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23 December 2025

GOVERNANCE COMMITTEE

A meeting of the **Governance Committee** will be held on **Thursday, 8th January, 2026** in the **Council Chamber, Forde House, Brunel Road, Newton Abbot, TQ12 4XX** at **10.00 am**

PHIL SHEARS
Managing Director

Membership:

Councillors Bullivant (Chair), Henderson (Vice-Chair), Nutley, Clarence, Palethorpe and Nuttall

Please Note: Filming is permitted during Committee meeting with the exception where there are confidential or exempt items, which may need to be considered in the absence of the press and public. By entering the meeting room you are consenting to being filmed.

A G E N D A

Part I

Governance Committee Terms of Reference

The Committee's Terms of Reference is attached to the agenda pack for reference.

Public participation and attending meetings

[Public participation and attending meetings - Teignbridge District Council](#)

1. **Apologies for Absence**

2. **Minutes**

(Pages 7 - 14)

To approve and sign the minutes of the meeting held on Thursday 2nd October 2025.

3. **Declarations of Interest**

Information pertaining to the Members' Code of Conduct and guidance relating to declaring interests can be found on the following webpage: [Teignbridge District Council - Councillor-conduct](#)

4. **Dispensation - Members Allowances Scheme** (Pages 15 - 18)

To agree a general dispensation in relation to the Members Allowances Scheme.

5. **Recommendations from the Independent Remuneration Panel (IRP)** (Pages 19 - 22)

To consider the following recommendations of the IRP to recommend to Full Council for adoption and include in the Members Scheme of Allowances. The full report of the IRP is attached.

1. Travel for those receiving a Special Responsibility Allowance (SRA)

Recommended

The existing practice as set out in Section 8f of the Constitution – Members Allowance Scheme as below be confirmed.

“The SRA is paid to recognise the additional commitment and time required to fulfil each role and covers subsistence and travel for attending meetings not listed in Appendix A.”

Outside the boundary of the District a separate travel claim can be made.

Justification - The Council should be consistent with the norm of other South West Councils as above.

2. SRA for the Chair of the new Governance Committee

Recommended

The SRA for the Chair of the Governance Committee continue and be set at the current SRA of £3,159.71.

Justification – This is a reasonable remuneration given comparison with and responsibility of other SRA positions.

3. Annual review of expenditure and benchmarking

Recommended

There be no increase in the Council's Basic Allowance other than the annual increase in line with Local Authority employee pay increase.

Justification - The Basic Allowance for Teignbridge is acceptable given comparisons with other SW Districts. Benchmarking evidence 7 of the 14 SW Districts have a BA less than the Council and 6 greater.

6. **Code of Conduct Complaints Update** (Pages 23 - 24)
To update Councillors on the Councillor Code of Conduct complaints received.
7. **Reforms to the Standards and Conduct Framework** (Pages 25 - 28)
To appraise Members of the proposed reforms to the Standards and Code of Conduct Framework.
8. **Member Training Log** (Pages 29 - 30)
To review the Member Training and Briefing log from September – December 2025.
9. **Councillor Digital Skills Framework**
Verbal presentation from the Project Management and Performance Specialist to receive feedback on the Councillor Digital Skills Framework.
10. **Councillor DBS Checks**
To discuss Disclosure and Barring Service (DBS) checks for Councillors, requested to be discussed by Councillor Nutley.
11. **Constitution Review Working Group Update** (Pages 31 - 46)
For information, to update Members on the work of the Constitution Review Working Group. The notes of the meetings on 16th October, 6th November, 26th November and 18th December are attached.

If you would like this information in another format, please telephone 01626 361101 or e-mail info@teignbridge.gov.uk

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3.9 Governance Committee

3.9.1 Membership: All Councillors may be Members of the Governance Committee. The Committee has 6 members who are elected councillors and who are appointed at the Annual Meeting of Full Council. The Committee will also have up to 4 independent non-voting persons co-opted to support the work of the Committee in relation to its Standards remit.

3.9.2 Areas of Work: Its role is to advise the Council on the operation of its Constitution, Governance and decision-making arrangements, on the adoption and revision of the Members Code of Conduct and for monitoring the operation of the code.

(a) Governance arrangements:

- To review the operation of the Constitution, its Standing Orders, conventions, codes, protocols, calendar of meetings and working practices;
- To make recommendations to the Council to make changes to the Constitution;
- To oversee the Council's programmes for member development and training;
- To make recommendations to the Council on its Scheme of Members' Allowances; and
- To consider findings of maladministration and Public Interest Reports issued by the Local Government and Social Care Ombudsman.

(b) Standards:

In undertaking its responsibilities (below), the Committee may appoint sub-committees to deal with its business as follows:

- To promote and maintain high standards of conduct by Councillors and co-opted members;
- To advise the Council on the adoption or revision of the Members' Code of Conduct;
- To advise or train councillors, co-opted members and parish / town councillors on matters relating to the Members' Code of Conduct;
- To be responsible for the Council's procedures for investigating and responding to complaints.
- To deal with the local filtering of complaints (including in respect to parish and town councillors), advise on declarations of interests and grant dispensation requests (where these are not dealt with by the Monitoring Officer under delegated powers);
- To conduct local hearings and determination of sanctions should a breach of the code of conduct be found; and in such cases:
 - a) the sub-committee membership be limited to 3 members of the committee, selected to sit on the particular sub-committee according to their availability;

- b) when dealing with complaints about a parish / town councillor, the subcommittee should also include a non-voting parish / town council representative; and
- c) at least one independent person should be consulted by the subcommittee (or full committee as appropriate) prior to determination of any complaint or otherwise as required by law.

GOVERNANCE COMMITTEE

2 OCTOBER 2025

Present:

Councillors Bullivant (Chair), Henderson (Vice-Chair), Nutley, Clarence and Nuttall
Also present: Hazel Elliot, Independent Member

Members in Attendance:

Councillors MacGregor and Mullone

Apologies:

Councillors Palethorpe

Officers in Attendance:

Charlie Fisher, Democratic Services Manager and Deputy Monitoring Officer
Abbie Cook, Legal Assistant
Christopher Morgan, Trainee Democratic Services Officer
Maxine Valentine, Senior Legal Officer
Neil Blaney, Director of Place
Sarah Shervington, Digital Communications Officer

14. MINUTES

It was proposed by Councillor Clarence and seconded by Councillor Nuttall and

RESOLVED

That the minutes of the previous meeting be approved as a correct record and signed by the Chair.

15. DECLARATIONS OF INTEREST (IF ANY)

Councillor Bullivant declared a personal interest in agenda item 18 (FS-Case-636881192) as his son had been involved in a complaints dispute with the concerned Councillor. He stepped down as Chair for this item and was not involved in its consideration.

16. GOVERNANCE COMMITTEE TERMS OF REFERENCE

The Chair introduced this item to the Committee

It was proposed by Councillor Bullivant and seconded by Councillor Henderson and

RESOLVED

that the Governance Committee Terms of Reference that were agreed at Full Council on 29th July 2025 be noted.

17. DETERMINATION OF CODE OF CONDUCT COMPLAINTS (FS- CASE- 66476116)

The Chair, with the agreement of the Committee, brought the four code of conduct complaint cases forward to this point in the agenda.

It was proposed by Councillor Bullivant and seconded by Councillor Henderson and

RESOLVED

That the contents of the report be noted.

18. DETERMINATION OF CODE OF CONDUCT COMPLAINTS (FS-CASE- 689504213)

The Chair introduced the item to the Committee.

It was proposed by Councillor Bullivant and seconded by Councillor Henderson and

RESOLVED

That the contents of the report are noted and no further action is taken.

19. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Nuttall and seconded by Councillor Clarence and

RESOLVED

that the Press and Public be excluded from meeting of the particular items on the grounds that they involves the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A of the Act.

20. DETERMINATION OF CODE OF CONDUCT COMPLAINTS (FS-CASE- 68664892, 689497898 AND 690478228)

The Chair introduced the item to the Committee.

The complaints concern the conduct of Councillor Macgregor at a private Members briefing and his communications to Officers following said briefing. The

complaints allege that both his conduct and complaints were contrary to the code of conduct.

The Chair invited the Councillor Macgregor to speak. He stated that he had provided his proposed apologies to the Monitoring Officer and that he had fully confessed to his actions but that he had not received any further response. He also noted that it had been 6 months since he provided this statement and that that the report did not go into details of certain emails provided as evidence.

It was proposed by Councillor Bullivant and seconded by Councillor Henderson and

RESOLVED

That the contents of the report are noted, that Councillor Macgregor provide a written apology, and that no further action is needed. Councillor Macgregor gave his approval for this outcome.

21. DETERMINATION OF CODE OF CONDUCT COMPLAINTS (FS-CASE-636881192)

Councillor Bullivant relinquished the Chair and Councillor Henderson acted as Chair for this item.

The complaint concerned a Facebook post by Councillor Mullone regarding the removal of security measures at Bradley Lane Mills. The complaint asserted that this post had brought the Council into disrepute.

The Chair invited Councillor Mullone to speak. He spoke on the need for free speech and Councillors' enhanced right to freedom of speech. The Free Speech Union had provided him with a letter of support which he circulated to Committee members. He also made reference to the Local Government and Social Care Ombudsman report from 2022 which outlined the need for the Council to always consider free speech under Article 10 of the Human Rights Act.

The Democratic Services Team Manager advised that there was a fine line between acceptable and not acceptable free speech. It was noted that there is conflicting case law on this subject.

It was proposed by Councillor Clarence and seconded by Councillor Nuttall and

RESOLVED

That although the committee recognised the validity of the complaint and that it was decided by the barrister that a breach had occurred, they considered the issue marginal and nuanced, and so no further action would be taken.

22. GOVERNANCE COMMITTEE MEETINGS

The Chair introduced the item to the Committee.

It was proposed by Councillor Nuttall and seconded by Councillor Nutley that the Governance Committee and

RESOLVED

That the Governance Committee meets quarterly in January, April, July and October.

23. ARRANGEMENTS UNDER THE CODE OF CONDUCT COMPLAINTS PROCEDURES

The Chair introduced the item to the Committee.

The Committee discussed the sanctions available if a complaint is upheld and that a Councillor would be able to speak at the discretion of the Chair should their case come before the Committee.

It was proposed by Councillor Nutley and seconded by Cllr Nuttall and

RESOLVED

That the arrangements under the Code of Conduct Complaints procedure that accompany the complaints process be approved.

24. PUBLICATION OF GOVERNANCE COMMITTEE INFORMATION AND WEBCASTING

The Chair introduced the item to the Committee.

It was proposed by Councillor Bullivant and seconded by Councillor Nuttall and

RESOLVED

That the following are approved:

1. Publication of an Annual Report of the Governance Committee which will be reported to the Annual Full Council Meeting.
2. A regular update of information about Code of Conduct Complaints is reported at Governance Committee meetings and that the Democratic Services Manager in consultation with the Chair of the Committee agree the format of this.
3. Webcasting (livestreaming) of Governance Committee meetings

25. CODE OF CONDUCT COMPLAINTS UPDATE

The Democratic Services Manager introduced the item to the Committee.

The Committee heard that there had been 9 new standards cases since the last Standards/Governance Committee meeting. This year there were currently 12

ongoing cases, 21 invalid cases, 3 required no further action, 2 were informally resolved, and 1 complaint was withdrawn.

In response to a question on common 'themes' of complaints, the Democratic Services Manager advised the Committee that most complaints related to Councillors and that they often covered the same issues.

In response to an additional question, the Legal Assistant clarified that no further action would be considered at stage four of the process, once the case is discussed with an Independent Person.

The Committee noted that there were frequent meetings with the Independent Persons and that officers had access to them if needed.

26. APPLICATION FOR DISPENSATIONS - DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION

The Chair introduced the item to the Committee.

The Committee considered that there was significant importance to the rights of Councillors to debate the proposals for Local Government Reorganisation.

It was proposed by Councillor Bullivant and seconded by Councillor Henderson and

RESOLVED

That the following are approved as recommended in the report:

1. The granting of dispensations to the dual-hatted Devon County and Teignbridge District Council Members, and those Councillors who are also Members of Parliament, outlined in this report to enable them to discuss and vote on any matter relating to Devolution or Local Government Reorganisation in Devon. Such dispensations to take effect immediately.
2. The granting of dispensations to District Council members who are employed by or are a spouse/partner of an employee of another District or County Council in Devon to enable them to discuss and vote on any matter relating to devolution or local government re-organisation in Devon. Such dispensations to take effect immediately.
3. That the dispensations are approved on the basis that granting the dispensations is in the interests of persons living in the authority's area.
4. That the dispensations are granted until the next District Council elections, or until such time as the District Council ceases to exist, whichever event comes first.

27. MEMBER DEVELOPMENT STRATEGY

The Chair introduced the item to the Committee.

It was noted that Councillor training history would be made public in the future. Officers were aware that not all Members had been able to attend all training or briefing sessions and that recordings had been made available for some.

It was proposed by Councillor Bullivant and seconded by Councillor Henderson and

RESOLVED

That the Member Development Strategy be approved.

28. MEMBER TRAINING LOG

The Chair introduced the item to the Committee.

The log would also include the individual courses that Councillors had signed up to attend. As these were often paid for by the Council, the Councillors who attended these courses would be asked to feedback to the Council.

In response to a comment regarding attendance on site visits, it was considered that Planning Committee was the correct forum to highlight this information.

It was proposed by Councillor Bullivant and seconded by Councillor Henderson and

RESOLVED

That the Member Training Log be noted.

29. LOCAL GOVERNMENT AND SOCIAL CARE OMBUDSMAN ANNUAL LETTER 2025

The Chair introduced the item to the Committee. The letter highlighted the summary of work done in 2024-2025.

In response to a question, the Committee were informed that the Council had not had to pay out for the outcome of any Local Government Ombudsman cases for this year.

It was proposed by Councillor Bullivant and seconded by Councillor Henderson and

RESOLVED

That the Local Government and Social Care Ombudsman Annual Letter 2025 is noted.

30. CONSTITUTION REVIEW WORKING GROUP UPDATE

The Chair introduced the item to the Committee.

The Committee considered the potential of appointing substitutes to Governance Committee, in particular because of its smaller size and concerns around quorum. It was noted that the substitutes would have to received the same mandatory training as other Committee Members. This topic was due to be discussed by the Constitution Review Group.

The Committee also considered DBS checks for Councillors which were mandatory at other Councils. A full item on this would be included on the agenda for the next Committee meeting.

It was proposed by Councillor Bullivant and seconded by Councillor Henderson and

RESOLVED

That the Constitution Review Working Group update be noted.

The Committee thanked Officers and the Independent Person for attending.

The meeting started at 2.00 pm and finished at 3.05 pm.

CLLR P BULLIVANT
Chair

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**Teignbridge District Council
Governance Committee
Thursday 8th January 2026
Part i**

Application for Dispensations – General Dispensation for Members Allowances

Purpose of Report

To consider granting a general dispensation to Members of the Council to enable them to vote in matters relating to the Members' Allowances scheme.

Recommendation(s)

The Committee RESOLVES to:

- (1) Approve the granting of a general dispensation to all Teignbridge District Councillors to be able to take part in discussions and vote in items of business relating to the Members' Allowances Scheme.
- (2) That the dispensations are granted until the next District Council elections, or until such time as the District Council ceases to exist, whichever event comes first.

Financial Implications

See 5.1

Gordon Bryant – Head of Financial Services and Audit

Email: gordon.bryant@teignbridge.gov.uk

Legal / Governance Implications

See 5.2

Charlie Fisher – Democratic Services Manager and Deputy Monitoring Officer

Email: charlie.fisher@teignbridge.gov.uk

Risk Assessment

Covered in 5.3

Charlie Fisher – Democratic Services Manager and Deputy Monitoring Officer

Email: charlie.fisher@teignbridge.gov.uk

Environmental/ Climate Change Implications

See 5.4

Charlie Fisher – Democratic Services Manager and Deputy Monitoring Officer

Email: charlie.fisher@teignbridge.gov.uk

Report Author

Charlie Fisher – Democratic Services Manager and Deputy Monitoring Officer
Email: charlie.fisher@teignbridge.gov.uk

Executive Member

Councillor John Parrott – Executive Member for Finance and Corporate.

1. Introduction/Background

The Governance Committee's Terms of Reference gives the responsibility of the to consider dispensations requests to the Committee, where these are not dealt with by the Monitoring Officer under delegated powers.

For reference, those delegated powers relate to the Monitoring Officer being able to determine written applications for dispensations in consultation with the Chair of the Governance Committee and/or an Independent Person where it is not reasonably possible to convene a meeting of this Committee in time to consider the application.

2. Localism Act 2011

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of Members of the Council. Under Section 31 of the Act, if a Member is present at a meeting of the authority and has a disclosable pecuniary interest in any matter that is to be considered, the Member may not participate in any discussion on the matter nor participate in any vote on the matter (subject to section 33).

Section 33 of the Localism Act 2011 states that a local authority may grant a dispensation for the following reasons:

- a) Preventing the transaction of business from being impeded due to too many members being excluded.
- b) Maintaining political balance in decision-making.
- c) Acting in the interests of persons living in the authority's area.
- d) Enabling executive members to participate in business otherwise restricted by section 31(4).
- e) Any other appropriate reason deemed by the authority

3. Teignbridge District Council's Code of Conduct

The Council's Code of Conduct builds on the Localism Act stating that where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests, you must: (a) disclose the interest; (b) not participate in any discussion or vote on the matter; and (c) not remain in the room unless you have been granted a dispensation.

Where a matter arises at a meeting which directly relates to one of your "other registerable interests" (other personal interests and memberships of other bodies), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting, but otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

4. Members' Allowance Scheme

Teignbridge District Council, pursuant to its duties under the Local Authorities (Members' Allowances) (England) Regulations 2003 relating to allowances, payments or indemnity given to councillors or co-opted members, publish its Members Allowances Scheme as part of the Council's Constitution ([Members Allowances Scheme 8F](#)).

It is the informal view of the Ministry of Housing, Communities and Local Government (MHCLG) that where a councillor receives a taxable allowance from any authority of which they are a member, that allowance does give rise to a DPI, which should be entered on the register of interests under 'Employment, office, trade, profession or vocation'. The matter has not been decided upon in Courts in relation to if receiving an allowance does create a DPI and the current legislation and regulations does not clarify the position. As such, many local authorities rely on the informal view of MHCLG.

As Members may be aware, the Council's internal Audit team carried out an internal audit of Member's declarations of interests and registers of interests in September 2025. As part of that review, it was recommended that a standing dispensation be granted to Members to allow them to participate in discussions in relation to the Scheme of Members Allowances.

This is because, taking the informal view of MHCLG, all Members have an DPI in relation to items of business regarding the Members' Allowances Scheme and would be restricted from taking part in discussions and voting on the matter.

Many other local authorities include this within their dispensations, either as a standing dispensation agreed at the start of each Council Term or as part of their Constitution.

5. Implications, Risk Management and Climate Change Impact

5.1 Finance

No direct finance implications arising from this report.

5.2 Legal / Governance

The granting of dispensations is outlined in Section 33 of the Localism Act 2011. The Governance Committee's Terms of Reference were approved by Full Council on 29th July 2025 to allow them to grant dispensations.

It is the informal view of the Ministry of Housing, Communities and Local Government that where a councillor receives a taxable allowance from any authority of which they are a member, that allowance does give rise to a DPI, which should be entered on the register of interests under 'Employment, office, trade, profession or vocation'.

Members who do not disclose an interest in an item and continue to speak and vote on an item commit a criminal offense under Section 34 of the Localism Act 2011 and risks breaching the Council's Code of Conduct.

5.3 Risk Management

The Council's Risk Register details relevant risks including: Breach of the Code of Conduct

by Members (CP11) and that Statutory Requirements are not met (ST06).

Members are already aware that an Audit of interests and declarations of interests was completed in September 2025 as part of the Council's Internal Audit Plan for 2025/26. This dispensation was a specific recommendation to ensure the Council makes decisions lawfully.

5.4 Environment or Climate Change

No direct environmental or climate change implications arise from this report

6. Alternative Options

The Committee could not grant dispensations to Members, and Members would potentially not be able to vote or discuss in matters relating to the Members' Allowances Scheme and any business relating to this topic could be impeded.

7. Conclusion

The Committee is asked to grant dispensations to enable Members to take part in discussions and vote on the Scheme of Members Allowances.

Report of the Independent Remuneration Panel

Meeting held on 17 October 2025

Present: D Phillips (Chair), G Dyke, G Russell, M Millman

Officers present: C Fisher (DS Manager and MO), T Corns (DSO)

1. Travel for those receiving SRA

The Panel considered if the SRA should cover travel for duties undertaken by the Cllr in relation to the role for which they are receiving SRA.

It was noted that at a recent meeting of IRP Chairs of the southwest region, hosted by SW Councils, Bryony Holden the CEO of SW Councils, who is a member of several IRP Panels advised on this. The norm is that SRAs include travel within the council boundaries. Outside the boundary a separate travel claim can be made.

It was considered that Teignbridge should be consistent with the norm of other SW Councils as above.

The existing practice as set out in Section 8f of the Constitution – Members Allowance Scheme as below is therefore confirmed.

“The SRA is paid to recognise the additional commitment and time required to fulfil each role and covers subsistence and travel for attending meetings not listed in Appendix A.”

Recommended

The existing practice as set out in Section 8f of the Constitution – Members Allowance Scheme as below be confirmed.

“The SRA is paid to recognise the additional commitment and time required to fulfil each role and covers subsistence and travel for attending meetings not listed in Appendix A.”

Outside the boundary of the District a separate travel claim can be made.

Justification - *The Council should be consistent with the norm of other SW Councils as above.*

2. Pay for Independent people on Committees

The panel reviewed the remuneration for Independent Persons which is currently:

Governance Committee - half day £50, full day £100

Audit Committee £250 per meeting.

It was noted that the Audit Independent Person post had recently been advertised and appointment made. The Panel expressed surprise that this process had occurred without referral to and consultation with the Panel, contrary to constitutional and legal process.

The Panel considered that it was not in a position to consider alternative recommendations to the remuneration currently being paid or the standardisation of payment to all Independent Persons without further evidence relating to the posts. It was understood however that the independent post for the Audit Committee required a person with finance expertise.

3. SRA for the Chair of the new Governance Committee

The panel considered evidence to assess the SRA for this recently formed Committee which is the amalgamation of the former Standards Committee and the Procedures Committee. The temporary Chair SRA was currently £3,159.71 the SRA for the past Chair of Standards Committee. There was no previous SRA for either the Procedures or Standards Committee. Comparison was made with other Committees SRAs.

Recommended

The SRA for the Chair of the Governance Committee continue and be set at the current SRA of £3,159.71.

Justification – This is a reasonable remuneration given comparison with and responsibility of other SRA positions.

4. Annual review of expenditure and benchmarking Basic Allowance

The Panel reviewed the BA in comparison to other southwest Districts. The BA is increased in line with staff pay increase. For benchmarking purposes The BA for the Council was benchmarked with other SW Districts. 7 of the 14 Districts have a BA less than TDC and 6 greater than TDC.

The panel were satisfied that the BA for Teignbridge is acceptable given comparisons with other surrounding Districts. 7 of the 14 SW Districts have a BA less than the Council and 6 greater.

Recommended

There be no increase in the Council's Basic Allowance other than the annual increase in line with Local Authority employee pay increase.

Justification - The BA for Teignbridge is acceptable given comparisons with other SW Districts. Benchmarking evidence 7 of the 14 SW Districts have a BA less than the Council and 6 greater.

Appendix (Note 1 above refers)

Appendix A of Section 8e of the Constitution - Members Allowance Acheme

Approved Duties

The following duties are recognised as approved duties for the payment of Travel and Subsistence Allowances and Childcare and Dependent Carers' Allowances.

- i) attendance at meetings either as:
 - As an observer or
 - A duly appointed member of:
 - (a) the Council and any committee of the Council; (b) any sub-committee appointed by a committee;
 - (c) the Executive or committee of the Executive (if appointed);
 - (d) working parties (including the Member Development Group and Leadership Group); (e) scrutiny review panels;
 - (f) policy development groups;
 - (g) any outside organisation and their sub-groups appointed by the Council or the Cabinet, provided that the organisation does not pay any such expenses (these are listed at Appendix B below).
- (ii) attendance at site visits for planning or licensing purposes or as part of overview and scrutiny by committee members;
- (iii) attendance at member development sessions;
- (iv) attendance at seminars and all member briefings organised by Teignbridge

Council, except for those held immediately prior to a meeting of Council;

(v) attendance at non-political conferences/seminars, subject to prior approval by the relevant Group Leader and Director for Corporate Finance and finance for the conference being available.

(vii) attendance at a meeting of the Council.

Representation on Outside Bodies

Representation on the following organisations will qualify as an approved

duty. Travel may be claimed for these:

- Connecting Devon and Somerset Board
- Dartmoor National Park Authority
- Dartmoor National Park Community Forum
- Dartmoor National Park Site Inspections
- Devon Authorities Strategic Waste Committee
- Devon Building Control Partnership
- Devon playing Fields Association
- Devon Rail Authority
- Exe Estuary Steering Committee
- Heart of SW Coastal Productivity Plan-Coastal Strategy Group
- Local Government Association
- Local Government Association Coastal Special Interest Group
- Local Government Association District Councils' Network Assembly
- Newton Abbot Community Interest Company
- PATROL (Parking and Traffic Regulations Outside London)
- Police and Crime Panel
- South East Habitats Mitigation Executive Committee
- South West Councils
- South West Provincial Council
- Stover Canal Trust
- Stover Park Advisory Board
- Teign Estuary & Coastal Partnership
- Teignbridge Citizens Advice Bureau
- Teignbridge Highways and Traffic Order Committee (HATOC)
- Teignbridge Rural Aid Committee
- Teignmouth Town Centre Partnership
- Torbay and South Devon NHS Foundation Trust

Member Code of Conduct Complaints Update

Time period: Since the last Governance Committee 5th October – 23rd December 2025

FS Reference	Date received	Complainant type	District or Town/Parish?	Alleged breach	Summary of complaint	Outcome	IP consulted?	Appealed?	Outcome
FS-Case-757346683	15.10.2025	Council employee	Town/Parish	Workplace Bullying + disrespect	Alleging that the employee is being treated differently by the subject member than the members of staff - provided a chronology of events in support of the behaviour towards them.	Invalid complaint – could not amount to a breach	No	Pending (still within time)	
FS-Case-758958504	21.10.2025	Member of public	District	Disrepute	Alleging the subject member is posting inflammatory posts regarding a political party and misrepresenting a motion put forward by another councillor.	No further action - considered to fall under freedom of speech	Yes	Pending (still within time)	
no reference	28.10.2025	an elected member of another council	District	Respect, Misuse of position, Integrity and Leadership	Alleging that the subject member has encouraged and instigated theft in the area as some flags have been taken down	Invalid complaint - could not amount to a breach	No	Yes	Invalid appeal – no substantial reasons given.
FS-Case-760969895	29.10.2025	an elected member	Town/Parish	unknown	Alleging slanderous Facebook post	Invalid complaint - could not amount to a breach	No	No	

FS Reference	Date received	Complainant type	District or Town/Parish?	Alleged breach	Summary of complaint	Outcome	IP consulted?	Appealed?	Outcome
FS-Case-761645971	31.10.2025	other	unknown	unknown	regarding council tax	Invalid - incorrect complaints channel used	No	No	
FS-Case-765125077	13.11.2025	other	unknown	unknown	regarding licensing department	Invalid - incorrect complaints channel used	No	No	
FS-Case-767186561	14.11.2025	Member of public	District	Failed to have complaint investigated, Failed to keep resident informed, Failed to ensure Council's decisions are lawful and harassment.	Alleging that the subject member has broken the Code as they failed to have a previous complaint investigated and failed to keep a resident informed. Further, failed in their duty to ensure the Council's decision were lawful and of harassment for confirming that they would report communication received to the police.	Invalid complaint - could not amount to a breach	No	Yes	Invalid appeal – no substantial reasons given.

**Teignbridge District Council
Governance Committee
Thursday 8th January 2026
Part i**

Proposed reform to the Standards Regime

Purpose of Report

To update Members on the proposed reform of the standards regime in England.

Recommendation(s)

The Committee to consider the information contained within the report and any proactive steps the Council can take in relation to the proposed reforms.

Financial Implications

See 4.1

Gordon Bryant – Head of Financial Services and Audit

Email: gordon.bryant@teignbridge.gov.uk

Legal Implications / Governance

See 4.2

Charlie Fisher – Democratic Services Manager and Deputy Monitoring Officer

Email: charlie.fisher@teignbridge.gov.uk

Risk Assessment

See 4.3

Charlie Fisher – Democratic Services Manager and Deputy Monitoring Officer

Email: charlie.fisher@teignbridge.gov.uk

Environmental/ Climate Change Implications

See 4.4

Charlie Fisher – Democratic Services Manager and Deputy Monitoring Officer

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Report Author

Charlie Fisher – Democratic Services Manager and Deputy Monitoring Officer

Email: charlie.fisher@teignbridge.gov.uk

Executive Member

Councillor John Parrott – Executive Member for Finance and Corporate

Background Reports

- [Strengthening the standards and conduct framework for local authorities in England – consultation results and government response - GOV.UK](#)
- [Tough new powers to clean up local politics - GOV.UK](#)

1. Introduction/Background

The Government launched a consultation in December 2024 to address concerns about the effectiveness of the current local government standards framework. Feedback highlighted:

- Inconsistent application of codes of conduct across councils.
- Limited sanctions for serious misconduct.
- Erosion of public trust in local governance.

The Government announced on 11 November 2025 ([Strengthening the standards and conduct framework for local authorities in England - GOV.UK](#)) a response to the consultation and proposed reforms which aim to create a clearer, mandatory, and enforceable conduct system for all tiers of local government in England, from parish councils to combined authorities.

2. Current Framework

The Localism Act 2011 established the current standards and conduct framework for local government. The requirements under the Localism Act include:

- Adoption of a Code of Conduct consistent with the Nolan Principles
- Rules relating to register of interests and the disclosure of pecuniary and non-pecuniary interests.
- Arrangements to investigate allegations of breaches of the Code of Conduct and the role of the Independent Person(s).

It has been widely regarded that the current standards regime has flaws including a lack of meaningful sanctions and an inconsistent approach across many local authorities.

3. Main Proposed Changes

Mandatory prescribed Code of Conduct

A nationally prescribed minimum Code of Conduct will apply to all local authorities. This will include sections on discrimination, bullying, harassment, social media use, public conduct when claiming to represent the Council and the use of local authority resources. The mandatory code will include a behavioural code, the requirement for elected members and co-opted members to co-operate with code of conduct investigations, and that submitting multiple vexatious complaints would be a code of conduct breach.

Councils may adopt additional provisions and adopt their own guidance and other protocol, but the core standards will be uniform.

Strengthened Governance Structures

All principal authorities will be required to establish a formal Standards Committee, strengthening the current framework that just requires local authorities to have “arrangements” in place to investigate or make decisions on allegations of misconduct. The

Government state this will support consistency of decisions and support the development of expertise in handling allegations.

The Government is also considering the membership of the Standards Committees, including allowing co-opted Independent Persons to have voting rights and for the Committee to be chaired by an Independent Person.

The Government also believes that local authorities be required to publish a list of code of conduct allegations following full investigation and a standards committee determination on whether to uphold the complaint or not, and as appropriate any sanction applied. This would apply even if a Member resigns from a Council during any investigation.

Empowering individuals to come forward

The current standards and conduct framework contains little reference to the role of complainants or victims of misconduct in the system. The Government's consultation stated there is no consistency in the level of personal support offered to the elected or co-opted member in a code of conduct complaint situation – a few reported receiving support from either or both the Monitoring Officer or the Independent Person but most stated that they had received no support.

The Government consultation also highlighted that potential victims of misconduct felt unable to come forward due to the sense that a complaint was pointless due to the lack of meaningful sanctions and that behaviours might escalate and be personally directed to them. Individuals raising a complaint wanted to feel confident that they would be taken seriously and listened to.

The Government will introduce best practice guidance for complaint handling including communications with those involved to ensure support is available at key stages and legislate for a new "right to review" for both complainants and subject members, allowing cases to be reassessed.

Sanctions for Misconduct

Government considers a serious code of conduct breach would be behaviours that pose a significant reputational risk to the council, undermine the public's trust in local democracy, and/or where evidence exists that the behaviours are negatively impacting the health, wellbeing, and safety of fellow elected members and officers.

However, this does raise concerns that the Committee must be neutral and transparent, in response the Government proposes to ensure the political independence of code of conduct case decisions, and the establishment of a national function creating a route to appeal a local decision once the local 'right to review' process has been completed.

The Government proposes to legislate to:

- Provide authorities with a power to suspend elected members for serious code of conduct breaches for a maximum of 6 months, with the option to withhold allowances and institute premises and facilities bans where deemed appropriate.
- Confirm that a decision to sanction with a period of suspension, and/or institute premises and facilities bans can only be taken by a Standards Committee, following receipt and consideration of a formal investigation report, and following consideration of the views of the Independent Person.

- Enable Standards Committees to have the discretion to withhold elected member allowances and ban disruptive members from using council facilities or entering property, either as standalone sanctions or in addition to suspension.
- Give authorities the power to place an elected member or co-opted member on interim suspension (for an initial 3 months and subject to ongoing review) in response only to serious code of conduct allegations subject to external investigation, from the police or other bodies within the criminal justice system, and/or where a court hearing and sentencing is awaited.
- Disqualify an elected member or co-opted member if they receive a sanction of suspension for the maximum period of 6 months twice over a 5-year period.

4. Implications, Risk Management and Climate Change Impact

4.1 Finance

No direct financial implications arise from this report.

4.2 Legal / Governance

There are no direct legal implications arising from this report. The Government intends to introduce new legislation to enact the proposed reforms but it is unknown when that will be. The proposed reforms might necessitate the need to change the Constitution and Terms of Reference for the Governance Committee in relation to its Standards role and the role of the Independent Persons.

4.3 Risk Management

There are no direct risk management implications arising from this report but Members will be aware that within the Council's Risk Register includes a specific risk of Breach of the Code of Conduct by Members (CP11). This will need to be updated once the proposed reforms are enacted.

4.4 Environmental and Climate Change

No direct environment or climate change implications arise from this report.

5. Alternative Options

The report is presented for information, there is no decision for the Committee at this stage.

6. Conclusion

The Committee is asked to consider the information contained within the report and any proactive steps the Council can take in relation to the proposed reforms to the Standards Regime in England.

Member Training and Briefing Log

September - December 2025

Date	Training/Briefing Session	Audience	Attendance	Feedback and Evaluation (if collected)
11 th Sept	Refugee and Asylum Seekers Briefing	All Members	22	
15 th Sept	Revision of Kerbside Collection Trial Briefing	All Members	16	
15 th Sept	Mobile Home Charging Scheme Briefing	All Members	14	
22 nd Sept	Constitution Review Working Group Briefing	All Members	13	
30 th Oct	A383 Briefing	All Members	16	
12 th Nov	Local Government Reorganisation Briefing	All Members	16	
17 th Nov	Overview and Scrutiny Budget Training	Overview and Scrutiny Committee Members (all Members invited)	15	2 Members completed the CfGS feedback form so it is difficult to state it was comprehensive feedback. Members understanding of the content rose from 6.5/10 before the session to 7.5/10 after.
19 th Nov	Asset Disposal Briefing	All Members	23	
21 st Nov	Standards and Code of Conduct Training	Governance Committee Members (all Members invited)	13	13 Members returned feedback forms <ul style="list-style-type: none"> Members rated the overall session 4.8/5. Members rated if the overall session met their expectations 4.8/5. Members understanding of the content (standards, code of conduct and interests) rose from 4.0/5 before the session to 4.7/5 after.
26 th Nov			7	

Date	Training/Briefing Session	Audience	Attendance	Feedback and Evaluation (if collected)
27 th Nov	Wolborough Barton Briefing	Planning Committee Members and Local Members	13	
15 th Dec	Review of Kerbside Collection Trial Briefing	All Members	8	
16 th Dec	Planning Committee training	Planning Committee Members and Substitutes	15	

CONSTITUTION REVIEW WORKING GROUP

THURSDAY, 16 OCTOBER 2025

Present:

Councillors Bullivant, Clarence, Dawson, Steemson and J Taylor
Camilla de Bernhardt Lane – CfGS (Chair)

Apologies:

Councillors Daws, Palethorpe, Sanders and Thorne

Officers in Attendance:

Trish Corns, Democratic Services Officer
Charlie Fisher, Democratic Services Manager and Deputy Monitoring Officer

21. NOTES

The notes of the meeting held on 25 September were received and agreed.

In relation to note 17 *Guidance for Planning Section 8e of the Constitution* the increase in the display of site notices from 21 to 28 days would be cross referenced and amended at Section 6 Officers Delegated Authority for the Head of Development Management.

The working group agreed that the overall scheme of delegation was operational and did not need to be reviewed by the group.

22. CONSTITUTION REVIEW WORKING GROUP TERMS OF REFERENCE

The working group referred to note 15 of the last meeting. The suggested rewording of the *Ways of Working* was accepted and the Terms of Reference for the group agreed.

23. GUIDANCE FOR PLANNING (SECTION 8E OF THE CONSTITUTION)

An amended Section 8e was circulated with the agenda which incorporated agreed amendments from the previous meeting. Following further consideration, it was agreed that:

1. The agenda updated Section 8e be accepted subject to the following amendments:

- The heading for Section 5 be renamed *Discussions Relating Planning Applications*.
- Paragraph 8.11 be amended to read *Whilst on individual site visits, Councillors must maintain impartiality*
- Paragraph 11.1 be amended to read: *Where any breach of this Code constitutes misconduct by a Councillor, then it is to be dealt with in accordance with the Council's Code of Conduct procedures ([Section 10 of the Constitution](#))*.

2. The further amended Section 8e be referred to Council for approval.

24. SITE VISITS GUIDANCE/PROTOCOL

Further to discussions on site inspection procedure at the last meeting, consideration was given to legal advised regarding non-committee members speaking at site inspections and to a revised procedure with options for consideration on non-committee ward members speaking.

It was agreed:

1. The circulated site inspection procedure be amended to make reference to the following:
 - General salutations amongst attendees would be included in the procedures.
 - Non-committee ward members be permitted to speak at site inspections.
 - Members of adjacent wards to be invited to site inspections.
 - One Parish/Town Council representative and other Teignbridge Members to be invited as observers only.
 - Any contravention of the procedure or incidents to be reported to Democratic Services and the Head of Development Management as soon as is practicable.
 - The applicant/agent if on site for access or health and safety reasons shall communicate only with the Democratic Services representative or Planning Officer, other than vital health and safety information and general situations.
2. The amended procedure be referred to Council for approval.

25. PETITIONS PROCESS

Consideration was given to the circulated draft petitions process and template.

It was agreed:

1. the following amendments be made to the circulated procedure:
 - The word *ideally* be added to paragraph 3 so that it reads:

Petitions must include a clear and brief paragraph about the subject matter and ideally what action the Council is being asked to take.

- Paragraph 6 be amended by replacing *Managing Director* with *Monitoring Officer*.

2. The circulated template and amended procedure be referred to Council for approval.

26. ROLE PROFILES

Deferred to the next meeting.

27. NEXT MEETING

Thursday 6 November 2025 2-4pm

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CONSTITUTION REVIEW WORKING GROUP

THURSDAY, 6 NOVEMBER 2025

Present: Councillors Bullivant, Clarence, Dawson, Palethorpe, J Taylor and Thorne

Apologies:

Councillors Daws, Keeling, Sanders and Steemson

Officers in Attendance:

Trish Corns, Democratic Services Officer

Charlie Fisher, Democratic Services Manager and Deputy Monitoring Officer

Camilla de Bernhardt Lane CFGS (Chair)

28. NOTES

The notes of the meeting held on 16 October 2025 were received and agreed.

It was agreed that the site inspection procedure and Section 8e of the Constitution would be included on the Planning Committee agenda for its 16 December meeting.

29. ROLE PROFILES

The group considered sample role profiles from a range of Local Authorities while discussing the creation of a variety of Role Profiles as follows:

1. Generic District Councillor

The Council's current Councillor role profile at Section 2 of the Constitution as circulated with the agenda was referred to in addition to the samples from other authorities.

It was considered the role profile should provide sufficient information to be meaningful and helpful to both elected councillors and to those considering standing as a councillor.

Pointers to be included:

- Definition of a councillor.
- A statement that the role is the interface between public and Council; expectation to attend parish/town council meetings relevant to one's ward and to champion one's ward; express the ambitions of one's ward and also to represent the entire district.
- Website links to help and support.

- Support from democratic services and other officers; support and how councillors will be supported in their role; expectations – what councillors can expect from the council and what the council expects from councillors, access to office buildings, access to documents and access to officers.
- The Nolan Principles and code of conduct (include paragraph 2.4 from the Constitution's current councillor role definition).
- Dispensation process; 6-month rule for both councillors and Executive members.

It was agreed that:

The generic district councillor role profile be compiled using the headings *Role, Duties, Expectations*, include the pointers above and be based on the samples from Mid Devon District Council, Kent County Council and Torbay Council.

2. Leader of the Council

Pointers to be included:

- Appointed by the Council.
- Responsibility for the Executive and the Forward Plan.
- Strategic lead for the Council, Best Value, delivery of quality services.
- Work alongside SLT to achieve the above.

It was agreed that:

The Leader of the Council role profile be compiled using the headings *Role, Duties, Expectations*, include the pointers above and be based on the samples from Kent County Council and Torbay Council.

3. Deputy Leader

It was agreed that the Deputy Leader of the Council role profile be compiled using the headings *Role, Duties, Expectations*, and be based on the sample from Torbay Council with additions from Kent CC role profile.

4. Executive Member

Pointers to be included:

- Consultation with ward members regarding all issues expected prior to decisions being made.
- Information shared with Shadow Executive Members.

It was agreed that:

The Executive Member role profile be compiled using the headings *Role, Duties, Expectations*, include the pointers above and be based on the sample from Torbay Council with additions from Kent CC role profile.

5. Chair of the Council

Pointers to include:

- Elected by the Council.

It was agreed that:

The Chair of the Council role profile be compiled using the headings *Role, Duties, Expectations*, include the pointer above and be based on the sample from Torbay Council with additions from Kent CC role profile.

6. Vice Chair of the Council

Pointers to include:

- Elected by the Council.

It was agreed that:

That the Vice Chair of the Council role profile be compiled using the headings *Role, Duties, Expectations*, include the pointer above and be based on the sample from Torbay Council with additions from Kent CC role profile.

7. Committee Chairs and Vice Chairs

Pointers to include:

- Additional role profiles to be compiled for Chairs of Executive, Scrutiny, Planning, and all other Committees in addition to the generic role profile

It was agreed that:

The Committee Chair and Vice Chairs generic role profiles be compiled using the headings *Role, Duties, Expectations*, include the pointer above and be based on the samples from Kent CC, with additions from Torbay Council

8. Group Leaders

It was agreed that:

The Group Leaders role profile be compiled using the headings *Role, Duties, Expectations*, and be based on the sample role profile of Leader of an opposition group from Kent CC, with additions from Torbay Council's Group Leader role profile.

9. Shadow Executive Members

Pointers to include:

- Appointment of shadow executive members.
- Expectation that information is shared with the shadows.

It was agreed that:

The current Shadow Executive Member role profile at Section 8c of the Constitution be reviewed and updated where necessary.

30. NEXT MEETING

Wednesday 26 November 2025 10am to noon.

Chairman

CONSTITUTION REVIEW WORKING GROUP

WEDNESDAY, 26 NOVEMBER 2025

Present:

Camilla de Bernhardt Lane (CfGS) (Chair)
Councillors Bullivant, Sanders and Steemson

Apologies:

Councillors Clarence, Daws, Dawson, Keeling, Palethorpe and J Taylor

Officers in Attendance:

Trish Corns, Principal Democratic Services Officer
Charlie Fisher, Democratic Services Manager and Deputy Monitoring Officer

1. NOTES

The Notes of the meeting held on 6 November 2025 were received and approved

2. ACTIONS ARISING FROM THE PREVIOUS MEETING

Charlie advised:

- that the Members of the Planning Committee would be consulted on the site inspection procedure and Section 8(e) of the Constitution.
- The updated Constitution had been published, however section 6 Scheme of Delegation was being updated to ensure role titles are correct and delegations assigned to appropriate roles. This would be published once complete.

3. DRAFT COUNCILLOR ROLE PROFILES

Consideration was given to draft role profiles as set out in the agenda for the following:

a) All Members/District Councillor

The draft be amended as follows:

- add *To communicate to residents on behalf of the Council* under 'Role.'
- Delete 4th bullet point under 'Duties.'
- Delete the words *by the Council* at the 13th bullet point under 'Expectations of a Cllr to the Council.'

- Add *To keep ward Members informed and To provide suitable training opportunities to assist Councillors in their role and carrying out their duties* as additional bullet points under 'Rights and Expectations from the Council to Councillors.'

b) Leader of the Council

The draft be amended as follows:

- Add *on behalf of all Members to* the first sentence under 'Definition.'
- Amend 4th bullet point under 'Role' to read *To ensure the effective working of the Executive and oversight of the delivery of services.*
- Add *To keep Members informed about issues affecting the Council* under 'Role.'

c) Deputy Leader of the Council

The draft be amended as follows:

- Add *support* to the first bullet point under 'Duties' to read *to assist, support and work.....*

d) Chair of the Council

The draft be amended so that the 'Role' reads as follows:

- *To be the Civic Head of the Council.*
- *To uphold the democratic and moral values of the Council.*
- *To represent the Council at civic and ceremonial functions.*
- *To uphold and promote the Constitution.*

e) Vice Chair of the Council

The draft be amended as follows:

- Delete *and act in their absence when requested* from the bullet point under 'Role.'
- Delete *ordinarily* from the first bullet point under 'Duties.'

f) Committee Chair

The draft be amended as follows:

- The 6th bullet point under 'Duties' to be amended to read *To manage the business of the Committee and be available for and take part in consultation on matters of business between meetings.*

g) Group Leader

The draft be amended as follows:

- The penultimate bullet point under 'Duties' be moved to 'Role.'
To promote high standards amongst the Members of their political Group and adherence to the Code of Conduct and Member/Officer Relations protocol.

- Add *To promote the culture of good governance of the Council* to 'Role.'
- Add *To communicate between Members of the Group and the Council* to 'Duties.'
- Add *To ensure Members of the Group adhere to the rulings of the Standards/Code of Conduct process* to 'Duties.'

h) Shadow Executive Member

Deferred to next meeting.

4. SHADOW EXECUTIVE MEMBER PROTOCOL - 8(C) OF THE CONSTITUTION

Deferred for Camilla to seek views of other Authorities officers' network group particularly on engaging Shadow Members.

5. NEXT MEETING

18 December 2025, 10am.

Items to cover at future meetings: Shadow Executive Member Protocol and role profile; amendments to motions; public participation; confirmation of planning procedures.

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CONSTITUTION REVIEW WORKING GROUP

THURSDAY, 18 DECEMBER 2025

Present:

Camilla de Berhardt Lane (CfGS) (Chair)
Councillors Bullivant, Clarence, Sanders, Steemson and J Taylor

Apologies:

Councillors Daws, Dawson, Keeling and Palethorpe

Officers in Attendance:

Trish Corns, Principal Democratic Services Officer
Charlie Fisher, Democratic Services Manager and Deputy Monitoring Officer

1. NOTES

The notes of the meeting held on 26 November were received and approved.

2. ACTIONS ARISING FROM THE PREVIOUS MEETING

Consideration was given to the threshold of expenditure relating to officer decisions for decisions to be published on the website. This threshold was not stated in the Constitution.

The 2014 Openness Regulations regarding the Contract Procedural Rules required any officer decisions affecting the finance of the authority to be published.

It was agreed that Service Leads and Group Leaders should be consulted on the appropriate threshold, to be referred to the Overview and Scrutiny Committee for recommending to Council for approval and added to the Constitution.

3. COUNCILLOR ROLE PROFILES

Consideration was given to role profiles as discussed at the last meeting. All had been circulated to those Councillors in the roles for consultation purposes. Cllr Bullivant advised he had circulated the Group Leader profile to his group members for comment.

The following further amendments were agreed:

- All Member role profile: the 4th bullet point of *Expectations* to be moved to *Duties* and the words *respect and* added in between the words *with* and *the* on second line.

- Chair of Council: Add *To preside over meetings of Full Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community, ensuring that all Members have an opportunity to make a relevant contribution and that the objectives of the meeting are fulfilled* under *Duties*
- Group Leader: the sentence under *Duties* to include health and wellbeing as follows:
To support the learning, development, *health and wellbeing needs* of all Members of the Group.

The last bullet point to read:

To apply the rulings of the Standards/Code of Conduct process to Members of the Group.

- The All Members profile to be referred to Hoey Ainsworth Consultants for comment.

4. **AMENDMENTS TO MOTIONS**

Consideration was given to Constitution paragraph 4.8.6 *Amendments to Motions*.

It was agreed that the first paragraph be amended as follows for better interpretation and clarification of the wording:

An amendment to a motion must be relevant to the motion, cannot negate the motion and will either be:

- to refer the matter to an appropriate body or individual for consideration or reconsideration; or
- to leave out words or insert or add others.
- .

5. **SHADOW EXECUTIVE PROTOCOL**

The Group referred to the current Constitution Section 8C Protocol for Shadow Executive Members and comments received from Councillors and Officers about current Shadow Executive Members and the operation of the protocol.

It was agreed that there could be more collaboration between all opposition parties to fill the shadow roles, and that Group Leaders should be consulted for their comments at the next Group Leaders meeting.

6. **NEXT MEETING**

Monday 12 January 11.30am

Constitution Review Working Group (18.12.2025)

Items for future discussion at the February meeting of the Group: Planning substitutes and public speakers, site inspections and Constitution 8E planning guidance.

Issues considered by this group for consideration by Council at the January 15 meeting included the petition process, role profiles and amendments to motions.

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