



EXMOOR

NATIONAL PARK

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24 June 2021

EXMOOR NATIONAL PARK AUTHORITY STANDARDS COMMITTEE

To: The Members of the STANDARDS COMMITTEE of the Exmoor National Park Authority

(NB: This Agenda is being sent to all Authority Members, as members of the Committee will be appointed at the Authority's Annual Meeting at 10.00am on 6 July 2021).

A meeting of the Standards Committee will be held at Dulverton Town Hall, Dulverton on **Tuesday 6 July 2021 immediately on the rising of the Authority's Annual Meeting.**

The meeting will be open to the press and public subject to the passing of any resolution under s.100(A)(4) of the Local Government Act 1972.

The meeting will be recorded. By entering the Authority's Committee Room and speaking during Public Speaking you are consenting to being recorded.

Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings at this meeting. Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman so that those present may be made aware. (The agenda and papers for this meeting can be downloaded from the National Park Authority's website www.exmoor-nationalpark.gov.uk)

Sarah Bryan
Chief Executive

A G E N D A

1. **Election of Chairperson**
2. **Election of Deputy Chairperson**
3. **Apologies for Absence**
4. **Minutes:** (1) To approve as a correct record the Minutes of the meeting of the Standards Committee held on 28 April 2021 (Item 4).
(2) To consider any Matters Arising from those Minutes.
5. **Any Other Business of Urgency**

Details of the decisions taken at this meeting will be circulated in the formal Minutes which the Committee will be asked to approve as a correct record at its next meeting. In the meantime, details of the decisions can be obtained from Judy Coles, Corporate Support Officer, at Exmoor House. These documents can also be made available in alternative formats such as large print, on tape and on disc.

**EXMOOR NATIONAL PARK AUTHORITY
STANDARDS COMMITTEE**

MINUTES of the meeting of the Standards Committee held at 2.00pm on Wednesday, 28 April 2021 via Microsoft Teams Video Conferencing software.

PRESENT

Mr J Patrinos (Chairperson)
Miss E Stacey (Deputy Chairperson)
Mr M Ellicott
Mr S J Pugsley
Mr N Thwaites

In Attendance:

Mr G Bryant (Chief Finance Officer)
Ms J Coles (Corporate Support Officer)
Mrs H Malcolm (Business Support Officer)
Mrs C Reid (Head of Strategy and Performance)
Mr M Riggulsford (Independent Person)
Mr A Yendole (Solicitor and Monitoring Officer)

1. MINUTES:

- i. **Confirmation:** The [Minutes](#) of the Standards Committee's meeting held on 24 September 2020 were agreed and signed as a correct record.
- ii. **Matters arising:** There were no matters arising from those Minutes.

2. STANDARDS COMMITTEE ANNUAL REPORT

The Committee considered the [joint report](#) of the Head of Strategy and Performance and Solicitor and Monitoring Officer.

The Committee's Consideration

The Committee noted the information contained within the Annual Report for 2020-2021 and requested that future reports include the names of the Standards Committee Members for ease of reference.

In relation to Section 5 of the Annual Report – Identification of Relevant Member Training Requirements - it was confirmed that a further Member Conduct training session would be scheduled for the autumn of 2021, attended by the Solicitor and Monitoring Officer and the Independent Person. In addition, the following additional suggestions were put forward in relation to Member training:-

- Arrange for Diversity training for all Members.
- Extend an invitation to all Members to join the Induction Training which will be delivered to any new Authority Members appointed as a result of the May local elections. This would also provide a refresher ahead of the return to in-person meetings from July 2021.
- At the next convenient Members' Forum, ensure all Members are aware that, in the event a complaint is made about a Member, the Monitoring Officer and Independent Person would carry out an investigation. If they found sufficient evidence to uphold

the complaint, the matter would be brought before the Standards Committee. If the Standards Committee found the Member to be at fault, they could recommend they undertake additional training in relation to either Code of Conduct or Planning. If extra Planning training is required, the Member can be disbarred from attending any further Development Committee meetings, until that training has been undertaken to the satisfaction of the Monitoring Officer.

- It was noted that during the Covid pandemic, the annual Member Development Review meetings had not been held between individual Members and the Chairperson and Deputy Chairperson of the Authority. It was intended that these would be re-instated within the next 12 months, and these meetings would provide a further opportunity to discuss Member training requirements.

RESOLVED:

- (1) To note the contents of the Annual Report for 2020-2021.
- (2) To review the ENPA Member Code of Conduct at the next meeting.
- (3) To discuss any Member training needs for 2021-2022.
- (4) To provide Members with a summary of the Member Complaints procedure at a future Members' Forum meeting.

3. UPDATED ENPA COMPLAINTS PROCEDURE AND REPORT OF COMPLAINTS RECEIVED

The Committee considered the [joint report](#) of the Head of Strategy and Performance and Business Support Officer.

RESOLVED:

- (1) To note the revised complaints procedure.
- (2) To consider the overview report of general complaints and compliments received by the Authority.

4. ANNUAL GOVERNANCE REVIEW 2020-2021

The Committee considered the [joint report](#) of the Chief Finance Officer and Solicitor and Monitoring Officer.

RESOLVED:

- (1) To approve the Annual Governance Review.
- (2) To approve the Annual Governance Statement as set out in Appendix attached to the report, for inclusion with the Annual Accounts for 2020-2021.

5. ANY OTHER BUSINESS OF URGENCY: There was none.

(The meeting closed at 2.37pm)

Chairman