deficit budget to finance exceptional purchases/ projects.	In consultation with the Executive Director of Children, Education and Families
(n)	To review and increase financial limits on an annual basis, taking account of inflation.	Subject to consultation with the appropriate committee chair (or in their absence the vice-chair)
(o)	To sign off grant claims.	
(p)	To take all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in relation to (i) Commercial Services, including: <ul style="list-style-type: none"> • Acquisitions and investment; • Contract management; • Fees; • Charges and trading policy; and • Asset strategy (ii) Shared Services, including: <ul style="list-style-type: none"> • Governance • Programme Delivery Team (iii) Customer Services, including:	In accordance with the approved policies and the Financial Procedure Rules

	Delegated Authority	Delegation / Condition
	<ul style="list-style-type: none"> • The contact centre; and • Corporate reception sites (iv) Information Technology and Digital Service, including: <ul style="list-style-type: none"> • Council-wide strategy; and • Support for all business systems 	
(q)	Manage the Council’s responsibilities in its capacity as lead authority (in conjunction with North Northamptonshire Council) in providing the following services to other councils in accordance with the Shared Services Agreement dated 16 April 2016 made between Cambridgeshire County Council, North Northamptonshire Council, West Northamptonshire Council and Milton Keynes Council: <ul style="list-style-type: none"> (i) Insurance Services; (ii) Accounts Payable and Finance Helpdesk; and (iii) Debt and Income. 	
(r)	Negotiate the Shared Services Plan required by the Shared Services Agreement and make recommendations to the councils party to that agreement as to the provision of financial and other resources.	
(s)	Authorise and manage delegations to other councils made in accordance with the Shared Services Agreement, including: <ul style="list-style-type: none"> (i) Internal Audit and Risk Management; (ii) Business Systems; (iii) Performance and Governance Services; (iv) HR transactions and payroll; and (v) Pensions. 	

7.4 Service Director: Legal and Governance (Statutory Monitoring Officer)

The exercise of the responsibilities set out below is delegated by the Council:

	Delegated Authority	Delegation / Condition
(a)	To make such amendments to the Constitution and related documents, as may from time to time become necessary to reflect and take account of changes in legislation, guidance, Council policy, decisions of the Council and any drafting changes or improvements. This shall not include any changes of substance.	In consultation with group leaders. Not to be exercised if any group leader objects to the proposed change.

	Delegated Authority	Delegation / Condition
(b)	To maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by members, staff and the public.	
(c)	To report to the Council any proposal, decision or omission which they believe would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.	In consultation with the Head of Paid Service and Section 151 Officer
(d)	To act as the solicitor to the Council to provide advice on the scope of powers and authority for the Council to take decisions, maladministration, probity and governance issues, to all councillors and to support and advise councillors and officers in their respective roles.	In consultation with the Section 151 Officer
(e)	To act as the proper officer for the purposes of the Local Government Act 2000 and regulations made there under, except where legislation or the Scheme of Delegation names another officer.	
(f)	In cases of dispute, to decide upon a member's "need to know".	
(g)	To contribute to the promotion and maintenance of high standards of conduct through provision of support to the Constitution and Ethics Committee. This will include making arrangements for the hearing of allegations against members concerning breaches of the Code of Conduct. To support the Constitution and Ethics Committee in ensuring the Council's Constitution is fit for purpose and in this role, shall keep it under review and make recommendations as to how it might be amended to better achieve the purposes set out in Article 1, The Constitution, or in response to changes in law.	
(h)	In the case of allegations that a councillor has breached the Members' Code of Conduct, to conduct an initial assessment of complaint and make a decision as to whether the complaint warrants investigation or any other action.	In partnership with the Council's independent person.
(i)	Where allegations of breaches of the Members' Code of Conduct are referred for investigation, to make arrangements for the conduct of such investigations and	

	Delegated Authority	Delegation / Condition
	report the findings to the Constitution and Ethics Committee.	
(j)	To act as the proper officer for Access to Information and shall ensure that decisions of the Council and its committees, together with the reasons for those decisions, and relevant officer reports and background papers are made publicly available as soon as possible.	
(k)	To advise whether decisions of the Council and its committees are in accordance with the Budget and Policy Framework.	
(l)	To provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to all councillors.	
(m)	To determine whether information should be exempt from disclosure under the provisions of Section 36 of the Freedom of Information Act 2000.	
(n)	To agree procedures for the conduct of all appeals heard by the Council's Service Appeals Sub-Committee.	
(o)	To agree procedures for the conduct of Council's Education Admission Appeals and Exclusion Reviews and the selection and appointment of members to Council's appeals panels.	
(p)	To make applications for the grant of Letters of Administration for the use and benefit of children in the care of CCC.	
(q)	To determine whether an application for planning permission is required for Council Matters (Minerals and Waste); and to determine whether planning permission is required in respect of development to be carried out by the Council.	
(r)	To manage legal services, including externally commissioned legal advice.	
(s)	To obtain information or serve statutory notices to ascertain the legal interest of any person in land.	
(t)	To authorise the institution, defence, withdrawal, compromise or any other action relating to claims or legal proceedings at common law or under any enactment, statutory instrument, order or bylaw conferring functions upon the authorities or in respect of functions undertaken by	

	Delegated Authority	Delegation / Condition
	the authorities.	
(u)	To authorise officers to prosecute or defend or appear in any legal proceedings (Section 223 of the Local Government Act 1972)	
(v)	To affix the common seal to all documents necessary to bring into effect decisions of the Council's or any committee, sub-committee or officer in pursuance of powers delegated by or on behalf of the Council.	
(w)	To declare vacancies in office and give public notice of a casual vacancy, in consultation with the Chair of the Council (or in their absence the Vice-Chair) and subject to noting at the next Full Council meeting.	

7.5 Executive Director of Adults, Health and Commissioning

The exercise of the responsibilities set out below is delegated by the Council:

	Delegated Authority	Delegation / Condition
(a)	To be the designated Director of Adult Services and to exercise the Social Services functions of the Council as set out in Schedule 1 of the Local Authority Social Services Act 1970.	
(b)	To take all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in relation to Adult Social Care, including: <ul style="list-style-type: none"> • Safeguarding • Mental Health • Disability • Older People • Residential services • Day services • IT systems • Partnership and Planning 	In accordance with the approved policies and the Financial Procedure Rules.

7.6 Executive Director of Children, Education and Families

The exercise of the responsibilities set out below is delegated by the Council:

	Delegated Authority	Delegation / Condition
(a)	To be the designated Director of Children Services in accordance with Section 18(1) of the Children’s Act 2004.	
(b)	To take all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in relation to Children’s Social Care, including: <ul style="list-style-type: none"> • Education • Special educational needs and disability • Safeguarding and protection • Children’s social care • Youth services • Early Years • IT systems • Partnership and planning • Social and Educational Transport 	In accordance with the approved policies and the Financial Procedure Rules.
(c)	To approve school governor appointments for which the Council has responsibility and to report these decisions quarterly to the Children and Young People Committee.	
(d)	To discharge the guardianship provisions under the Mental Health Act 1983.	

7.7 Executive Director of Place and Sustainability

The exercise of the responsibilities set out below is delegated by the Council:

	Delegated Authority	Delegation / Condition
(a)	To take all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in relation to: <ol style="list-style-type: none"> (i) Highways and Transport, including: <ul style="list-style-type: none"> • Major infrastructure delivery • Transport and infrastructure policy and funding • Highways • Assets and commissioning • Traffic and road safety (ii) Planning, Growth and Environment, including: <ul style="list-style-type: none"> • Waste disposal • Growth and economy • Historic environment • Heritage services • Strategic planning 	In accordance with the approved policies and the Financial Procedure Rules.

	Delegated Authority	Delegation / Condition
	<ul style="list-style-type: none"> • Planning (iii) Climate Change <ul style="list-style-type: none"> • Climate change • Energy services (iv) Digital Infrastructure (v) Community Safety, including: <ul style="list-style-type: none"> • Registration Services • Coroners Services • Community safety, including domestic abuse and sexual violence • Prevent and hate crime • Youth offending • Homelessness prevention 	

7.8 Executive Director of Public Health

The exercise of the responsibilities set out below is delegated by the Council:

	Delegated Authority	Delegation / Condition
(a)	<p>To prepare an annual report on the health of the people of Cambridgeshire.</p> <p>(Section 31, Health and Social Care Act 2012)</p>	
(b)	<p>To prepare an annual health protection report to the Health and Wellbeing Board to cover a summary of relevant activity and the multi-agency health protection plans in place, establish how the various health protection responsibilities are discharged, and identify their relationship to the Joint Strategic Needs Assessment and Health and Wellbeing Strategy priorities.</p>	
(c)	<p>To exercise the Council's powers and duties to improve the health of the people in the Council's area</p> <p>This includes:</p> <ul style="list-style-type: none"> (i) Providing information and advice; (ii) Providing services or facilities designed to promote healthy living (whether by helping individuals to address behaviour that is detrimental to health or in any other way); (iii) Providing services or facilities for the prevention, diagnosis or treatment of illness; (iv) Providing financial incentives to encourage individuals to adopt healthier lifestyles; 	

	Delegated Authority	Delegation / Condition
	<p>(v) Providing assistance (including financial assistance) to help individuals to minimise any risks to health arising from their accommodation or environment;</p> <p>(vi) Providing or participating in the provision of training for persons working or seeking to work in the field of health improvement; and</p> <p>(vii) Making available the services of any person or any facilities.</p> <p>(Section 30, Health and Social Care Act 2012 and Section 2B, NHS Act 2006)</p>	
(d)	<p>Responsibility for exercising the Council's powers and duties that relate to planning for, or responding to, emergencies involving a risk to public health.</p> <p>(Section 30, Health and Social Care Act 2012 and Section 73A, NHS Act 2006)</p>	
(e)	<p>Responsibility for exercising the Council's powers and duties that relate to arrangements for assessing etc risks posed by certain offenders.</p> <p>(Section 30, Health and Social Care Act 2012. Section 325, Criminal Justice Act 2003)</p>	
(f)	<p>To conduct, commission or assist the conduct of research for any purpose connected with the exercise of the Council's functions in relation to the health service and to obtain data, information or advice from persons with professional expertise pursuant to conducting such research.</p> <p>(Section 17, Health and Social Care Act 2012. Section 5, NHS Act 2006.)</p>	
(g)	<p>To discharge those functions of the Council arising from the requirement that a licensing authority, when determining and publishing a licensing statement.</p> <p>(Section 5(3)(bb) (statement of licensing policy) of the Licensing Act 2003,)</p>	
(h)	<p>In relation to the Licensing Act 2003:</p> <p>(i) To make representations on behalf of the Council to a licensing authority in relation to the determination of an application for, or a variation or minor variation of, a premises licence.</p> <p>(ii) To make representations on behalf of the Council to a</p>	

	Delegated Authority	Delegation / Condition
	<p>licensing authority in relation to the determination of an application for a provisional statement.</p> <p>(iii) To make an application or representations on behalf of the Council to a licensing authority for and/or in relation to the review of a premises licence.</p> <p>(iv) To make representations on behalf of the Council to a licensing authority in relation to the summary review of a premises licence.</p> <p>(v) To make representations on behalf of the Council to a licensing authority in relation to the determination of an application for, or a variation or minor variation of, a club premises certificate.</p> <p>(vi) To make an application or representations on behalf of the Council to a licensing authority for and/or in relation to the review of a club premises certificate.</p> <p>(vii) To make representations on behalf of the Council to a licensing authority in relation to the inspection of premises prior to the grant of a club premises certificate.</p> <p>(viii) To make representations on behalf of the Council to a licensing authority in relation to the review of a club premises licence following a closure order.</p> <p>(ix) To make representations on behalf of the Council to a licensing authority in relation to the determination of an application for an early morning alcohol restriction order.</p> <p>(Sections 18, 35 and 41B and Sections 31, 51, 52, 53, 53C, 72, 85, 86B, 87(d), 88, 89, 96, 167(e) and 172B(f) of the Licensing Act 2003)</p>	
(i)	<p>Responsibility for exercising the Council's powers and duties to provide, or secure the provision of, oral health promotion programmes to the extent that the Council considers appropriate.</p> <p>Responsibility for exercising the Council's powers and duties to provide, or secure the provision of oral health surveys to facilitate:</p> <p>(i) The assessment and monitoring of oral health needs;</p> <p>(ii) The planning and evaluation of oral health promotion programmes;</p> <p>(iii) The planning and evaluation of the arrangements for the provision of dental services as part of the health services; and</p> <p>(iv) Where there are water fluoridation programmes affecting Cambridgeshire, the monitoring and reporting of the effect of water fluoridation</p>	

	Delegated Authority	Delegation / Condition
	<p>programmes.</p> <p>(The NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012 and Section 87 (1) of the Water Industry Act 1991.)</p>	
(j)	<p>Responsibility for exercising the Council's powers and duties to respond to oral health surveys conducted or commissioned by the Secretary of State under paragraph 13(1) of Schedule 1 to the National Health Service Act 2006 where the survey is conducted within Cambridgeshire.</p> <p>(The NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012)</p>	
(k)	<p>Responsibility for exercising the Council's powers and duties relating to the making of, and consultation on, water fluoridation proposals to the Secretary of State.</p> <p>(Section 36, Health and Social Care Act 2012 and Section 88B, Water Industry Act 1988)</p>	
(l)	<p>Responsibility for exercising the Council's powers and duties to provide for the medical inspection at appropriate intervals of pupils in attendance at schools maintained by the Council as local education authority and for the medical treatment of such pupils.</p>	
(m)	<p>Responsibility for exercising the Council's powers and duties to provide for the medical inspection or treatment of:</p> <ul style="list-style-type: none"> (i) Senior pupils in attendance at any educational establishment, other than a school, which is maintained by the Council and at which full-time further education is provided; or (ii) Any child or young person who, in pursuance of section 19 or 319 of the Education Act 1996 (c. 56), is receiving primary or secondary education otherwise than at a school. 	(i) subject to the prior agreement of the governing body of the establishment
(n)	<p>Responsibility for exercising the Council's powers and duties to provide for the medical inspection or treatment of pupils in attendance at any educational establishment which is not maintained by a local education authority by arrangement with the proprietor of that establishment.</p> <p>(Section 17, Health and Social Care Act 2012 and Section 5,</p>	

	Delegated Authority	Delegation / Condition
	NHS Act 2006.)	
(o)	<p>Responsibility for exercising the Council's powers and duties to provide for the weighing and measuring of pupils in attendance at any school which is maintained by the authority and, by arrangement with the proprietor, at any school which is not maintained by the Council.</p> <p>(Section 17, Health and Social Care Act 2012, Section 5, NHS Act 2006. Part 2, Regulation 3 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	
(p)	<p>Responsibility for exercising the Council's powers and duties to provide, or make arrangements for the provision of, health checks to eligible persons within the Council's area, pursuant to the requirements set out in the legislation below.</p> <p>(Section 2B, National Health Service Act 2006. Part 2, Regulations 4 and 5 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	
(q)	<p>Responsibility for exercising the Council's powers and duties to provide, or make arrangements for the provision of, open access sexual health services within the Council's area, including:</p> <ul style="list-style-type: none"> (i) Contraceptive services; and (ii) Services related to the prevention and treatment of sexually transmitted infections. <p>(Section 2B and Schedule 1 (para. 8), National Health Service Act 2006. Part 2, Regulation 6 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	
(r)	<p>Responsibility for exercising the Council's powers and duties to provide, or make arrangements for the provision of, a public health advice service to any clinical commissioning group whose area falls wholly or partly within the Council's area.</p> <p>(Section 2A and 2B, National Health Service Act 2006. Part 2, Regulation 7 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	

	Delegated Authority	Delegation / Condition
(s)	<p>Responsibility for reviewing the range of matters to be covered by any such public health advice service, having had regard to the needs of the people in the Council's area and in agreement with the clinical commissioning group(s) to which the service is provided.</p> <p>(Section 2A and 2B, National Health Service Act 2006. Part 2, Regulation 7 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	
(t)	<p>Responsibility for exercising the Council's powers and duties relating to independent mental health advocate services.</p> <p>(Section 130, Mental Health Act 1983 and Section 43, Health and Social Care Act 2012.)</p>	
(u)	<p>Responsibility for exercising the Council's powers and duties relating to the provision of direct payments for healthcare.</p> <p>(Section 12A, NHS Act 2006 and Schedule 4, Part 1, Health and Social Care Act 2012.)</p>	
(v)	<p>Responsibility for exercising the Council's powers and duties relating to independent mental capacity advocates.</p> <p>(Section 35, Mental Capacity Act 2005 and Schedule 4, Part 1, Health and Social Care Act 2012.)</p>	
(w)	<p>Statutory functions relating to protecting the health of the local population.</p> <p>Responsibility for exercising the Council's powers and duties to provide information and advice to responsible persons and relevant bodies within, or which exercise functions relating to, the Council's area, with a view to promoting the preparation of appropriate local health protection arrangements.</p> <p>(Section 2A and 2B, National Health Service Act 2006. Part 2, Regulation 8 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	

	Delegated Authority	Delegation / Condition
(x)	<p>Statutory functions relating to charges in respect of the Council's functions under Section 2B of the NHS Act 2006 -</p> <p>Responsibility for exercising the Council's powers and duties to make and recover charges in respect of:</p> <ul style="list-style-type: none"> (i) Providing information and advice; (ii) Providing services and facilities designed to promote healthy living; (iii) Providing or participating in the provision of training for persons working or seeking to work in the field of health improvement; and (iv) Making available the services of any person or facilities. <p>(Section 2B, National Health Service Act 2006 and Part 3, Regulation 9 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT)</p>	
(y)	<p>Responsibility for exercising the Council's powers and duties to enter into prescribed arrangements with the prison service insofar as those arrangements relate to securing and maintaining the health of prisoners.</p> <p>(Section 249, National Health Service Act 2006 and Section 29, Health and Social Care Act 2012.)</p>	

7.9 Executive Director of Strategy and Partnership

The exercise of the responsibilities set out below is delegated by the Council:

	Delegated Authority	Delegation / Condition
(a)	<p>To take all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in relation to</p> <ul style="list-style-type: none"> (i) Communications and information, including: <ul style="list-style-type: none"> • Press and media • Council-wide campaigns • Council brand • Website (ii) Community Services <ul style="list-style-type: none"> • Libraries • Archives • Cultural Services • Community development and resilience 	<p>In accordance with the approved policies and Financial Procedure Rules</p>

	Delegated Authority	Delegation / Condition
	<ul style="list-style-type: none"> • Adult and community skills and learning • Community engagement and participation (iii) Business Planning, including: <ul style="list-style-type: none"> • Policy, design and delivery services • Business intelligence • Emergency and business continuity planning (iv) The Legal and Governance Service including: <ul style="list-style-type: none"> • Internal Audit and Risk Management • Information Governance and Data Protection • Democratic and Member Services 	
(b)	To provide elections management support to the county returning officer.	

Independent Person(s) Remuneration

To: Constitution and Ethics Committee

Meeting Date: 2 May 2023

From: Service Director: Legal and Governance

Outcome: The committee is asked to review its decision to increase the remuneration to Independent Person(s) annually in line with the percentage increase in staff salaries (non-management band).

Recommendation: The committee is asked to:

Agree that the annual increase in remuneration for Independent Person(s) be based on an indexation of 3.8% per annum.

Officer contact:

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Member contact:

Names: Councillors Sebastian Kindersley and Alex Bulat
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Tel: 01223 706398

1. Background

- 1.1 Section 28 of the Localism Act 2011 requires an authority to appoint at least one independent person whose views will be sought and taken into account in connection with the process for handling allegations that members have breached the code. These independent persons also sit on the advisory panel for the appointment of the Head of the Paid Service and the dismissal of the Head of the Paid Service, Section 151 Officer or Monitoring Officer, in order that the Council meets the requirements of the Local Authorities (Standing Orders) (England) Regulations 2015.
- 1.2 On 10 May 2022, Full Council approved recommendations from the Constitution and Ethics Committee to reappoint Gillian Holmes and Grant Osbourn for a period of two years until 15 October 2024. Following difficulty recruiting to the role in 2019, it also set the level of remuneration for independent person(s) to £1000 per annum, to be increased annually in line with the percentage increase in staff salaries (non-management band).

2. Main Issues

- 2.1 National negotiations for the National Joint Council pay scale that applies to the Council grades 1-SO2 resulted in an increase of £1,925 per scale point. The Council's Corporate Leadership Team agreed to also pay this to all points on the Professional and Management (P&M) pay scale. The Staffing and Appeals Committee also agreed to provide this increase to Leadership Pay Scales.
- 2.2 The Independent Remuneration Panel was asked as part of its mini review in November 2022 to re-consider the recommendation, agreed by Full Council at its meeting on 20 May 2021, that members' allowances be increased annually in line with the percentage increase in staff salaries (non-management band) from 10 May 2021 for a period of up to four years. This was in the light of the complexities associated with the proposed pay rise in staff salaries (non-management band) employees.
- 2.3 At its meeting on 13 December 2022, Full Council agreed to accept the Independent Remuneration Panel's recommendations, which were that indexation should now be based on the median P&M Pay Scale of £50,838. This equated to an indexation of 3.8% per annum.
- 2.4 It is therefore proposed that the remuneration for independent person(s) should also be based on an indexation of 3.8% per annum, which would result in an increase of £38 in 2023/24.

3. Source Documents

- 3.1 [Chapter 7 of the Localism Act 2011](#)
- 3.2 [The Local Authorities \(Standing Orders\) \(England\) \(Amendment\) Regulations 2015](#)
- 3.3 [Constitution and Ethics Committee Meeting - 26 April 2022](#)
- 3.4 [Full Council Meeting - 10 May 2022](#)
- 3.5 [Full Council Meeting - 13 December 2022](#)

A Review of the Complaints Received Under the Members' Code of Conduct - May 2023

To: Constitution and Ethics Committee

Meeting Date: 2 May 2023

From: Monitoring Officer, Emma Duncan

Outcome: To brief the Constitution and Ethics Committee on the number and nature of the complaints received about Members under the Code of Conduct from 27 September 2022 to date, along with details of other complaints which are in process or have been concluded.

Recommendation: The Constitution and Ethics Committee is recommended to:

Note the contents of the report.

Officer Contact:

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Member contacts:

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1. Background

- 1.1 The Localism Act places a statutory duty on the Council to promote and maintain high standards of conduct amongst its members and co-opted members. This includes the obligation on the Council to have in place a Code of Conduct which sets out the standard of conduct expected of members when acting in their capacity as county councillors.
- 1.2. The requirements of The Localism Act are supported by Article 2 (Members of the Council) in the Council's Constitution, and by Part 5.1 (Members' Code of Conduct). The Constitution and Ethics Committee's Terms of Reference give the committee authority to monitor the operation of the Code of Conduct and the complaints received under it.
- 1.3. This report serves to provide the Committee with an overview of the complaints received under the Code of Conduct since the last update on 27 September 2022.

2. Overview of Complaints

2.1 Ongoing Complaints

- 2.1.1 The publication of details of complaints only takes place after conclusion of the complaint and only if a breach of the code has been established. The purpose of this restriction is to reduce speculation on limited information, to ensure there is no compromise of any assessment or investigation, and to uphold the requirements of the Data Protection Act 2018 and UK GDPR.
- 2.1.2 Since the time of last reporting, there have been twelve new complaints:
 - CONDCOMP/CCC19. A complaint was received from a member of the public on 13 October 2022 which concerned comments the subject member had made on social media. The subject member provided a full response to the complaint which was shared with the complainant. The complainant confirmed that the response did not satisfactorily resolve their concerns and the matter was therefore discussed with the Independent Person. Following that discussion, the complaint was discontinued on the basis that the concerns raised were not sufficient to meet the threshold for further action and/or to interfere with the subject member's Convention rights. The outcome has since been communicated to the complainant.
 - CONDCOMP/CCC20. A complaint was received from a member of the public on 17 November 2022 which concerned an exchange between them and the subject member at a public meeting. The complainant did not consider the subject member as having made a proper introduction or given due consideration to the issues raised. The subject member provided a full response to the complaint to include an opportunity for further discussion which was shared with the complainant. The complainant has not responded to confirm whether or not the subject member's response satisfactorily resolved the concerns raised, despite being sent a reminder. The Deputy Monitoring Officer has therefore discontinued the complaint.

- CONDCOMP/CCC21. A complaint was received from a member of the public on 19 December 2022 which concerned the content of a comment the subject member had posted on social media. The Deputy Monitoring Officer wrote to acknowledge the complainant's complaint and to ascertain further information. The complainant did not respond and the Deputy Monitoring Office was therefore unable to progress the complaint.
- CONDCOMP/CCC22. A complaint was received from a member of the public on 20 December 2022 which concerned an exchange between them and the subject member at a public meeting in which they believed that the subject member had been dismissive of the importance of the issue raised. The subject member provided a full response to the complaint which was shared with the complainant. The complainant confirmed that the response did not satisfactorily resolve their concerns and the matter was therefore discussed with the Independent Person. The Deputy Monitoring Officer is in the process of preparing the Decision Notice, however, it was agreed with the Independent Person that no further action was required.
- CONDCOMP/CCC23. A complaint was received from a member of the public on 4 February 2023 which related to an email the subject member had sent in response to concerns raised in relation to specific service issues. The Deputy Monitoring Officer reviewed the content of the concerns in the context of the service complaint and ongoing correspondence with the complainant. Consequently, and having regard to the specific facts of the particular matter, the Deputy Monitoring Officer determined that the Code of Conduct was not engaged and therefore no further action would be taken.
- CONDCOMP/CCC24. A complaint was received from a member of the public on 9 March 2023 which raised concerns about the subject member's failure to declare an interest at a Full Council meeting. The Deputy Monitoring Officer has acknowledged the complaint and is in liaison with the complainant to obtain further information.
- CONDCOMP/CCC25. A complaint was received from a member of the public on 10 March 2023 which raised concerns about the subject member's participation in a committee meeting. Upon assessing the content of the complaint in detail, the Deputy Monitoring Officer determined that it was more a concern for the subject member as opposed to a complaint about them. The Deputy Monitoring Officer is therefore in liaison with the subject member to ascertain whether any further support is required. No further action will be taken under the conduct procedure.
- CONDCOMP/CCC26. A complaint was received from a member of the public on 22 March 2023 which raised concerns about the subject member's use of language during a committee meeting. The Monitoring Officer has acknowledged the complaint and is in liaison with the complainant to obtain further information.
- CONDCOMP/CCC27. A complaint was received from a member of the public on 23 March 2023 which raised concerns about the subject member's use of language during a committee meeting. The Monitoring Officer has acknowledged the complaint and is in liaison with the complainant to obtain further information.
- CONDCOMP/CCC28. A complaint was received from a member of the public on 24 March 2023. It concerned comments made by the subject member with regard to the

complainant and this comment being allowed to stand unchecked. The Monitoring Officer has acknowledged the complaint and a meeting is to be arranged with the subject member.

- CONDCOMP/CCC29 A complaint was received from a member of the public on 4 April 2023 which concerned comments the subject member had made on social media. This complaint is linked with CONDCOMP/CCC30. The Deputy Monitoring Officer has written to acknowledge the complaint and to request further information from the complainant.
- CONDCOMP/CCC30. A complaint was received from a member of the public on 4 April 2023 and concerned comments the subject member had made on social media. This complaint is linked with CONDCOMP/CCC29. The Deputy Monitoring Officer has written to acknowledge the complaint and to request further information from the complainant.

2.2 Concluded Complaints

- 2.2.1 There were no outstanding complaints at the time of last reporting and therefore all relevant information on this occasion has been reported at paragraph 2.1.2 above.

3. Source Documents

- 3.1 The Council's Code of Conduct, information about how to make a conduct complaint, and the process that will be followed can be found via the following link:

[Complain about a councillor or co-opted member - Cambridgeshire County Council](#)