## Draft Scope - Code of Conduct Review

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<th>Notes</th>
<th>Information</th>
<th>Date for completion</th>
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| 1. Definition of topic for investigation | Define in as much detail as possible, specifying areas and issues, avoiding generalisations or overly broad scope. | How is the Code of Conduct for Members and Officers governed/implemented:  
- How are complaints against Members dealt with including the role of the Monitoring Officers and the Independent Person  
- How are complaints against Officers dealt with including the Chief Executive, Directors  
Does the council have a ‘no blame culture?’  
- What is a ‘no blame culture?’  
- How does a ‘no blame culture’ operate when dealing with complaints | |
| 2. Aims/objectives of review | As above, these should be clearly defined. | Review the way the council handles Code of Conduct complaints for Members and Officers  
Review in particular the operation of the Officer Code of Conduct and the relationship with a “no blame culture” | |
| 3. Research | Information previously considered:  
- Information about Member Code of Conduct and the roles of the Monitoring Officer and Independent Person  
- ‘No blame’ culture definitions | Information required:  
- How are complaints against Officers dealt with including the Chief Executive, Directors | |
| 4. What scrutiny methods will be used? | e.g. formal panel, full Commission investigation, working group, action to be taken by one/two individuals | • Does the Council have a “no blame culture” and if so how does it operate when dealing with complaints? | • Task and Finish Group? |
| 5. Which Council services, members and external agencies will be involved? | e.g. who can provide further evidence to progress review | • Legal and Governance  
• Organisation Development and Improvement |
| 6. Estimated start date, key stages and final report | Deadlines should be realistic and considered as part of overall work programme | • To be agreed depending on priority |
| 10. Evaluation and follow up to recommendations | To be considered as review progresses. | • To be agreed |