

## **Joint Standards Committee**

- To:** Councillors Rowley BEM (Chair), D'Agorne, Fisher, Galvin and Kilbane (CYC Members)
- Councillors Rawlings (Vice-Chair), Chambers and M Waudby (Parish Council Members)
- Mr Leigh and Mr Gadd (Independent Persons)
- Date:** Thursday, 19 January 2023
- Time:** 4.00 pm
- Venue:** The Thornton Room - Ground Floor, West Offices (G039)

## **AGENDA**

### **1. Declarations of Interest**

At this point in the meeting, Members are asked to declare any disclosable pecuniary interest or other registerable interest they might have in respect of business on this agenda, if they have not already done so in advance on the Register of Interests.

### **2. Exclusion of Press and Public**

To consider the exclusion of the public and press from the meeting during consideration of exempt Annexes A and B to Agenda Item 8 (Monitoring Report on Complaints Received), on the grounds that they contain information which is likely to reveal the identity of individuals.

This information is classed as exempt under Paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) Order 2006.

### **3. Minutes**

(Pages 1 - 4)

To approve and sign the minutes of the meeting of the Joint Standards Committee held on 17 November 2022.

#### **4. Urgent Business**

Any other business which the Chair decides is urgent under the Local Government Act 1972.

#### **5. Public Participation**

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee.

Please note that our registration deadlines are set as 2 working days before the meeting, in order to facilitate the management of public participation at our meetings. The deadline for registering at this meeting is **5:00pm on Tuesday, 17 January 2023**.

To register to speak please visit [www.york.gov.uk/AttendCouncilMeetings](http://www.york.gov.uk/AttendCouncilMeetings) to fill in an online registration form. If you have any questions about the registration form or the meeting, please contact Democratic Services. Contact details can be found at the foot of this agenda.

#### **Webcasting of Public Meetings**

Please note that, subject to available resources, this meeting will be webcast including any registered public speakers who have given their permission. The meeting can be viewed live and on demand at [www.york.gov.uk/webcasts](http://www.york.gov.uk/webcasts).

During coronavirus, we made some changes to how we ran council meetings, including facilitating remote participation by public speakers. See our updates ([www.york.gov.uk/COVIDDemocracy](http://www.york.gov.uk/COVIDDemocracy)) for more information on meetings and decisions.

#### **6. Work undertaken and support offered by the Yorkshire Local Councils Association (Pages 5 - 24)**

To receive information on work undertaken and support offered by the Yorkshire Local Councils Association (YLCA) in building positive links with Parish and Town Councils. A representative of the YLCA has been invited to attend and provide an overview of this work.

**7. Review of Work Plan** (Pages 25 - 26)

To consider the Committee's work plan for the current year and decide whether any amendments or additions are required.

**8. Monitoring Report in respect of Complaints Received** (Pages 27 - 42)

To receive a routine update report on the position of ongoing standards complaints.

Democratic Services officer:

Name: Fiona Young

Contact Details:

Telephone – (01904) 552030

Email – [fiona.young@york.gov.uk](mailto:fiona.young@york.gov.uk)

For more information about any of the following please contact the Democratic Services officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above.

**This information can be provided in your own language.**

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 **(01904) 551550**

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City of York Council

Minutes

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Meeting	Joint Standards Committee
Date	17 November 2022
Present	Councillors Rowley (Chair), D'Agorne ( <i>present for Agenda Items 2-9</i> ), Fisher and Kilbane (CYC Members) Councillors Chambers and Waudby (Parish Council Members)  Mr Gadd and Mr Leigh (Independent Persons)
Apologies	Councillor Galvin (CYC Member) Councillor Rawlings (Parish Council Member)
Officer in Attendance	Frances Harrison – Deputy Monitoring Officer

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### Chair's Remarks

The Chair welcomed the Independent Persons, Mr Gadd and Mr Leigh, to their first meeting of the Joint Standards Committee.

### 13. Declarations of Interest (16:01)

Members were asked to declare any personal interests not included on the Register of Interests, or any prejudicial interests or disclosable pecuniary interests which they might have in respect of business on the agenda.

Cllr Fisher declared a prejudicial interest in respect of two of the cases on the list appended to the report at Agenda Item 8 (Monitoring Report on Complaints Received), due to his involvement in those cases. He left the room during consideration of that item and took no part in the discussion or decision thereon.

The Deputy Monitoring Officer advised, in general terms, that there was no need for Members to declare an interest in respect of cases that had been closed.

**14. Appointment of Vice-Chair (16:03)**

Cllr Kilbane nominated Cllr Rawlings to be appointed as Vice-Chair of the committee. The nomination was seconded by Cllr Waudby.

Having noted that Cllr Rawlings had previously indicated his willingness to accept this position, it was unanimously

Resolved: That Cllr Rawlings be appointed as Vice-Chair of the committee for the remainder of the 2022/23 Municipal Year.

*[The meeting was adjourned briefly at this point for the Chair to take advice from the Deputy Monitoring Officer.]*

**15. Exclusion of Press and Public (16:08)**

Resolved: That the press and public be excluded from the meeting during consideration of the exempt versions of Annexes A and B to Agenda Item 8 (Monitoring Report in Respect of Complaints Received), on the grounds that they contain information likely to reveal the identity of individuals, which is classed as exempt under Paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006.

**16. Minutes (16:09)**

Resolved: That the minutes of the meeting of the Joint Standards Committee held on 30 June 2022 be approved, and signed by the Chair as a correct record.

**17. Minutes of Sub-Committees (16:10)**

Resolved: That the minutes of the meetings of the Joint Standards Assessments Sub-Committee held on 19 May 2022, 9 August 2022 and 19 October 2022 be approved, and signed by the Chair as a correct record in each case.

**18. Public Participation (16:12)**

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

**19. Monitoring Report on Complaints Received (16:28)**

Members considered a report which provided an update on current business regarding complaints.

An anonymised list of live complaints was attached at Annex A to the report, and an anonymised list of closed complaints at Annex B. Full details were provided in an exempt version of each annex. Discussion of the exempt lists took place in private session, in accordance with the resolution in Minute 15 above.

Resolved: That the report be noted.

Reason: To ensure that the committee is aware of current levels of activity.

**20. Review of Work Plan (16:13)**

Members considered the committee's work plan for the current municipal year.

During their discussion, Members raised issues regarding the presentation of complaints in the regular monitoring report. It was agreed that, once a case had been reported to the committee as closed and the reason for closure provided, it need not come before the committee again. The Deputy Monitoring Officer also agreed to consider how the structure of the annexes might be simplified for the sake of clarity.

Resolved: That the work plan be approved subject to the following amendments / additions:

Meeting on 19 January 2023:

- a) Sheena Spence of YLCA confirmed as attending the meeting.
- b) Add the following items:
  - Update from Audit & Governance Committee on the Member Training Programme

- Review of Standards policies and procedures.

Reason: To ensure that the committee has a planned programme of work in place.

Cllr M Rowley BEM, Chair

The meeting started at 4.00 pm and finished at 4.52 pm.





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**Joint Standards Committee****19 January 2023**

Report of the Director of Governance and Monitoring Officer

**To receive an overview of the work undertaken and support offered by the Yorkshire Local Councils Association****Summary**

The Joint Standards Committee is keen to support and continue building positive links with Parish and Town Councils and a valuable part of this is the role of Yorkshire Local Councils Association. In recognition a representative of Yorkshire Local Councils Association has been invited to attend and provide an overview of the work undertaken and support offered.

**Background**

The Joint Standards Committee is a joint committee representing both the City of York Council and the Parish and Town Councils existing within York's boundary.

Decisions recently made by the Joint Standards Committee Hearing Panel have recommended that Parish and Town Councils seek support from the YLCA. As such, the Joint Standards Committee has extended an invitation to the YLCA to attend the meeting and provide the Committee with an overview of its work.

Annexes A and B describe YLCA's membership and governance and training offer.

**Implications**

**Financial** – None directly arising from this report

**Human Resources (HR)** – None directly arising from this report.

**Equalities** – None directly arising from this report.

**Legal** – Whilst the Joint Standards Committee is a joint committee between the City of York and the Parish and Town Councils existing within York’s geographical boundary, the two forms of councils are separate legal entities and the YLCA provides support solely to Parish and Town Councils who subscribe to its service.

**Crime and Disorder, Information Technology and Property** - None directly arising from this report.

### **Recommendations**

The Joint Standards Committee is asked to note the information shared by the Yorkshire Local Councils Association.

### **Reasons for the Recommendation**

The Joint Standards Committee is a joint committee and actively supports engagement with Parish and Town Councils.

### **Options**

There are no other options for the Committee to consider on this occasion.

**Author & Chief Officer responsible for the report:** Bryn Roberts, Director of Governance & Monitoring Officer

**Report  
Approved**

**Date** 4 January  
2023

**Specialist Implications Officer(s):**

**Wards Affected:**

**All**

**For further information please contact the author of the report**

**Annexes:**

- Annex A – YLCA Benefits of Membership
- Annex B – YLCA Training Programme

**Background Papers:**

- The Council's Constitution

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<b>ADVICE NOTE:</b>	<b>Number 1</b>
<b>SUBJECT:</b>	<b>The Yorkshire Local Councils Associations' (YLCA) Advisory Service and Benefits of Membership.</b>
<b>UPDATED:</b>	<b>December 2022</b>

This advice note explains who we are, what we do, how we are governed, the services we provide and how our members can access those.

### **Background – who we are and what we do**

Yorkshire Local Councils Associations are a membership organisation for local (parish and town) councils and parish meetings (in parishes where there is no parish council), in North, South and West Yorkshire. We are one of 41 county associations of local councils in England. A county association is where local councils and parish meetings can obtain legal and procedural advice and guidance. Membership also affiliates the council to the National Association of Local Councils. Membership is via annual paid subscription.

### **How are we governed?**

The Branches (see below), elect members to the Joint Executive Board which sets the policy and directs general governance of the Associations. Every member of the Joint Executive Board is from a subscribing local council or parish meeting thus we are proud to be able to say that we are member led and governed. Joint Executive representatives are elected from each of the twelve Branches at Branch annual meetings which are held in June each year. The Associations have a joint constitution, which brings together the three separate county associations in the three constituent areas and joins them to form the Yorkshire Local Councils Associations.

### **Accessing advice from YLCA (our desktop advisory service)**

YLCA only gives advice to parish and town councils and parish meetings that are in membership and have paid an annual subscription. The membership year runs from 1 April to 31 March.

### **Who do I contact if the council or meeting needs advice?**

The Clerk and Chair are given log in details for the casework enquiry system that is on our website. That is how formal advice requests are lodged with us and we then use this method to respond to the member council or meeting with advice. Note that we do not give detailed telephone advice and that a Clerk or Chair will be directed to submit an enquiry via the website.

### **Who do we advise?**

Advice is for the council or meeting as a whole and is given via the Clerk to the council. If YLCA officers feel that it is necessary to do so, we are also instructed by the Joint Executive Board to send a copy of advice to the council Chair. Where an enquiry is about or concerns the employment of the Clerk, we will advise the council via the Chair. We can also give advice to a councillor where there is a resolution by the council that this can happen, for example a Chair of a staffing or personnel committee. Where either the Clerk or Chair is not available and advice is needed, the council may nominate a councillor to liaise with us. We must stress however that we do not give advice to individual councillors without the authority of the council.

For enquiries that need to be dealt with by a legal professional, YLCA will refer the enquiry to the legal department of the National Association of Local Councils. This legal service is included in the membership subscription fee. We also retain the services of a HR professional for complex employment related enquiries.

### **Who should I speak to?**

If advice is needed this will be dealt with by one of our officers - Sheena Spence (Chief Officer), Karen Canadine or Karen Mann who are our Local Councils Advisory and Training Officers. If telephoning, you are likely to speak initially to Joy Morgan, our Administration Officer or Ruth Batterley (YLCA and Local Councils Support Officer), who will direct you to an officer that can assist you, but please be aware that if your enquiry is for formal advice for the Council, you will be asked to submit a website ticket.

## **Information for councillors**

The Joint Executive Board has directed that we can give 'information' to councillors. In this context, information means to signpost a councillor to where to find something in a textbook or assist them to expand their skills and knowledge, without compromising the council that they are a member of. It is distinctly different from the formal advice that we give through the channels mentioned above.

## **Support for councils with difficulties**

Where a council is experiencing challenging situations, we can provide a whole council training session for all councillors and the clerk. This is to help everyone involved have the same understanding and knowledge. We also provide a healthcheck service which looks at council policies and procedures and for councils that have a wide range of issues, we can provide a detailed governance review.

## **National Association of Local Councils**

The council's/meeting's membership of YLCA also affiliates it to the National Association of Local Councils (NALC). NALC provides a legal service to its members which means that subscribing councils and meetings have access to a solicitor as part of their membership fee. Generally, YLCA will answer 95% of casework itself but the more complex legal enquiries are sent to NALC. All enquiries must be sent to YLCA in the first instance and the officers then decide whether it merits the attention of the NALC solicitor. NALC also lobby government on wide and varying issues that affect the parish sector. The Branch system (see below) gives opportunity to council/meetings to influence government decisions via NALC. NALC is also providing training to member councils, which complements the offers being made by county associations across the country.

## **Our training provision for councillors and clerks**

We deliver a wide range of training topics, mostly via remote means but returning now to face to face training. Some sessions are produced and delivered by YLCA directly and others, which are specialist are delivered by external presenters. Topics in this category include a basic planning course to help councillors to understand how the planning system works, planning enforcement, neighbourhood planning, cemetery and burial topics and using social media (not an exhaustive list). We also partner with The Parkinson Partnership to deliver training in financial administration in a local council, and with Nimble, who provide a wide range of pre-recorded training, which is available for councillors and clerks to access at their own convenience. Our training programme is produced quarterly and is sent to all members and is available on the YLCA website.

## **Qualifications for Clerks**

The office of Clerk to the council is a professional post. It is strongly recommended that a council will support its clerk (financially and otherwise), in moving up the qualification ladder. Our recommendation is that a new clerk joins the YLCA initial induction sessions and some of the specified topic sessions that we provide. They then move onto the Introduction to Local Council Administration (ILCA), but if they have done sufficient YLCA training, they may instead move onto the ILCA to CiLCA bridging course. CiLCA is the Certificate in Local Council Administration and is then the next qualification on the ladder. If wished a Clerk can then carry on to degree and masters levels with the De Montfort University. YLCA is the lead partner of the Yorkshire and Humber Regional Training Partnership, which delivers Cilca training in the Yorkshire and Humber region.

## **YLCA website**

The site has a wealth of information but can only be accessed with a password and username which is allocated by YLCA. The website also provides information from the National Association of Local Councils, ie Legal Topic Notes that are only available to subscribing members. Advice and Briefing notes are prepared on specific topics and issues by both YLCA and NALC. Councils are encouraged to pass the website log-in details to all councillors so that everyone can be well informed. Our comprehensive training programme is also well advertised on the website, together with model documents and a wealth of guidance in a range of topics.

## **Branches and expectations of Clerks**

The Branches of YLCA are committees of the Joint Executive Board. Broadly, they are meetings (three per year per Branch) where representatives of councils/meetings come together to discuss issues of mutual interest. There are twelve Branches organised by area, and again, the website contains a page for each Branch with minutes and agendas for councillors and Clerks to access. There is also an annual calendar of Branch meetings. Branches often invite speakers to their meetings, for example a principal authority highways officer, planning officers and police. Every subscribing member can appoint two voting representatives to the Branch.

It is an expectation that each member council elects two representatives to YLCA at its annual meeting in May each year and we encourage Clerks to include an item on the agenda of this meeting to enable the council to do so (even if a couple of councillors share the task). In a parish meeting, we would expect the Chair and/or Clerk to be the Branch representative.

### **Additional information that we will send you**

The council/parish meeting will automatically receive a copy of our fortnightly newsletter White Rose Bulletin. This will be supplied via the Clerk and should be circulated to the councillors. We will also send you e-mail updates on any issue that we think will be of interest to the council. We also produce a monthly Law and Governance bulletin which carries information/advice on legal aspects of administering a parish local authority.

### **Councillor and Clerk Discussion Forums**

This was a new initiative started in 2020 during the first Covid lockdown, to bring people together remotely to share their experiences of that situation and it has been hugely successful. The discussion forums continue to take place (separate forums for councillors and Clerks) and are held fortnightly. These sessions are advertised in the White Rose newsletter and Training Programme – they are free of charge and are a great networking opportunity between councils.

### **Salary Evaluations**

We can undertake salary evaluations for councils whose employees are engaged under National Joint Council terms and conditions.

### **Internal audit service**

We provide an internal audit service for councils or parish meetings with a turnover below £25,000 per annum.

### **Contact with members and general enquiries (non-advisory)**

YLCA also has a twitter account to give members quick updates on current news items. See @YorkshireLCA

General enquiries can be sent to the e-mail address below.

Yorkshire Local Councils Associations  
Suite 8, Sibling Workspace, Tadcaster, LS24 9JF.  
Tel: 01937 228602  
E-mail: [admin@yorkshirelca.gov.uk](mailto:admin@yorkshirelca.gov.uk)

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## YORKSHIRE LOCAL COUNCILS ASSOCIATIONS Training Programme, January 2023 – March 2023

**We are pleased to bring you this comprehensive programme of training and participative discussion sessions covering a range of topics designed to help and support councillors and council officers to expand their skills and knowledge.**

YLCA do not record any webinars or discussion forums. Chair, Councillor and Clerk Discussion Forums are free of charge. The costs for all other sessions are per person as indicated.

It is the policy of the YLCA that councils with a gross income less than £5,000 per annum are entitled to a discount of 50% to encourage them to access training.

### **Registration**

Please ensure that you:

- have the approval of the council to attend YLCA training.
- register well in advance to secure your place (some sessions fill up very quickly), and ensure the email address provided is accurate when registering.

For all webinar training please:

- include the name of the council for invoicing purposes.
- retain the confirmation e-mail automatically generated by Zoom upon registration, as this contains the link to join the webinar. **Please keep this safe as you will not receive further notifications of the webinar.** (If you do not receive the confirmation e-mail please get in touch with us).
- join the session **at least 5 minutes** before the start time as all webinars will start promptly.
- The presentation and handouts will be e-mailed to delegates after the session and an invoice will be issued to the council.

Please note that if less than five people register for a webinar training session, it may be cancelled. Anyone registered for a cancelled webinar or face-to-face training session will be advised of the cancellation by e-mail.

### **Cancellation:**

Please note that if you are unable to attend a training session and do not cancel the registration, the council will be charged in accordance with the YLCA cancellation policy, set by the Joint Executive Board. Please cancel your booking as soon as you realise you will be unable to attend as this will allow someone else to take the place.

### **Branch Meetings:**

We have included for your diary, the dates of any YLCA Branch meetings during the period of this training programme. All councillors and clerks are welcome to attend the Branch meetings. The agenda is provided to the clerk of the Council or Parish Meeting at least the week before the meeting takes place.

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Tues 10 Jan	2.00pm – 3.00pm	<p><b>Clerks Discussion Forum (free of charge)</b> An opportunity for clerks to liaise/network with other clerks on current topical issues. The YLCA Officer in attendance will offer clerks the opportunity to discuss a topic, provided by the Officer. <b>Please register for the session at least the day before.</b> <b>Registration Link:</b> <a href="https://us02web.zoom.us/meeting/register/tZ0odOGvrzorHND8nKKGT2sis3II2Z-asctO">https://us02web.zoom.us/meeting/register/tZ0odOGvrzorHND8nKKGT2sis3II2Z-asctO</a></p>	Zoom	FREE
Wed 11 Jan	10.00am – 11.30am	<p><b>Future of Transport - John Fagan, Chief Executive Officer at Scribe</b> Transport is the biggest contributor to greenhouse gas emissions in the UK, with domestic transport (in the form of personally owned cars), being the biggest offender. This presentation looks at transport from the climate change perspective. It will discuss how local councils can use their contacts and enthusiasm for support of climate change initiatives to encourage and work with others towards reducing transport emissions. The session will also give a whistle-stop tour of new modes of transport that are challenging the car, including bikes, e-bikes, e-scooters, small electric vehicles, and self-driving. <b>Registration Link:</b> <a href="https://us02web.zoom.us/meeting/register/tZ0ofuyrqDMtHdDCEZN2ijz_4ysGkIRBUy6Z">https://us02web.zoom.us/meeting/register/tZ0ofuyrqDMtHdDCEZN2ijz_4ysGkIRBUy6Z</a></p>	Zoom	£25.00 or £12.50 with small council bursary
Wed 11 Jan	6.30pm – 8.00pm	<p><b>Role of the Clerk / Responsible Financial Officer (RFO) – FOR COUNCILLORS ONLY</b> Councillors will be given a better understanding of the roles and responsibilities of a Clerk/RFO in this interactive session. <b>Registration Link:</b> <a href="https://us02web.zoom.us/meeting/register/tZ0ocu-opjktGdwRxGMiYSNre8ZaHbUQO8Kh">https://us02web.zoom.us/meeting/register/tZ0ocu-opjktGdwRxGMiYSNre8ZaHbUQO8Kh</a></p>	Zoom	£25.00 or £12.50 with small council bursary
Thurs 12 Jan	6.45pm – 7.45pm	<p><b>Councillors Discussion Forum (free of charge)</b> An opportunity for councillors to liaise/network with each other. This forum is great for information sharing, asking questions and general discussing issues. If you haven't already joined a discussion forum, please do give it a try. A YLCA officer is present throughout for support. <b>Registration Link:</b> <a href="https://us02web.zoom.us/meeting/register/tZYoduGpqj8vGtTuPzKNpr0IrsydjY4ySGdp">https://us02web.zoom.us/meeting/register/tZYoduGpqj8vGtTuPzKNpr0IrsydjY4ySGdp</a></p>	Zoom	FREE

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Tues 17 Jan	10.00am – 12.00pm	<p><b>Public Rights of Way (PROW) - Sarah Ford, Barnsley Metropolitan Borough Council PROW Officer</b></p> <p>The session content will include a brief history of footpaths and other types of rights of way, the powers that local councils have in the management of public footpaths, finding out who has responsibility for specific aspects of management, public rights of way limitations, and other relevant legislation will be included in this seminar, plus the opportunity to ask questions of a senior PROW officer with 25 years of experience in the field.</p> <p><b>Registration Link:</b>  <a href="https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZEseiqrlqE9BRZa5j5eYYyz1YKsOkKbJT">https://us02web.zoom.us/meeting/register/tZEseiqrlqE9BRZa5j5eYYyz1YKsOkKbJT</a></p>	Zoom	£33.40 or £16.70 with small council bursary
Tues 17 Jan	6.30pm – 8.30pm	<p><b>Off to a Flying Start Part 1</b></p> <p>This course is divided into two parts for the benefit of participants. The two sessions are specifically aimed at new councillors or councillors that have done training previously but want to refresh their knowledge. We will look at a wide range of issues covering the roles, responsibilities and duties of the Council, a Councillor, the Clerk and Responsible Financial Officer. Only book onto this session if you are booking Part 2.</p> <p><b>Registration Link:</b>  <a href="https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZUdOiqrz0iHdTInqpihpOTyI3H5VF4PKA">https://us02web.zoom.us/meeting/register/tZUdOiqrz0iHdTInqpihpOTyI3H5VF4PKA</a></p>	Zoom	£33.40 or £16.70 with small council bursary
Wed 18 Jan	6.45pm – 7.45pm	<p><b>Parish Meetings Discussion Forum for Clerks and Chairs (free of charge)</b></p> <p>This is the first of a new Discussion Forum that YLCA is providing, to bring together clerks and chairs of Parish Meetings and it will be an opportunity to liaise and network. The YLCA Officer in attendance will facilitate the session, however, it is your forum. Come along and meet each other, free of charge. If it is successful, we will consider holding these sessions more frequently.</p> <p><b>Registration Link:</b>  <a href="https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZlkdemtrz8qG9E6b4Msy7QZ9zgAV_XUQ_IQ">https://us02web.zoom.us/meeting/register/tZlkdemtrz8qG9E6b4Msy7QZ9zgAV_XUQ_IQ</a></p>	Zoom	FREE
Thurs 19 Jan	6.45pm – 7.45pm	<p><b>Chairs Discussion Forum (free of charge)</b></p> <p>Following on from the success of the Clerk and Councillors Discussion Forums, we wanted to give Chairs the opportunity to network and raise issues they face when chairing meetings or in general, for example, how to deal with disruptive behaviour, how to manage a meeting lawfully. There will be a YLCA Officer in attendance as a facilitator and to give information where necessary.</p> <p><b>Registration Link:</b>  <a href="https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZYqd-uorTliH9adyGX66hVTNXlafTYdySNv">https://us02web.zoom.us/meeting/register/tZYqd-uorTliH9adyGX66hVTNXlafTYdySNv</a></p>	Zoom	FREE

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Tues 24 Jan	10.00am – 11.00am	<p><b>Clerks Discussion Forum (free of charge)</b>  An opportunity for clerks to liaise/network with other clerks on current topical issues. The YLCA Officer in attendance will offer clerks the opportunity to discuss a topic, provided by the Officer.  <b>Please register for the session at least the day before.</b>  <b>Registration Link:</b>  <a href="https://us02web.zoom.us/meeting/register/tZEvC-yprTwtHNOtmuQvY_BHbhjLORJvkye5">https://us02web.zoom.us/meeting/register/tZEvC-yprTwtHNOtmuQvY_BHbhjLORJvkye5</a></p>	Zoom	FREE
Tues 24 Jan	6.30pm – 8.00pm	<p><b>Highways and Street Lighting overview - Sharon Fox, North Yorkshire Council Highways Officer</b>  This session will include the following:</p> <ol style="list-style-type: none"> <li>1. Introduction to Highways <ul style="list-style-type: none"> <li>• Statutory duties</li> <li>• Inspection regime</li> <li>• Intervention criteria</li> <li>• Risk assessment</li> <li>• Repair timeframes</li> </ul> </li> <li>2. Streetlighting <ul style="list-style-type: none"> <li>• Street lighting and maintaining PC lighting</li> <li>• LED programme</li> </ul> </li> <li>3. Initiatives where the Parish and Town Councils can become involved:- <ul style="list-style-type: none"> <li>• Community Winter Gritting</li> <li>• Grass Cutting</li> </ul> </li> </ol> <p><b>Registration Link:</b>  <a href="https://us02web.zoom.us/meeting/register/tZUtceurrTkvGtSEjllzdbEo7-crbDJj5CCS">https://us02web.zoom.us/meeting/register/tZUtceurrTkvGtSEjllzdbEo7-crbDJj5CCS</a></p>	Zoom	£25.00 or £12.50 with small council bursary
Wed 25 Jan	10.00am – 11.30am	<p><b>Neighbourhood Planning - Madeleine Gohin, Locality Neighbourhood Planning Officer</b>  This session will cover the neighbourhood planning process, how to get grant funding, what is available, and what support is available from the organisation Locality. There will be the opportunity to ask questions of the presenter at the session.  <b>Registration Link:</b>  <a href="https://us02web.zoom.us/meeting/register/tZwrf-urrT0qE9UBMOo6pzFREqFY4krciqCy">https://us02web.zoom.us/meeting/register/tZwrf-urrT0qE9UBMOo6pzFREqFY4krciqCy</a></p>	Zoom	£25.00 or £12.50 with small council bursary

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Wed 25 Jan	6.30pm – 8.30pm	<b>Off to a Flying Start Part 2</b> The continuation of this course. Only book onto this session if you are also booking on the Part 1 session. <b>Registration Link:</b> <a href="https://us02web.zoom.us/join/9tZMlcuysrzovHNZ72HKOfQac0T8TL2F8eGO8">https://us02web.zoom.us/join/9tZMlcuysrzovHNZ72HKOfQac0T8TL2F8eGO8</a>	Zoom	£33.40 or £16.70 with small council bursary
Thurs 26 Jan	1.00pm – 4.00pm	<b>Induction for New Clerks – to be held remotely</b> This session will include production of lawful agendas, effective minutes, learning legislation for local councils, introduction to accounts, the financial regime and lots of time for questions and answers throughout the session. It is a must for every new clerk or for clerks that have been in post for some time but have never undertaken this training. <b>Registration Link:</b> <a href="https://us02web.zoom.us/join/9tZMvceCgqjltH9Lue-K6QiIC1imDgrgVWtBu">https://us02web.zoom.us/join/9tZMvceCgqjltH9Lue-K6QiIC1imDgrgVWtBu</a>	Zoom	£50.00 or £25.00 with small council bursary
Thurs 26 Jan	6.45pm – 7.45pm	<b>Councillors Discussion Forum (free of charge)</b> An opportunity for councillors to liaise/network with each other. This forum is great for information sharing, asking questions and generally discuss issues. If you haven't already joined a discussion forum, please give it a try. A YLCA officer is present throughout for support. <b>Registration Link:</b> <a href="https://us02web.zoom.us/join/9tZYofu2hqj8tG9GKyAaANJndDqu3hr50ZW4f">https://us02web.zoom.us/join/9tZYofu2hqj8tG9GKyAaANJndDqu3hr50ZW4f</a>	Zoom	FREE
Tues 31 Jan	10.00am – 11.30am	<b>Dealing with complaints and difficult situations</b> Looking at some problems experienced by councils and how to deal with these. In advance of the session, we will be asking attendees, for their topics (via e-mail), so that we can generalise them to make the answers and discussion helpful for everyone. <b>Registration Link:</b> <a href="https://us02web.zoom.us/join/9tZArdO-sqDspG9fJ0wnl6YH6iPFGHsqNH1dJ">https://us02web.zoom.us/join/9tZArdO-sqDspG9fJ0wnl6YH6iPFGHsqNH1dJ</a>	Zoom	£25.00 or £12.50 with small council bursary
Wed 1 Feb	1.30pm – 3.00pm	<b>Grants – Policies, Procedures and Powers</b> Many councils give grants to local groups but do they get the process correct? In this session we examine due diligence, legislative powers to give grants, policies to guide the council and issues of good practice when considering and awarding grants. <b>Registration Link:</b> <a href="https://us02web.zoom.us/join/9tZckduCrrjsiHtAs0_7fNN0nNpi9LcFylwLg">https://us02web.zoom.us/join/9tZckduCrrjsiHtAs0_7fNN0nNpi9LcFylwLg</a>	Zoom	£25.00 or £12.50 with small council bursary

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Thurs 2 Feb	2.00pm – 3.00pm	<p><b>Clerks Discussion Forum (free of charge)</b>            An opportunity for clerks to liaise/network with other clerks on current topical issues. The YLCA Officer in attendance will offer clerks the opportunity to discuss a topic, provided by the Officer.  <b>Please register for the session at least the day before.</b>  <b>Registration Link:</b> <a href="https://us02web.zoom.us/j/84411111111">https://us02web.zoom.us/j/84411111111</a></p>	Zoom	FREE
Thurs 2 Feb	7.00pm	<p><b>Richmondshire Branch Meeting, via Zoom</b>  <b>All councillors and the clerk are welcome to attend.</b>  <b>Registration Link:</b> <a href="https://us02web.zoom.us/j/84411111111">https://us02web.zoom.us/j/84411111111</a></p>		
Tues 7 Feb	7.00pm	<p><b>Ryedale Branch meeting, via Zoom</b>  <b>All councillors and the clerk are welcome to attend.</b>  <b>Registration Link:</b> <a href="https://us02web.zoom.us/j/84411111111">https://us02web.zoom.us/j/84411111111</a></p>		
Wed 8 Feb	1.30pm – 3.00pm	<p><b>Administering Exclusive Rights of Burial (EROB) - Alan Fairchild</b>            Alan is a former Board member of the British Register of Accredited Memorial Masons (BRAMM), and a representative on the Ministry of Justice Cemetery &amp; Cremation Advisory Group since 2001. This in-depth webinar will explain:</p> <ul style="list-style-type: none"> <li>• Exclusive Right of Burial (EROB) – the legal background</li> <li>• Statutory record keeping</li> <li>• Reserving graves – pros and cons</li> <li>• EROB Ownership – single and multiple</li> <li>• Re-establishing ownership following death</li> <li>• Forms of transfer explained</li> <li>• The role of executors and administrators</li> <li>• Statutory declaration and form of renunciation</li> </ul> <p><b>Registration Link:</b>  <a href="https://us02web.zoom.us/j/84411111111">https://us02web.zoom.us/j/84411111111</a></p>	Zoom	£25.00 or £12.50 with small council bursary
Wed 8 Feb	7.00pm	<p><b>South Pennine Branch meeting, via Zoom</b>  <b>All councillors and the clerk are welcome to attend.</b>  <b>Registration Link:</b> <a href="https://us02web.zoom.us/j/84411111111">https://us02web.zoom.us/j/84411111111</a></p>		
Thurs 9 Feb	7.00pm	<p><b>Scarborough Branch meeting, via Zoom</b>  <b>All councillors and the clerk are welcome to attend.</b>  <b>Registration Link:</b> <a href="https://us02web.zoom.us/j/84411111111">https://us02web.zoom.us/j/84411111111</a></p>		

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Tues 14 Feb	6.45pm – 7.45pm	<p><b>Councillors Discussion Forum (free of charge)</b> An opportunity for councillors to liaise/network with each other. This forum is great for information sharing, asking questions and general discussing issues. If you haven't already joined a discussion forum, please do give it a try. A YLCA officer is present throughout for support.</p> <p><b>Registration Link:</b> <a href="https://us02web.zoom.us/join/9tZ0kcOCppj4rG9b3NdeYu2P0QeiNFGYyCbsY">https://us02web.zoom.us/join/9tZ0kcOCppj4rG9b3NdeYu2P0QeiNFGYyCbsY</a></p>	Zoom	FREE
Wed 15 Feb	9.30am – 12.30pm	<p><b>Induction for new Clerks - Face to Face session</b> This face-to-face session will include production of lawful agendas, effective minutes, learning legislation for local councils, introduction to accounts, the financial regime and lots of time for questions and answers throughout the session. It is a must for every new clerk or for clerks that have been in post for some time but have never completed this training.</p> <p>To register and book a place for this session, please email <a href="mailto:admin@yorkshirelca.gov.uk">admin@yorkshirelca.gov.uk</a>.</p> <p><b>Venue: Board Room, York House, Station Road, Tadcaster. LS24 9JF.</b></p>	York House	£50.00 or £25.00 with small council bursary
Thurs 16 Feb	10.00am – 11.00am	<p><b>Clerks Discussion Forum (free of charge)</b> An opportunity for clerks to liaise/network with other clerks on current topical issues. The YLCA Officer in attendance will offer clerks the opportunity to discuss a topic, provided by the Officer.</p> <p><b>Please register for the session at least the day before.</b></p> <p><b>Registration Link:</b> <a href="https://us02web.zoom.us/join/9tZUkceiprTkoHtEXEhUOAmKFnFcBMZz711OF">https://us02web.zoom.us/join/9tZUkceiprTkoHtEXEhUOAmKFnFcBMZz711OF</a></p>	Zoom	FREE
Thurs 16 Feb	7.00pm	<p><b>York Branch meeting, via Zoom</b> <b>All councillors and the clerk are welcome to attend.</b> <b>Registration Link:</b> <a href="https://us02web.zoom.us/join/9tZAlf-6qri4qG9c4MJn-AzuGaZ1EsVncMcz1">https://us02web.zoom.us/join/9tZAlf-6qri4qG9c4MJn-AzuGaZ1EsVncMcz1</a></p>		
Mon 20 Feb	7.00pm	<p><b>Harrogate Branch meeting, via Zoom</b> <b>All councillors and the clerk are welcome to attend.</b> <b>Registration Link:</b> <a href="https://us02web.zoom.us/join/9tZMtcOmpqzWjGtLmfPGyn9W9vXEB2aK9De2y">https://us02web.zoom.us/join/9tZMtcOmpqzWjGtLmfPGyn9W9vXEB2aK9De2y</a></p>		
Tues 21 Feb	7.00pm	<p><b>Craven Branch meeting, via Zoom</b> <b>All councillors and the clerk are welcome to attend.</b> <b>Registration Link:</b> <a href="https://us02web.zoom.us/join/9tZUpcuyuqTojEtWVXjB9J9AHjyRybC1HbOal">https://us02web.zoom.us/join/9tZUpcuyuqTojEtWVXjB9J9AHjyRybC1HbOal</a></p>		
Wed 22 Feb	1.30pm – 3.00pm	<p><b>Risk Management and Risk Assessment</b> The webinar will cover risk management as well as the general risk assessment regime of local councils.</p> <p><b>Registration Link:</b> <a href="https://us02web.zoom.us/join/9tZYod-qrrTsqHtw_eMSAtTU_ccJyQ2XmmWMt">https://us02web.zoom.us/join/9tZYod-qrrTsqHtw_eMSAtTU_ccJyQ2XmmWMt</a></p>	Zoom	£25.00 or £12.50 with small council bursary
Wed 22 Feb	7.00pm	<p><b>South Yorkshire Branch meeting, via Zoom</b> <b>All councillors and the clerk are welcome to attend.</b> <b>Registration Link:</b> <a href="https://us02web.zoom.us/join/9tZlocOirriMoH9HI1WZTFU6AH8Tdvq2mWPlo">https://us02web.zoom.us/join/9tZlocOirriMoH9HI1WZTFU6AH8Tdvq2mWPlo</a></p>		

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Thurs 23 Feb	7.00pm	<b>Leeds Branch meeting, via Zoom</b> <b>All councillors and the clerk are welcome to attend.</b> <b>Registration Link:</b> <a href="https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZcquququrTosGdxz9IqM6LElsSckx61Av6VA">https://us02web.zoom.us/meeting/register/tZcquququrTosGdxz9IqM6LElsSckx61Av6VA</a>		
Mon 27 Feb	6.45pm – 7.45pm	<b>Councillor Discussion Forum (free of charge)</b> An opportunity for councillors to liaise/network with each other. This forum is great for information sharing, asking questions and general discussing issues. If you haven't already joined a discussion forum, please do give it a try. A YLCA officer is present throughout for support. <b>Registration Link:</b> <a href="https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZYpdeChqzsoGdKQbcAfAZZpBT-2lipdSQf7">https://us02web.zoom.us/meeting/register/tZYpdeChqzsoGdKQbcAfAZZpBT-2lipdSQf7</a>	Zoom	FREE
Tues 28 Feb	7.00pm	<b>Wakefield Branch meeting, via Zoom</b> <b>All councillors and the clerk are welcome to attend.</b> <b>Registration Link:</b> <a href="https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZAlceqhqj4rGNFE90MuL09CLbG8n5z3TaLH">https://us02web.zoom.us/meeting/register/tZAlceqhqj4rGNFE90MuL09CLbG8n5z3TaLH</a>		
Wed 1 March	7.00pm	<b>Selby Branch meeting, via Zoom</b> <b>All councillors and the clerk are welcome to attend.</b> <b>Registration Link:</b> <a href="https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZwkcOisrTwvEtctA9FPcSCI0GCNSNUcrrXh">https://us02web.zoom.us/meeting/register/tZwkcOisrTwvEtctA9FPcSCI0GCNSNUcrrXh</a>		
Thurs 2 March	10.00am – 11.30am	<b>The Role of the Principal Authority Monitoring Officer - Frances Harrison, City of York Council, Head of Legal Services and Deputy Monitoring Officer</b> This webinar covers the statutory role of Monitoring Officers (MO) in principal local authorities. Under the Localism Act 2011, MOs also undertake that role for parish sector councils. MOs are the lynchpin of the arrangements for upholding ethical standards in their Council. In addition to looking at the role of the MO, Frances Harrison will cover the requirement under the Localism Act 2011 for all local authorities to adopt a Code of Conduct consistent with the Nolan principles, what effective standards arrangements should look like and the role of principal authorities in handling complaints about parish sector councillors. <b>Registration Link:</b> <a href="https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZ0tf-mqqzMuHNGmXG0bZZ5BSLCX_XFX8K_0">https://us02web.zoom.us/meeting/register/tZ0tf-mqqzMuHNGmXG0bZZ5BSLCX_XFX8K_0</a>	Zoom	£25.00 or £12.50 with small council bursary
Thurs 2 March	6.45pm – 7.45pm	<b>Chairs Discussion Forum (free of charge)</b> Following on from the success of the Clerk and Councillors Discussion Forums, we wanted to give Chairs the opportunity to network and raise issues they face when chairing meetings or in general, for example, how to deal with disruptive behaviour, how to manage a meeting lawfully. There will be a YLCA Officer in attendance as a facilitator and to give information where necessary. <b>Registration Link:</b> <a href="https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZ0rdO6gqzooG9ZfGPd-gm_dBYxHeAhZDEMq">https://us02web.zoom.us/meeting/register/tZ0rdO6gqzooG9ZfGPd-gm_dBYxHeAhZDEMq</a>	Zoom	FREE



DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Tues 7 March	9.30am – 12.30pm	<p><b>Health and Safety in the Workplace Part 1 - Stuart Whitham, Managing Director Clear View Training &amp; Consultancy (restricted to 8 delegates only)</b></p> <p>This informal session aims to discuss and understand basic key elements of health and safety. You are asked to think about your council's current responsibilities regarding health and safety to tailor the session your authority's immediate needs. This session will not just be discussion and listening, we will have scenarios to 'play out' and help everyone discuss what you think of the outcomes. The session will cover the following topics: legislation, responsibility, working environments, employees, contractors, and volunteers, health and safety surrounding events, policies and current working practices (standard rulebook) COSHH and RIDDOR.</p> <p>This training may be delivered as a two-session course (3 hours each). By the end of the 'Introduction to Health and Safety' you will have:</p> <ul style="list-style-type: none"> <li>• Opportunity to discuss and share all aspects of health and safety in the workplace</li> <li>• Confidence in dealing with health and safety situations</li> <li>• Networking</li> </ul> <p>If you are registering for this Part 1, you will also need to register for Part 2. <b><i>As there is restricted numbers for this training please book early to avoid disappointment.</i></b></p> <p><b>Registration Link:</b>  <a href="https://us02web.zoom.us/meeting/register/tZclc-ivpz4tEtLUdgpNoFXCqbbUWqSWX0yF">https://us02web.zoom.us/meeting/register/tZclc-ivpz4tEtLUdgpNoFXCqbbUWqSWX0yF</a></p>	Zoom	£50.00 or £25.00 with small council bursary
Wed 8 March	9.30am – 12.30pm	<p><b>Health and Safety in the Workplace Part 2 - Stuart Whitham, Managing Director Clear View Training &amp; Consultancy (restricted to 8 delegates only)</b></p> <p>Following on from Part 1 we will continue to provide awareness of Health and Safety in the Workplace. You will have the opportunity to raise any questions you may have during the session.</p> <p><b>Registration Link:</b>  <a href="https://us02web.zoom.us/meeting/register/tZYpfuGprzkgGNMclFiTyj8CP_0pY-q7QGd7">https://us02web.zoom.us/meeting/register/tZYpfuGprzkgGNMclFiTyj8CP_0pY-q7QGd7</a></p>	Zoom	£50.00 or £25.00 with small council bursary
Thurs 9 March	10.00am – 11.00am	<p><b>Clerks Discussion Forum (free of charge)</b></p> <p>An opportunity for clerks to liaise/network with other clerks on current topical issues. The YLCA Officer in attendance will offer clerks the opportunity to discuss a topic, provided by the Officer.</p> <p><b><i>Please register for the session at least the day before.</i></b></p> <p><b>Registration Link:</b>  <a href="https://us02web.zoom.us/meeting/register/tZcqcOivqjMqHtfJJwAolkOfsdTZU7aQFvEo">https://us02web.zoom.us/meeting/register/tZcqcOivqjMqHtfJJwAolkOfsdTZU7aQFvEo</a></p>	Zoom	FREE

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Thurs 9 March	6.30pm – 8.00pm	<p><b>Road Safety and Speeding Concern - Sharon Fox, North Yorkshire Council Highways Officer</b></p> <p>This session will cover road safety from a Highways perspective and some of the issues regarding speeding concerns for local councils, such as 20 mph limits, setting local speed limits, enforcement, reporting speeding concerns and speed management protocols. There will be information about what councils can put in place and various measures available. There will be an opportunity to raise questions as this will be an interactive session.</p> <p><b>Registration Link:</b>  <a href="https://us02web.zoom.us/meeting/register/tZwkc-6trj4vGNEkBuONsZdN2zvH0WB6eqhA">https://us02web.zoom.us/meeting/register/tZwkc-6trj4vGNEkBuONsZdN2zvH0WB6eqhA</a></p>	Zoom	£25.00 or £12.50 with small council bursary
Tues 14 March	10.00am – 11.30am	<p><b>Real practical tips to get your website accessible (and compliant!) - Mark Tomkins, Founder and Creative Director of Aubergine</b></p> <p>In this highly practical webinar, Mark Tomkins, one of the UK's leading website accessibility experts for councils and author of <a href="#">NALC's Website Accessibility &amp; Publishing Guidebook</a>, provides step by step guidance and tips you can use to improve the accessibility of your council website.</p> <p>Councils often ask why they need to do this? Put simply, aside from it being a legal requirement since 2020, it is the right thing to do. One in five people in the country has a disability or situation that makes it hard for them to access the information from a website without barriers if it's not accessible. As a public body, local councils must make sure that what they publish is available to the whole community. This also leads to greater Community Engagement. With a few, easy to learn tips and guidance, by the end of the webinar you will understand the techniques and process that will improve the access to information for those in your communities that otherwise would struggle. The session will include:</p> <ul style="list-style-type: none"> <li>• Documents and links</li> <li>• Page Formatting</li> <li>• Images</li> <li>• Page heading structure</li> <li>• File formats</li> <li>• Checking processes</li> </ul> <p><b>Registration Link:</b>  <a href="https://us02web.zoom.us/meeting/register/tZArcuyqpjliH9Fj8eJOGneiGYEGHSYPirS7">https://us02web.zoom.us/meeting/register/tZArcuyqpjliH9Fj8eJOGneiGYEGHSYPirS7</a></p>	Zoom	£25.00 or £12.50 with small council bursary

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Wed 15 March	1.00pm – 4.00pm	<p><b>Induction for new clerks, via Zoom</b> This session will include production of lawful agendas, effective minutes, learning legislation for local councils, introduction to accounts, the financial regime and lots of time for questions and answers throughout the session. It is a must for every new clerk or for clerks that have been in post for some time but have never undertaken this training.</p> <p><b>Registration Link:</b> <a href="https://us02web.zoom.us/meeting/register/tZcsc-mrrz4pHNRxCDfrAfsmZuRdFV4DA7MI">https://us02web.zoom.us/meeting/register/tZcsc-mrrz4pHNRxCDfrAfsmZuRdFV4DA7MI</a></p>	Zoom	£50.00 or £25.00 with small council bursary
Thurs 16 March	6.45pm – 7.45pm	<p><b>Councillor Discussion Forum (free of charge)</b> An opportunity for councillors to liaise/network with each other. This forum is great for information sharing, asking questions and general discussing issues. If you haven't already joined a discussion forum, please do give it a try. A YLCA officer is present throughout for support.</p> <p><b>Registration Link:</b> <a href="https://us02web.zoom.us/meeting/register/tZEpcu-grz0gGt0TjPcy92wIN5LQgRLyG6SI">https://us02web.zoom.us/meeting/register/tZEpcu-grz0gGt0TjPcy92wIN5LQgRLyG6SI</a></p>	Zoom	FREE
Tues 21 March	10.00am – 11.30pm	<p><b>Annual Governance and Accountability Return (AGAR) and the Year End procedure (For Clerks/Responsible Financial Officers (RFO's) who have not been through this process previously)</b> This session is for those clerks/RFO's that joined the council after the AGAR was submitted, to the external auditor, in the previous year. The session will run through the year end procedure and what is required in preparation for the internal and external audits.</p> <p><b>Registration Link:</b> <a href="https://us02web.zoom.us/meeting/register/tZMvdu-oqTovEtHuomQGmEdTWf07Lu72-TgS">https://us02web.zoom.us/meeting/register/tZMvdu-oqTovEtHuomQGmEdTWf07Lu72-TgS</a></p>	Zoom	£25.00 or £12.50 with small council bursary
Wed 22 March	10.00am – 11.30pm	<p><b>Council Vacancies – filling ordinary and casual vacancies</b> Learn how to apply the law, fairness, and consistency when councillor vacancies arise for both ordinary vacancies following an election and casual vacancies following a resignation, non-attendance, or other recognised reason.</p> <p><b>Registration Link:</b> <a href="https://us02web.zoom.us/meeting/register/tZAvd-uqrDkpG9LjpsDyT-LIIOFL1pJhzqb">https://us02web.zoom.us/meeting/register/tZAvd-uqrDkpG9LjpsDyT-LIIOFL1pJhzqb</a></p>	Zoom	£25.00 or £12.50 with small council bursary



### Work Plan for Joint Standards Committee 2023

<b>Meeting Date</b> (4.00pm start time)	<b>Items</b>	<b>Notes</b>
19 January 2023	<ul style="list-style-type: none"> <li>• Monitoring report in respect of complaints received</li> <li>• Invitation to hear from the Yorkshire Local Councils Association – Sheena Spence</li> <li>• Presentation of reports and performance monitoring information</li> <li>• <i>*Update from Audit &amp; Governance Committee on the Member Training Programme</i></li> <li>• <i>*Review of Standards policies and procedures</i></li> <li>• Review of Work Plan</li> </ul> <p style="text-align: center;"><i>*[Note: it is proposed to move these items to the April meeting]</i></p>	Standard Item
20 April 2023	<ul style="list-style-type: none"> <li>• Draft Annual Report for Municipal Year 2022-2023</li> <li>• Monitoring report in respect of complaints received</li> <li>• Review of Work Plan</li> </ul>	Standard Item

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**Joint Standards Committee****19 January 2023**

Report of the Deputy Monitoring Officer

**Monitoring Report in respect of Complaints Received****Summary**

1. This report is to update the Committee on the position regarding ongoing complaints.

**Background**

2. The Joint Standards Committee is responsible for promoting a culture of openness, accountability, probity and the maintenance of high standards of conduct by members. In order to do this, it reviews all code of conduct complaints. This enables, amongst other things:
  - Monitoring overall numbers of complaints allowing comparison with similar authorities
  - Monitoring trends of increasing/decreasing levels of complaints and identifying links to key events or triggers
  - Identifying common types of complaints which may illustrate a need for enhanced training and information
  - Assessing the efficacy of sanctions imposed by linking an increase/decrease in complaints regarding a particular member or from a particular locus to intervention or sanctions previously imposed.
3. The Monitoring Officer provides a regular report to facilitate such review. At the November meeting of the JSC, members asked for revision to the presentation of the regular MO report. In particular members did not want to see details of closed cases which had previously been reported. Members also asked for the open complaints log to be simplified.

4. A case which has been closed since the last meeting of the Joint Standards Committee should still be reported. All closed case data is retained by the MO and presented in an annual report.
5. The recently used open complaints log has 9 columns. Three of these could potentially be removed:
  - a. MO consulted with Chair & Vice Chair (assessment stage) and “If progressing to hearing, date consulted Chair & Vice Chair and comments”. These columns seem helpful only for internal processing and not for extracting data which would further the purposes of monitoring.
  - b. Update and Status are likely to involve duplication

Case Ref	Name Subject	Name Complainant	Date Rec'd	Nature of Complaint	MO/Chair consult date	Status	Update	MO/Chair consult date if hearing
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6. The table attached at Annex A provides information about ongoing complaints in the suggested new format.
7. The table attached at Annex B provides information about complaints closed since last JSC in the suggested new format.
8. There will still be a need to reproduce both tables in anonymised form for the public version of the committee papers.
9. Members must be satisfied that any amendments to the case logs will allow essential data to be extracted for the annual report. It is logical therefore to identify what constitutes essential performance data. Suggestions are as follows:
  - a. Number of complaints overall by specified time period
  - b. Number of complaints by authority, group, member
  - c. Proportion of complaints passing filter, progressing to investigation, progressing to hearing
  - d. Proportion of cases investigated resulting in a finding of breach/no breach
  - e. Sanctions applied (by type available under paragraph 35 of Case Handling Procedure)
  - f. Time taken from complaint received to resolution



## **Commentary on Case Logs**

### **Open cases**

10. Case reference 2022/16 and 2022/17 (same facts and subject, different complainants) are currently under investigation by a CYC lawyer. This investigation has been delayed by staff sickness absence. Due to difficulty identifying mutually convenient dates for interviews, witness evidence is now being collated via written questions.
11. Case reference 2022/18 is under investigation by a CYC lawyer. Witness Interviews have been completed and the investigator expects to complete a draft report by the end of January 2023.
12. Case references 2022/13 and 2022/14 have been investigated together as the facts are the same, by a CYC lawyer. A draft report has been prepared and circulated to parties for comment. Comments received in response are now being analysed and a final report is expected to be completed by the end of January 2023.

### **Implications**

#### **Financial**

Not applicable to this report.

#### **Human Resources (HR)**

Not applicable to this report.

#### **Equalities**

Maintaining standards across the City through the Code of Conduct ensures that an ethical framework can be adhered to, including ensuring that equality issues form an integral part of that framework.

#### **Legal**

As detailed within the report.

#### **Crime and Disorder, Information Technology and Property**

Not applicable to this report.

**Recommendation**

That the Joint Standards Committee notes the report, in order to ensure that the Committee is aware of the current levels of activity and is able to provide oversight of the complaints procedure.

**Author & Officer Responsible  
for the report:**

Frances Harrison

Deputy Monitoring Officer

**Report  
Approved**

**Date** 6 January  
2023

**Wards Affected:**

**All**

**For further information please contact the author of the report**

**Annexes:**

- Annex A – Table showing open complaints received.
- Annex B – Table showing received complaints closed since last JSC.

**Annex A: Open Complaints Log - Public**

Case ref	City or Parish	Complainant	Date Received	Nature of Complaint	Status / updates
2022/13	Parish	Parish	29/04/22	The complainant alleges the Parish Councillor has routinely refused to comply with the Parish Council's Code of Conduct at multiple Parish Council meetings.	<p>This complaint is currently being assessed by the Deputy Monitoring Officer.</p> <p>Views of the IP sought.</p> <p>Complaint assessed and will progress to investigation. Parties notified.</p> <p><b>A draft report has been prepared and circulated to parties for comment. Comments received in response are now being analysed and a final report is expected to be completed by the end of January 2023.</b></p>
2022/14	Parish	Parish	29/04/22	The complainant alleges the Parish Councillor did not declare an interest with regards to a Motion at a Parish Council meeting and did voted in favour of the Motion.	<p>This complaint is currently being assessed by the Deputy Monitoring Officer.</p> <p>Views of the IP sought.</p> <p>Complaint assessed and will progress to investigation. Parties notified.</p> <p><b>A draft report has been prepared and circulated to parties for comment. Comments received in response are now being analysed and a final report is expected to be completed by the end of January 2023.</b></p>

**Annex A: Open Complaints Log - Public**

Case ref	City or Parish	Complainant	Date Received	Nature of Complaint	Status / updates
2022/16	CYC	CYC	23/05/22	The complainant alleges the Cllr breached the code of conduct in a comment made online. The complainant alleges the comment breached the code and brings the Local Authority into disrepute.	<p>This complaint is being assessed by the Monitoring Officer.</p> <p>Views of the IP sought.</p> <p>Complaint assessed and will progress to investigation. Parties notified.</p> <p><b>This investigation has been delayed by staff sickness absence. Due to difficulty identifying mutually convenient dates for interviews, witness evidence is now being collated via written questions.</b></p>
2022/17	CYC	CYC	23/05/22	The complainant alleges the Cllr breached the code of conduct in a comment made online. The complainant alleges the comment breached sections 5.1 and 6 of the code.	<p>This complaint is being assessed by the Monitoring Officer.</p> <p>Views of the IP sought.</p> <p>Complaint assessed and will progress to investigation. Parties notified.</p> <p><b>This investigation has been delayed by staff sickness absence. Due to difficulty identifying mutually convenient dates for interviews, witness evidence is now being collated via written questions.</b></p>

**Annex A: Open Complaints Log - Public**

Case ref	City or Parish	Complainant	Date Received	Nature of Complaint	Status / updates
2022/18	CYC	Resident	12/08/22	This complaint is as a result of ongoing matters at the Parish Council. The complainant alleges the Cllrs behaviour is not in line with the code of conduct.	<p>This complaint is being assessed by the Deputy Monitoring Officer.</p> <p>Views of the IP sought.</p> <p>Complaint assessed and will progress to investigation. Parties notified.</p> <p><b>Witness Interviews have been completed and the investigator expects to complete a draft report by the end of January 2023.</b></p>

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**Annex B: Recently Closed Complaints Log - Public**

<b>Case ref</b>	<b>City or Parish</b>	<b>Complainant</b>	<b>Date Received</b>	<b>Nature of Complaint</b>	<b>Status / updates</b>

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