

CHECKLIST FOR DETERMINATION OF BREACHES OF CODE OF CONDUCT

Requirement	√ = Actioned	Action
Size of Committee	√	Annual Council agreed that the size of the Committee be enlarged to accommodate the need for one more independent and one more parish member.
Structure	√	We have adhered to the rule that 25% of the Committee shall comprise independent members. (We are currently advertising for an additional member)
Training	√ To be offered √ To be offered	<ul style="list-style-type: none"> • Agreed at Annual Council that 3 sub committees be formed: <ul style="list-style-type: none"> • Referrals Sub-Committee • Hearings Sub-Committee • Review Sub-Committee • Guidance material will be brought to the meeting of the Ethics and Standards Committee in July 2008. • Need to offer training to equip members to conduct a hearing. • Training offered to independent members in chairing meetings.. • Offer newly appointed members a comprehensive induction and appropriate training.
Local Assessment and the Corporate Complaints	√	<ul style="list-style-type: none"> • Advice is available on the Council's website.

Process	<p>√</p> <p>√</p> <p>√</p>	<ul style="list-style-type: none"> • We have advertised the complaints process. • Monitoring Officer to log investigations for Standards Board for England • Individual information leaflet on assessment process.
Appointment of Independent Members	√	We conform with the rules as set by the Standards Board.