

**Notice of a public meeting of the  
Joint Standards Committee**

- To:** Councillors Runciman (Chair), Cannon, Hayes, Kramm and Mercer (CYC Members)  
Councillors Perrett (Vice-Chair) and Wiseman (Parish Councillors)  
Ms Davies and Mr Laverick (Independent Persons)
- Date:** Wednesday, 1 February 2017
- Time:** 4.00 pm
- Venue:** The King Richard III Room (GO49) - West Offices

**AGENDA**

**1. Declarations of Interest**

Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they might have in respect of business on this agenda.

**2. Minutes** (Pages 1 - 6)

To approve and sign the minutes of the meeting of the Joint Standards Committee held on 9 November 2016.

**3. Minutes of Sub-Committees** (Pages 7 - 18)

To approve and sign the minutes of the Hearings Sub-Committee meeting held on 19 December 2016.

**4. Public Participation**

At this point in the meeting, members of the public who have registered their wish to speak, regarding an item on the agenda

or an issue within the remit of the Joint Standards Committee, may do so. The deadline for registering is **5:00 pm on Tuesday 31 January 2017**. To register to speak please contact the Democracy Officer for the meeting on the details at the foot of the agenda.

### **Filming or Recording Meetings**

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officer (whose contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at [http://www.york.gov.uk/download/downloads/id/11406/protocol\\_f\\_or\\_webcasting\\_filming\\_and\\_recording\\_of\\_council\\_meetings\\_20160809.pdf](http://www.york.gov.uk/download/downloads/id/11406/protocol_f_or_webcasting_filming_and_recording_of_council_meetings_20160809.pdf)

- 5. Monitoring Report on Complaints Received** (Pages 19 - 20)  
This report updates the committee on current complaints.
- 6. Planning Panels** (Pages 21 - 24)  
This report updates the committee on discussions which have taken place with officers who support planning panels.
- 7. Review of Work Plan** (Pages 25 - 26)  
Members are asked to give consideration to the committee's work plan.
- 8. Urgent Business**  
Any other business which the Chair decides is urgent under the Local Government Act 1972.

Democracy Officer:  
Name: Jayne Carr  
Contact Details:  
Telephone – (01904) 552030  
Email – [jayne.carr@york.gov.uk](mailto:jayne.carr@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 and
- For receiving reports in other formats

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	9 November 2016
Present	Councillors Runciman (Chair), Cannon and Hayes – CYC Members Councillor Perrett (Vice-Chair) – Parish Councillor
In attendance	Ms Davies – Independent Person
Apologies	Councillors Kramm and Mercer Mr Laverick – Independent Person

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#### 11. **Declarations of Interest**

Members were asked to declare any personal interests not included on the Register of Interests, any prejudicial interests or any disclosable pecuniary interests which they may have in respect of business on the agenda. None were declared.

#### 12. **Minutes**

Resolved: That the minutes of the meeting of the Joint Standards Committee held on 3 August 2016 be approved as a correct record and then signed by the Chair.

#### 13. **Minutes of Sub-Committees**

Resolved: That the minutes of the Hearings Sub-Committee meeting of 11 October 2016 be approved as a correct record and then signed by the Chair.

#### 14. **Public Participation**

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

#### 15. **Monitoring Report on Complaints Received**

Members considered a report that provided an update on current complaints. The Monitoring Officer gave details of the two new complaints that had been received and of the outcome

of the four cases that had not been concluded when the committee last met.

The Monitoring Officer was asked about the costs of investigating complaints that were lodged. He explained that, although there had been occasions when the services of an external investigator had been used, in general the complaints were investigated by officers of City of York Council or by a volunteer.

Members commented on the limited sanctions that were available to the committee when a complaint was upheld.

Resolved: That the report be noted.

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

## **16. Yorkshire Local Councils Associations**

Ms Sheena Spence, Chief Officer Yorkshire Local Councils Associations, had been invited to attend the meeting to provide details of the Association's work in supporting parish councils to maintain good governance, and the training it offered to parish councillors.

The Chair stated that the committee very much valued the voice of parish councils and was delighted to welcome Ms Spence to the meeting.

Ms Spence tabled a paper detailing the benefits of membership of the Yorkshire Local Councils Associations *[a copy of this paper is attached to the online agenda papers for this meeting]*. Ms Spence stated that the way in which City of York Council had sought to involve parish councils in its arrangements for dealing with standards issues was very commendable.

Ms Spence gave details of the work carried out by YLCA, as outlined in the paper that had been tabled. The support included procedural, technical and legal advice, and training for parish councillors and clerks. They also issued regular newsletters and had a website which provided useful information and legal guidance notes.

Referring to the concerns that Members had expressed regarding the limited sanctions that were available to them when complaints were upheld, Ms Spence stated that an element of the YLCA membership fee affiliated councils to the National Association of Local Councils (NALC) and that, among the issues on which NALC were lobbying the Department for Communities and Local Government (DCLG), was the issue of sanctions.

Ms Spence drew Members' attention to the funding that had been made available by DCLG to support parish councils in meeting the requirements of the Smaller Authorities Transparency Code where authorities had a turnover of less than £25,000. Members commented that a number of parish councils did not appear to have their Code of Conduct available on the parish council's website. It was suggested that, where this was the case, parish councils could be made aware of the DCLG funding that was available if applicable.

Members questioned Ms Spence regarding the training that was on offer. She explained that the training was not mandatory but newly appointed parish councillors were generally receptive to the benefits of receiving training in carrying out their role. There was a fee for the training provided.

Ms Spence drew Members' attention to the importance of the role of Clerk to the Parish Council and explained that there were a number of vacancies for this position and a high turnover of clerks. YLCA offered a Certificate in Local Council Administration, which was a level 4 qualification for clerks. Currently there were around three clerks in the York area that had attained this accreditation.

Members noted that the Yorkshire Local Councils Association made the arrangements for the appointment of parish council representatives to the Joint Standards Committee. Nominations were currently being sought to replace Mr Mark Waudby, following his resignation as a parish councillor.

Ms Spence was thanked for her attendance at the meeting and for her very informative contribution.

Resolved: That the information on the work of the Yorkshire Local Councils Associations be noted.

Reason: To ensure that the committee is aware of the support the Association provides to parish councils to maintain good governance.

## 17. **Planning Panels**

Members considered a report which provided information about the planning panels who acted as consultees to the planning applications in the non-parished central part of the Council's area. Members' attention was drawn to the report annex which detailed the current guidance that was available to planning panels.

It was noted that the planning panels had no legal status and did not operate by a formal Code of Conduct. Officers stated that they did, however, have a useful role to play in ensuring that, in areas where there was no parish council, there was a voice for local residents. Their comments, along with those of other groups and individual residents, were taken into account when decisions were made.

Members were asked to consider the ethical standards issues which may arise in the context of planning panels and offer such guidance as they considered appropriate.

Members acknowledged that planning panels did play a useful role in the non-parished areas of the city and expressed their appreciation of the work carried out by these volunteers. Members did, however, raise the following concerns:

- The membership of the planning panels was not always clear.
- Agendas and minutes of planning panels were not published.
- The panel meetings were not always open to the public and hence there may be a perception of secrecy. Members noted that the meetings were not always held in public buildings and hence there may be logistical reasons why it would be problematic for the meetings to be open to the community.
- There was the possibility of people volunteering to serve on a planning panel because they had a vested interest, e.g. a builder or developer, although it was acknowledged that they brought relevant skills and expertise.



Members commented that similar issues may also arise as Neighbourhood Plans were being developed.

Members asked about the training that was available to members and clerks of planning panels. They were informed that, at the request of City of York Council, YLCA had agreed to arrange training on planning issues for planning panel members as well as parish councillors. The training was likely to take place in February/March 2017 and further consideration would be given to the funding arrangements. Officers commented that it may be useful to include City of York Council planning officers in the training to provide a local dimension.

Members commented on the importance of ensuring that residents were reassured about the planning processes and suggested that consideration be given to the following:

- Making the work of the planning panels more transparent e.g. ensuring that its membership was known and making public the agendas and minutes of meetings.
- Developing the role of ward committees in ensuring that planning panels were functioning effectively – this could involve the planning panel presenting an annual report to the ward committee.
- Strongly encouraging planning panel members and clerks to take part in the training opportunities that were to be made available.
- Putting in place a simplified version of the Code of Conduct in respect of planning panel members.

Members suggested that it would be useful to seek information from officers who supported the planning panels on the way in which the panels currently operated, and their views on the recommendations that had been put forward.

- Resolved: (i) That the report be noted.
- (ii) That, at the next meeting, an update report be presented outlining the feedback that had been received from officers supporting the planning panels.

Reason: To support planning panel members in maintaining high ethical standards when advising the City Council.

**18. Review of Work Plan**

Members were asked to give consideration to the committee's work plan for 2016-17.

Resolved: That the work plan be approved subject to the following addition:

- Update on Planning Panels (1 February 2017)

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

Councillor Runciman - Chair

The meeting started at 4.00 pm and finished at 5.10 pm.

City of York Council

Committee Minutes

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Meeting	Joint Standards Committee Hearings Sub-Committee
Date	19 December 2016
Present	Councillors Cannon, Runciman (Chair) and Kramm
In attendance	Ms Davies – Independent Person Mr Laverick – Independent Person Mr McCusker – Deputy Monitoring Officer Ms Bainton – Investigating Officer Mr Dickinson – Complainant Mrs Dickinson – Complainant Councillor Galvin – Subject Member

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#### 4. **Declarations of Interest**

Members were asked to declare any personal interests not included on the Register of Interests, any prejudicial interests or any disclosable pecuniary interests which they may have in respect of business on the agenda. None were declared.

#### 5. **Complaint against a Member of City of York Council**

Consideration was given to a complaint brought by Mr Andrew Dickinson, Mrs Rosy Dickinson and Mr Michael Askew against Councillor Galvin, a City of York Councillor. The complaint related to the behaviour of Councillor Galvin at a planning site visit on 9 March 2016, and at a meeting of the Planning Sub-Committee on 7 April 2016.

The matter had been referred to the Hearings Sub-Committee for determination following an investigation.

Introductions were carried out and the procedure for the hearing was explained.

#### **Determining factual disputes**

Copies of the investigator's report and the written submissions received had been circulated to the Panel and to the parties prior to the meeting. During the meeting the Panel took advice from the Independent Persons.

The investigating officer presented her report and responded to questions.

Mr Dickinson presented his case and responded to questions.

*[Mrs Dickinson arrived at the meeting at 10:25am and introductions were carried out for her benefit]*

Mrs Dickinson presented her case and responded to questions.

Councillor Galvin presented his case and responded to questions.

*[The parties, press and public left the meeting at 11.25am whilst the Panel deliberated in private]*

The Panel gave consideration to the following allegations of breaches of the Code of Conduct:

- (a) At the Planning Sub-Committee meeting on 7 April 2016, Councillor Galvin, being both a Governor of York Hospital and a Member of Council, had a conflict of interest in agenda items 3(a) and (b) and should not have taken part in the meeting.
- (b) That Councillor Galvin acted with bias at the meeting.
- (c) At the meeting Councillor Galvin failed to treat those present with respect, and bullied and intimidated them.
- (d) At the site visit on 9 March 2016, Councillor Galvin failed to treat members of the public who were present with respect, bullied, swore and intimidated them.

### **Panel's Findings**

Having considered the written documentation and the verbal representations made at the meeting, the Panel

- Resolved: (i) That, in respect of allegation (a) – Councillor Galvin's alleged conflict of interest, the Panel was satisfied that Councillor Galvin did not have a prejudicial interest in the planning application and the Panel therefore found no

breach of Part 2 of the Code. He had sought the advice of the Monitoring Officer and had acted in accordance with this guidance. Whilst the Panel noted the advice in the Governors Code of Conduct, they believed that there was a lack of clarity and prominence given to the clause Governors must “act in the best interests of the Trust at all times”. The Panel also noted that the sale of Groves Chapel would realise funds well below the threshold for Governor approval.

- (ii) That, in respect of allegation (b) – Councillor Galvin’s alleged bias at the Planning Committee meeting, the Panel did not believe that Councillor Galvin had acted with bias at the meeting and therefore there had been no breach of the Code. The Panel noted that all speakers at the Planning Committee meeting had had the opportunity to put forward their views and the Panel agreed with the Investigating Officer that there had not been bias on the part of Councillor Galvin.
- (iii) That, in respect of allegation (c) – Councillor Galvin’s alleged behaviour at the Planning meeting, the Panel agreed with the Investigating Officer that there had been no breach of paragraphs (1) and (2) of the Code of Conduct. The Panel noted that Councillor Galvin had allowed all those registered to speak to have their say.
- (iv) That, in respect of allegation (d) – Councillor Galvin’s alleged behaviour at the site meeting, the Panel accepted the finding of the Investigating Officer that Councillor Galvin had breached 3.1 (1) of the Code of Conduct – “You must treat others with respect”. The Panel agreed that the word that Councillor Galvin had admitting saying was slightly disrespectful. The Panel did not, however, find that Councillor Galvin had breached paragraph (2) of the Code.

- (v) That, to address issues raised during consideration of the complaints, the Panel recommended that:
  - (a) the NHS be asked to review and update the York Teaching Hospital Governors' Code of Conduct to ensure greater clarity. Consideration should be given to including the wording "when acting in their capacity as a Governor" within the Code. The Panel also recommended that new Governors are given training on the Code of Conduct on appointment.<sup>1</sup>
  - (b) the protocol for site visits, including the role of the Chair during these visits, be reviewed.<sup>2</sup>
  - (c) training be made available to Chairs of Planning Committees.<sup>3</sup>

*[Mr Dickinson, the press and public rejoined the meeting at 12.20pm and were notified of the Panel's decisions]*

### **Determining Sanctions**

Mr Dickinson was invited to make representations as to the sanction he believed to be appropriate.

The Panel agreed that the following sanctions be imposed in response to the breach of the Code of Conduct:

Resolved: That, in response to the breach of the Code of Conduct, Councillor Galvin's Group Leader be made aware that Councillor Galvin had been found to have breached paragraph 1 of the Members' Code of Conduct, and that the Monitoring Officer offer to make appropriate training available to Councillor Galvin if required.

*[The Decision Notice issued following this meeting is attached as an annex to the minutes]*

Action Required

- |   |    |
|---|----|
| 1. Forward recommendation to York Teaching Hospital NHS Foundation Trust                        | GM |
| 2. Consider review of protocol as requested   | AD |
| 3. Inclusion of the suggested training in the training and support programme offered to Members | DS |

Councillor Runciman, Chair

[The meeting started at 10.00 am and finished at 12.25 pm].

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**DECISION NOTICE**

In attendance:

Members of the Sub-Committee

Cllr Runciman (Chair)

Cllr Cannon

Cllr Kramm

Advisors to the Sub-Committee

Ms A. Davies – Independent Person

Mr D. Laverick – Independent Person

Ms J. Carr – Democracy Officer

Mr G. McCusker – Deputy Monitoring Officer

Investigation Officer

Ms C. Bainton

Complainants

Mr A. Dickinson

Mrs. R. Dickinson

Subject Member

Cllr J. Galvin – City of York Council

1. Background

1.1 The Sub-Committee was constituted in accordance with the process approved by the Joint Standards Committee and followed the Hearing Procedure set-out in pages 7 to 11 of the Agenda.

1.2 The Sub-Committee considered the complaints from Mr Dickinson, Mrs Dickinson, and Mr Askew in relation to the conduct of Councillor Galvin at a planning site meeting on 9<sup>th</sup>

March 2016 and at a meeting of the Planning Sub-Committee held on 7<sup>th</sup> April 2016.

- 1.3 In attendance at the Hearing were the Complainants, Mr and Mrs Dickinson, Councillor Galvin, the Independent Persons, Ms Davies and Mr Laverick, and the Investigating Officer, Ms Bainton.
- 1.4 The Sub-Committee considered all the Agenda papers and heard representations from the Interested Parties. They also took advice from the Independent Persons.

## 2. The Standards Complaints

- 2.1 A number of complaints were made against Councillor Galvin. These are helpfully summarised in the Report to the Sub-Committee, and are covered in the Investigator's Report. The Investigator is of the opinion that Councillor Galvin did breach one section of the Code of Conduct in not treating others with respect, but found no breach in respect of the other complaints.
- 2.2 The relevant sections of the Code are recited at pages 2,3, and 4 of the Agenda.
- 2.3 Turning to the Complaints, we will deal with these in the same order as they appear in the Hearing Report.
  - (a) Councillor Galvin's alleged conflict of interest.
- 2.4 At the Planning Sub-Committee held on 7<sup>th</sup> April, Councillor Galvin declared a personal interest in Agenda items 3a and 3b. This related to a planning application concerning Groves Chapel on Union Terrence, a building owned by the NHS. He was, at the time, a Council appointed Governor of York Teaching Hospital Foundation Trust. Prior to the meeting, Councillor Galvin took advice from the Monitoring Officer, in accordance with para. 2.3 Code of Good Practice for Councillors involved in Planning Process, about his interest as a Governor and he was advised that he had a personal, but not

a prejudicial interest, and was, therefore, entitled to attend, chair and vote at the meeting.

- 2.5 We have looked at the NHS Governors' Code of Conduct. At paragraph 1 (b) (page 183 of the Agenda) it states that Governors are required to "Act in the best interests of the Trust at all times;". It is not clear, however, whether this covers situations when a person is solely acting in their capacity as a Governor, or in a dual capacity. We believe that in his understanding of the role as appointed governor Councillor Galvin acted in the assumption, shared by the investigation officer in her report and by the Monitoring Officer in his advice, that the interests and responsibilities as elected councillor overlay any conflicted interests as appointed governors. It is not part of our remit to decide if this is in line with the understanding of the Trust.
- 2.6 We also note that in the Trust's document "The Role of Governors", it states that "Governors are not responsible for the day to day management of the Trust". The Council of Governors are, however, required to approve "significant transactions", which is defined as 25% of annual turnover, although York NHS Trust reduced this to 15%, which equates to £34m. As the sale of Groves Chapel will realise approximately £710,000, this sum is well below the threshold for approval.
- 2.7 For these reasons we are satisfied that Councillor Galvin did not have a prejudicial interest in the planning application and we therefore find no breach of Part 2 of the Code.
- (b) Councillor Galvin's alleged bias at the Planning meeting.
- 2.8 This complaint is closely associated with the first complaint of a conflict of interest. Having regard to the above facts, and having listened to the Parties' representations, we do not believe that Councillor Galvin acted in a bias manner. It is clear from the evidence, that Councillor Galvin allowed all the speakers at the Planning meeting to put their point of view across. The Investigator has viewed the video recording of the meeting and she did not sense any bias on the part of Councillor Galvin.

2.9 We agree with the Investigating Officer's view and find no breach of the Code in relation to this part of the Complaint.

(c) Councillor Galvin's alleged behaviour at the Planning meeting.

2.10 Councillor Galvin is alleged to have failed to treat those present at the Meeting with respect, bullied and intimidated them.

2.11 All of the residents who had registered to speak were given the full three minutes allowed for speakers. The Council's "Public Participation" document states that there is a maximum of 30 minutes for speakers and that only one speaker in favour and one against a single item will usually be allowed, unless the Chair makes an exception. In this instance, Council Galvin allowed all those registered to speak to have their say.

2.12 In viewing the video of the Meeting, the Investigating Officer did not see any evidence that Councillor Galvin did not treat members of the public who were present with respect. She goes on to say that Councillor Galvin tried to put one of the residents at ease.

2.13 We agree with the Investigating Officer, and find that there was no breach of paragraphs (1) and (2) of the Code of Conduct.

(d) Councillor Galvin's alleged behaviour at the site meeting

2.14 It is accepted by all Parties that this was an emotive and difficult site meeting. It was raining and the Planning Members and Officers, through no fault of theirs, were late attending. On arrival Councillor Galvin did apologise.

2.15 During the meeting a lorry driver was seen to be doing a manoeuvre in Union Terrace. It seems that this was pre-arranged and that the driver was one of the objectors. The driver went up and down the street several times, apparently to demonstrate the access and egress problems. Some Councillors at the meeting said this was distracting them and Councillor Galvin admitted saying: "This man is being a pillock". He says that this remark was said under his breath and was not

intended to cause any offence. It was not directed to anyone at the meeting. "Pillock" is a slang word and is defined as meaning a "stupid person". It is not a swear word, but we do feel that the term is slightly disrespectful.

2.16 We accept the finding of the Investigating Officer, that Councillor Galvin did not treat others with respect, and that a breach of paragraph (1) of the Code occurred. Potential behaviour of members of the public shall not affect the standards of behaviour required of a councillor, acting in the capacity as a Councillor of the City of York Council, particularly when being in a more publicly exposed position like a committee chair. We do not, however, find that he breached paragraph (2).

- Decisions: (i) That the Panel did not believe that Councillor Galvin had acted with bias at the meeting. He had sought the advice of the Monitoring Officer and had acted in accordance with this guidance. Whilst the Panel noted the advice in the NHS Code of Conduct, they believed that there was a lack of clarity and prominence given to the clause "Governors must act in the best interests of the NHS Foundation Trust".
- (ii) That the Panel agreed that, through his conduct at the - site visit, Councillor Galvin had breached 3.1 (1) of the Code of Conduct - "You must treat others with respect".

Sanction: That Councillor Galvin's Group Leader be made aware that Councillor Galvin has been found to have breached paragraph 1 of the Members' Code of Conduct and that the Monitoring Officer offer to make appropriate training available to Councillor Galvin if required.

Recommendations: To address issues raised during consideration of the complaints, the Panel recommended that:

- (i) the NHS be asked to review and update the York Teaching Hospital Governors' Code of Conduct to ensure greater clarity. Consideration should be given to including the wording "when acting in their capacity as a Governor" within the Code. The Panel also recommended that new governors are given training on the Code of Conduct on appointment.
- (ii) the protocol for site visits, including the role of the Chair during these visits, be reviewed.
- (iii) training be made available to Chairs of Planning Committees.

Finally, we wish to record our thanks for the advice and assistance provided to us by the Investigation Officer and the Independent Persons, who have given up their time on a voluntary basis.



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**Joint Standards Committee****1 February 2017****Report of the Monitoring Officer****Monitoring Report on Complaints Received****Summary**

1. This report updates the Committee on current complaints.
2. Since the Committee last met in November no new complaints have been received.
3. At the last meeting Members were advised of two cases which were yet to be concluded. Of these:
  - A case involving a City Councillor resulted in the hearing which is referred to elsewhere on the agenda for this meeting.
  - A case involving a Parish Councillor was being considered for informal resolution. The case has now been put on hold indefinitely so as not to interfere with a related HR process.

**Recommendations**

4. Members are recommended to:
  - 1) Note the report

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

## Contact Details

**Author:**

Andrew Docherty  
Monitoring Officer  
Customer and Corporate  
Services  
Tel No. 01904 551004

**Report  
Approved**

**Date** 23/1/17

**Wards Affected:** *List wards or tick box to indicate all*

**All**

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

**Background Papers:**

None





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**Joint Standards Committee****1 February 2017****Report of the Monitoring Officer****Planning Panels****Summary**

1. This report updates the Committee on discussions which have taken place with Officers who support Planning panels.

**Background**

2. At their last meeting the Committee discussed the ethical governance issues which arise from the use of Planning Panels. These are a forum developed in York for providing consultation responses to planning applications made outside of the parished areas.
3. At the last meeting Members asked that consideration be given to a number of suggestions and asked for the views of Officers who support the Panels. Members suggested:
  - *Making the work of the planning panels more transparent e.g. ensuring that its membership was known and making public the agendas and minutes of meetings.*

Officers supported the principle but confirmed that currently there is no administrative support or budget to support the work of planning panels and that this recommendation would therefore be difficult to implement. They did point out that the planning panels are established at the annual Ward Committee which is a public meeting with minutes available through the Council's website. By way of example the Holgate Ward Committee minutes are attached:

<http://modgov.york.gov.uk/mgAi.aspx?ID=41537>

- *Developing the role of ward committees in ensuring that planning panels were functioning effectively – this could involve the planning panel presenting an annual report to the ward committee.*

Officers considered that without administrative support the preparation of an annual report might be difficult to achieve.

- *Strongly encouraging planning panel members and clerks to take part in the training opportunities that were to be made available.*

Officers firmly support this recommendation although did confirm that the Panels do not have Clerks. Training is currently being arranged by the Neighbourhoods and Planning teams.

- Putting in place a simplified version of the Code of Conduct in respect of planning panel members.

Officers agree that a simple and practical code covering basic do's and don'ts would be helpful and the Monitoring Officer has agreed to assist with its preparation.

### **Recommendations**

4. Members are recommended to:

1) Note the report

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

**Contact Details**

**Author:**

Andrew Docherty  
Monitoring Officer  
Customer and Corporate  
Services  
Tel No. 01904 551004

**Report**  **Date** 23/1/17  
**Approved**

**Wards Affected:** *List wards or tick box to indicate all* **All**

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

**Background Papers:**

None

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## Work Plan for Joint Standards Committee 2016-2017

<u>Meeting Date (3.00pm start)</u>	<u>Items</u>	<u>Notes</u>
<b>Wednesday 3 August 2016</b>	<ul style="list-style-type: none"> <li>• Appointment of Chair</li> <li>• Appointment of Vice-Chair</li> <li>• Monitoring report in respect of complaints received</li> <li>• Review of Complaints for the last municipal year</li> <li>• Feedback from meeting of North Yorkshire and York Standards Committees Chairs and Monitoring Officers</li> </ul>	<p>Standard items for 1<sup>st</sup> meeting of municipal year Standard item</p> <p>Annual item</p>
<b>Wednesday 14 September 2016</b> (Meeting cancelled – items deferred to meeting of 9 November)	<ul style="list-style-type: none"> <li>• Monitoring report in respect of complaints received</li> <li>• Planning Panels</li> <li>• Request attendance of representative from Yorkshire Local Councils Associations</li> </ul>	Standard item
<b>Wednesday 9 November 2016</b>	<ul style="list-style-type: none"> <li>• Monitoring report in respect of complaints received</li> <li>• Planning Panels</li> <li>• Request attendance of representative from Yorkshire Local Councils Associations</li> </ul>	<p>Standard item</p> <p>As agreed at meeting of 3 August 2016</p>
<b>Wednesday 1 February 2017</b>	<ul style="list-style-type: none"> <li>• Monitoring report in respect of complaints received</li> <li>• Update report on Planning Panels</li> </ul>	Standard item
<b>Wednesday 19 April 2017</b>	<ul style="list-style-type: none"> <li>• Monitoring report in respect of complaints received</li> </ul>	Standard item

## **Training and Development**

The committee has suggested that a training session be held on the following issue:

- Ethical standards