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To: All Members
of the Dartmoor National Park Authority
Standards Sub Committee (see below)

Please quote: NPA/SC/25/Agenda
All press enquiries to Emma Pearcy
Tel: 01626 832093
Date: 21 May 2025

DARTMOOR NATIONAL PARK AUTHORITY STANDARDS SUB-COMMITTEE

Friday 30 May 2025

A meeting of the Standards Sub-Committee will be held on the above date, on the rising of the Audit & Governance Committee meeting, in the **Meeting Room at Parke, Bovey Tracey** to consider the following matters.

Registered speakers are able to participate remotely or in person by following [our procedure](#).

Members of the public may attend in person or can follow proceedings by listening to the live audio of meetings: <https://www.youtube.com/channel/UCjcRix5Gk-LqEu6ZhqEivAA>

Kevin Bishop
Chief Executive (National Park Officer)

Access to Information - Local Government Act 1972 (as amended)

Agenda and Reports

Copies of the Agenda and Part I reports are available for inspection by members of the public on the Authority's website [Standards Sub-Committee | Dartmoor](#). They are also available at the Authority's main office at Parke, Bovey Tracey, TQ13 9JQ during [office opening times](#) five clear days prior to the meeting.

Background Papers

The Background Papers relating to Part I reports, except any containing exempt information, are available on our website [Standards Sub-Committee | Dartmoor](#)

Pamela Woods Chair **Kevin Bishop PhD** Chief Executive (National Park Officer)

The purposes of the Dartmoor National Park Authority are to conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park and to promote opportunities for the understanding and enjoyment of the area's special qualities.
In pursuing these purposes the Authority has a duty to seek to foster the economic and social well-being of the local community.

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AGENDA

PART I - OPEN PROCEEDINGS

1 Welcome and Apologies

2 Minutes of the meeting held on Friday 6 December 2024

3 Declarations of Interest

Members are asked to declare any pecuniary, registerable or personal interest relating to any agenda item at this stage in the meeting.

4 Public Participation

To answer any questions or to receive any statements, representations or petitions which relate to the business of the sub-Committee.

5 Monitoring Officer's Update

To inform Members of relevant issues and developments (verbal report)

6 Standards Sub-Committee Annual Report

To consider and agree the Annual Report for 2024/25

7 Observation Reports

Discussion of issues arising from observation reports and implications and recommendations for Member training.

8 Next Meeting: Friday 7 November 2025

PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED.

NIL

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership: W Dracup, P Harper, S Morgan (Chair), J Nutley, M Renders, P Sanders, P Woods

Independent Persons: C Shewan, C Farrell

Dartmoor National Park Authority

Public Minutes of Standards Sub-Committee Meeting held on Friday 6 December 2024

Present:

Will Dracup, Peter Harper, Sally Morgan (Chair), Philip Sanders, Catherine Shewan (Independent Person).

Apologies:

Corinne Farrell (Independent Person), John Nutley, Mark Renders, Pamela Woods.

Officers in Attendance:

Kevin Bishop (Chief Executive), Neil White (Head of Organisational Development & Monitoring Officer), Su Layfield (Business Support – Minutes).

266 Minutes of the Meeting held on 31 May 2024

The minutes of the meeting held on 31 May 2024 were agreed and signed as a correct record.

267 Declarations of Interest

None.

268 Public Participation

None.

269 Monitoring Officer's Update

The Head of Organisational Development & Monitoring Officer reported that there have been no formal complaints relating to Members of the Authority since the last meeting.

In July 2024, the Authority adopted a new Code of Conduct for Members, and this has been provided to all Members.

The Member Appraisal form has been updated and is being used to support this process.

The Annual Member Workshop was held in September 2024 focused on the Visitor Centres and the financial context of the Authority.

The Monitoring Officer reported a query from a member of the public regarding a Member not having disclosed a disclosable pecuniary interest. Following enquiries the Monitoring Officer determined that the interest is not an interest that must be disclosed, did not in any way cause conflict with their role as a Member of DNPA and that the Member had not breached the Code of Conduct.

Nevertheless, the Member concerned decided – for full transparency – to declare the interest and the Register of Members’ Interests has been updated accordingly.

The Chief Executive asked The Monitoring Officer to remind the Members to check the Register of Interests on a regular basis to ensure it is up to date.

RESOLVED: Members noted this update.

270 Observation Reports

The Monitoring Officer confirmed that observation reports are provided by our Independent Persons after each meeting. No significant issues raised. One or two minor issues which have been addressed informally. The Monitoring Officer thanked Catherine Shewan and Corinne Farrell for their feedback and advice on maintaining high standards.

Catherine Shewan addressed the Meeting. Unfortunately, Corinne Farrell could not be present today, but observation forms are regularly shared between them so that both are up to date and aware of any issues raised.

Ms Shewan confirmed that anything reported has been considered and addressed by the Monitoring Officer. Ms. Shewan added that points raised previously e.g. concentration issues have lessened but are still present, and attendance levels might be impacted favourably with the introduction of remote attendance, as discussed at previous Authority Meeting.

Ms Shewan stated that the Authority has high ethical standards and thanked the Members for their support when observing the formal meetings.

271 Date of Next Meeting

Friday 30 May 2025.



DARTMOOR NATIONAL PARK AUTHORITY
STANDARDS SUB-COMMITTEE

Annual Report 2024-25

1 Introduction

The Localism Act 2011 introduced a statutory framework for standards in local authorities.

In accordance with this legislation, Dartmoor National Park Authority maintains a Standards sub-committee, constituted from the Authority's Audit & Governance Committee.

2 Annual Report

This Annual Report concerns the work of the Standards sub-committee for the period from 23 May 2024 to 23 May 2025*.

The purpose of the Annual Report is to summarise the activities of the sub-committee, including:

- (a) considering and determining Code of Conduct complaints against Members;
- (b) promoting high standards of conduct by Members of the Authority; and
- (c) assisting Members of the Authority to observe the Code of Conduct.

** the annual report is correct as of 23 May 2025 and Members of the Committee will be updated regarding any issues that may occur after this date at the meeting and the annual report amended accordingly.*

3 Membership

The Standards sub-committee comprises:

- Six Members of the Audit & Governance Committee of whom at least two shall be Members appointed by a local authority. At the Annual Authority meeting held on 28 June 2024, Members agreed to appoint the following seven Members, including two ex-officio Members*:
 - Mr Dracup*, Mr Harper, Mrs Morgan (Chair), Mr Nutley, Mr Renders, Mr Sanders and Ms Woods*
- Up to three co-opted persons, as approved by the Authority, who shall have the right to receive the agenda and papers for meetings of the sub-committee, and to attend and participate at meetings of the sub-committee, but not to vote on any issue:
 - None

The Independent Person(s) appointed by the Authority pursuant to s.27(7) Localism Act 2011 are invited to attend meetings of the sub-committee and participate, but the legislation does not allow them to be a member or co-opted member of the sub-committee, nor are they entitled to vote on any issue.

4 Role

The terms of reference for the Standards sub-committee are set by the Authority as follows:

- *to promote high standards of conduct by Members and officers;*
- *to advise the Authority on the adoption of a Code of Conduct pursuant to s.27(2) Localism Act 2011*
- *to assist Members to observe the Code of Conduct*
- *to consider and determine complaints against Members under the Code of Conduct*

Standing Orders also state that without prejudice to its general functions, the Standards sub-committee shall have the following specific duties:

- (a) *to monitor the operation of the Code of Conduct;*
- (b) *to advise, train and arrange to train Members on matters relating to the Code of Conduct;*
- (c) *to promote high standards of conduct within the Authority, through observation, advice and training;*
- (d) *to monitor complaints alleging non-compliance with the Code of Conduct*
- (e) *to hear and determine allegations of non-compliance with the Code of Conduct, as requested by the Monitoring Officer*
- (f) *to consider and advise on other matters relating to conduct, ethics and propriety as requested by the Monitoring Officer;*

5 Independent Persons

The appointed Independent Persons for the Authority are currently Mrs Catherine Shewan and Ms Corinne Farrell.

6 Monitoring Officer

The Authority's Monitoring Officer is Neil White, Head of Organisational Development. The Monitoring Officer is appointed by Members under section 5 of the Local Government Act 2000, and in respect of his duties as Monitoring Officer is accountable directly to Members.

The Monitoring Officer has a statutory duty to report to the Authority on any proposal, decision, or omission by the Authority, or a committee or sub-committee or an officer of the Authority, which has given rise to, as is likely or would give rise to:

- (1) *a contravention of law or any code of practice made or approved by or under an enactment; or*
- (2) *maladministration or injustice... in connection with action taken by or on behalf of the Authority, in the exercise of the Authority's administrative functions.*

The Monitoring Officer also has an important role in advising on governance arrangements, ensuring probity, upholding standards in public life and in particular

advising Members on issues arising in connection with Standing Orders, the Scheme of Delegation, declaration of interests and the Code of Conduct.

7 Activity

There have been no formal complaints under the Code of Conduct.

The Independent Persons have continued the practice of attending meetings of the Authority and its committees as an observer. This brings benefits, both in introducing the Independent Persons to Members and officers and providing some useful feedback on behaviour observed at meetings.

The Standards sub-committee has met on one occasion since 31 May 2024, on 6 December 2024. Four Members attended; the Monitoring Officer reported on the Annual Member Workshop held in September 2024 that focused on the Visitor Centres and the financial context of the Authority.

The Monitoring Officer also reported on the observation reports which are completed by the Independent Persons and considered at each meeting of the sub-committee.

Following a recommendation by external audit, the Monitoring Officer developed a new Members Code of Conduct. This was formally adopted by the Authority on Friday 28 June 2024 and provided to all Members.

The Monitoring Officer, in consultation with the Chair of the Authority, also reviewed the Member appraisal process during 2024. A shorter, focused form that links directly to the [Member Role Description and Person Specification](#) was introduced in October 2024.

Member appraisals will be undertaken every two years, with arrangements in place to ensure that new Members, and those appointed in years outside of the two year cycle, are included.

8 Advice & Training

All Members are encouraged to seek advice whenever they are unsure about a possible pecuniary, personal or prejudicial interest, as well as any suggestion that they might be disqualified from participation in an item of business by pre-determination (having a closed mind).

9 Future Work

The Standards sub-committee will meet twice annually, normally on the same date as a meeting of the Audit & Governance Committee in May and November each year. The particular focus for 2025/26 will be:

- (a) continuing with a programme of observations at meetings
- (b) promoting high standards of conduct by Members of the Authority
- (c) monitoring compliance with the Members' Code of Conduct (adopted in 2024)
- (d) ongoing review of the Member appraisal process (introduced in 2024)

Sally Morgan
Chair 2024/25