

Standards Committee

Agenda

Date: Monday, 13th July, 2009
Time: 10.30 am
Venue: Council Chamber, Municipal Buildings, Earle Street, Crewe
CW1 2BJ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda.

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos. 11 and 35 a total period of 10 minutes is allocated for members of the public to address the Committee on any matter relevant to the work of the Committee.

Individual members of the public may speak for up to 5 minutes but the Chairman will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers.

Note: In order for Officers to undertake any background research it would be helpful if questions were submitted at least one working day before the meeting.

4. **Minutes of Previous Meeting (Pages 1 - 6)**

To approve the Minutes of the meeting held on 18th May 2009.

Please contact Carol Jones on 01270 529952
E-Mail: carol.jones@cheshireeast.gov.uk with any apologies or requests for further information or to give notice of a question to be asked by a member of the public

5. **Minutes of Sub-Committee Meetings** (Pages 7 - 12)

To approve as correct records the Minutes of the following Sub-Committees –

- 12th May 2009 – Local Assessment Sub-Committee
- 12th May 2009 – Hearings Sub-Committee
- 17th June 2009 – Hearings Sub-Committee

6. **Standards Committee Determinations** (Pages 13 - 48)

To receive for information, the Standards Board for England Guidance on Determinations. This guidance will assist Members when they become involved in the determination of complaints.

7. **Publicity Working Group** (Pages 49 - 60)

To receive the Vice-Chairman's report of a meeting of the Publicity Working Group held on 23rd June 2009.

Members' attention is drawn to the following -

(1) Draft Publicity Leaflet (Making a Complaint)

At the meeting held on 18th May 2009, it was reported that the Publicity Sub-Committee had developed a leaflet intended to explain, in a user-friendly manner, the role and work of the Standards Committee.

At that meeting, a draft document was considered and a number of suggested amendments were made. These have been incorporated into a revised document which is now attached for approval, in principle, subject to a number of editorial amendments which are required.

(2) Guidance on Personal and Prejudicial Interests

A guidance note on declaration of personal and prejudicial interests has been prepared by the Publicity Sub-Committee and submitted to the Standards Board for England for confirmation. A draft is attached and Members' comments are invited.

(3) Council's Website

In due course, the publicity leaflet will be added to the Council's website, together with links to the Standards Board for England and the Adjudication Panel.

8. **Complaints Form** (Pages 61 - 70)

The attached draft Complaints Form is submitted for consideration and is based on Guidance issued by the Standards Board for England.

The Committee's comments are invited, following which, a revised form will be submitted for adoption at the September meeting.

9. **Pilot Compact**

At its meeting held on 18th May 2009, the Committee agreed to support the Code of Conduct Compact for use within Cheshire East.

The Monitoring Officer, together with the Chairman, Vice-Chairman and Mr K Edwards, met with the Chief Officer of the Cheshire Association of Local Councils on 8th July 2009. A verbal report will be presented to the Committee. A written report will be submitted to the Committee on 21st September.

10. **Terms of Reference - Assessment Sub-Committee and Hearings Sub-Committee** (Pages 71 - 76)

At its meeting held on 18th May 2009, the Committee received a verbal report from the Monitoring Officer in respect of practical difficulties encountered with the Terms of Reference for both the Assessment Sub-Committee and the Hearings Sub-Committee.

Members agreed to revisions to the Terms of Reference, and delegated authority to the Monitoring Officer to make any consequential amendments.

A copy of the revised Terms of Reference is enclosed, together with the Monitoring Officer's covering report. Members will note that no changes have been made to the Review Sub-Committee.

The Committee is asked to confirm the changes made.

11. **Standards Board for England - Bulletin 44** (Pages 77 - 84)

To receive for information Issue No. 44 (June 2009) of The Bulletin published by the Standards Board for England.

12. **Training Needs for Members**

The Committee is invited to consider future training needs for Members of the Committee and elected Members in general.

PART 2 – THERE ARE NO PART 2 ITEMS