**Best practice 1:** Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

**Oxford City Council position: this is not included in current Code of Conduct which is a common document adopted by all of the Oxfordshire local authorities. This best practice proposal will be discussed at a meeting of the Oxfordshire Monitoring Officers.**

**Best practice 2:** Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation, and prohibiting trivial or malicious allegations by councillors.

**Oxford City Council position: included in the revised** [**Code of Conduct complaints handling documentation**](https://www.oxford.gov.uk/info/20170/councillors/362/standards_and_conduct_arrangements_for_councillors) **– March 2019.**

**Best practice 3:** Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

**Oxford City Council position: the current Code of Conduct which is a common document adopted by all of the Oxfordshire local authorities and has been subject to periodic review. This best practice proposal will be discussed at a meeting of the Oxfordshire Monitoring Officers.**

**Best practice 4:** An authority’s code should be readily accessible to both councillors and the public, in a prominent position on a council’s website and available in council premises.

**Oxford City Council position: The** [**Code of Conduct**](https://www.oxford.gov.uk/downloads/file/892/code_of_members_conduct) **is published on the website and is available on request from the Monitoring Officer.**

**Best practice 5:** Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

**Oxford City Council position: Details of the “gifts and hospitality” received is available on line by searching the profile of an individual councillor.**

**Best practice 6:** Councils should publish a clear and straightforward public interest test against which allegations are filtered.

**Oxford City Council position: We do this; it is included in the revised** [**Code of Conduct complaints handling documentation**](https://www.oxford.gov.uk/info/20170/councillors/362/standards_and_conduct_arrangements_for_councillors) **– March 2019.**

**Best practice 7:** Local authorities should have access to at least two Independent Persons.

**Oxford City Council position: The Council currently has four Independent Persons and proposed to appoint the same number in July 2019 for a further 5 year term.**

**Best practice 8:** An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

**Oxford City Council position: We do this; it is covered by the revised** [**Code of Conduct complaints handling documentation**](https://www.oxford.gov.uk/info/20170/councillors/362/standards_and_conduct_arrangements_for_councillors) **– March 2019.**

**Best practice 9:** Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

**Oxford City Council position: We do this; it is included in the revised** [**Code of Conduct complaints handling documentation.**](https://www.oxford.gov.uk/info/20170/councillors/362/standards_and_conduct_arrangements_for_councillors) **Following a formal investigation the Monitoring Officer’s Decision Notice is published on the website under the Standards Committee – March 2019.**

**Best practice 10:** A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

**Oxford City Council position: We do this; it is covered by the revised** [**Code of Conduct complaints handling documentation**](https://www.oxford.gov.uk/info/20170/councillors/362/standards_and_conduct_arrangements_for_councillors) **– March 2019.**

**Best practice 11:** Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

**Oxford City Council position: this is a matter for a parish council and the Monitoring Officer will remind all Parish Councils of this recommendation**

**Best practice 12:** Monitoring Officers’ roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

**Oxford City Council position: these arrangements are in place.**

**Best practice 13:** A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps

should include asking the Monitoring Officer from a different authority to undertake the investigation.

**Oxford City Council position: these arrangements are in place and available when required. Members of the Law & Governance team have been commissioned to undertake investigations for other local authorities.**

**Best practice 14:** Councils should report on separate bodies they have set up or which they own as part of their annual governance statement, and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness, and publish their board agendas and minutes and annual reports in an accessible place.

**Oxford City Council position: These arrangements are in place. The Monitoring Officer is in the process of reviewing the governance arrangements for the Council’s wholly owned subsidiary companies and other “separate bodies”.**

**Best practice 15:** Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

**Oxford City Council position: These arrangements are in place.**