

## **Mission Statement**

To Improve the Quality of Life  
For Those Who Live and Work in The District

6 October 2008

Dear Member

You are hereby summoned to a meeting of the **Standards Committee** to be held in **Committee Room 1**, Civic Centre, Portholme Road, Selby on **Monday 13 October 2008** commencing at **5:30 pm** or at the conclusion of the meeting of the Local Assessment Sub committee, whichever is the later.

The agenda is set out below.

**1. Apologies For Absence And Notice Of Substitution**

To receive apologies for absence and notification of substitution.

**2. Disclosure of Interest**

To receive any disclosures of interest in matters to be considered at the meeting in accordance with the provisions of Sections 94 and 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

**3. Minutes**

To confirm as a correct record the minutes of the proceedings of the meeting of the Standards Board held on 8 September 2008 (pages 4 to 7 attached).

#### **4. Appointment of Sub Committees**

Considerations and Hearing Sub committee - To consist of three members (one councillor, one Parish Council representative and one Independent member) chosen from the membership of the Standards Committee.

#### **5. Training Session – Determinations**

Any papers or training materials will be dispatched in due course.

Jonathan Lund  
Monitoring Officer

#### **Disclosure of Interest – Guidance Notes:**

- (a) Members are reminded of the need to consider whether they have any personal or prejudicial interests to declare on any item on this agenda, and, if so, of the need to explain the reason(s) why they have any personal or prejudicial interests when making a declaration.
- (b) The Democratic Services Officer or relevant Committee Administrator will be pleased to advise you on interest issues. Ideally their views should be sought as soon as possible and preferably prior to the day of the meeting, so that time is available to explore adequately any issues that might arise.

#### **Dates of Future Meetings of the Standards Board**

<b>Date of Meeting</b>	<b>Deadline Date</b>	<b>Distribution Date</b>
5 January 2009	16 December 2008	23 December 2008
30 March 2009	16 March 2009	23 March 2009

**Membership of the Standards Board  
6 Members**

Miss B Potts  
Ms H Putman  
Councillor C Lunn

Councillor M Davis  
Mr J Crossdale  
Mr R Parker

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## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the STANDARDS COMMITTEE held on 8 September 2008, in Committee Room 1, The Civic Centre, Portholme Road, Selby, commencing at 4:00 pm.

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254	Appointment of Sub Committees: Assessment Sub Committee Review Sub Committee
255	Private Session
256	Reference SBE19177.07 Complaint
257	Update/Monitoring Report

Present: Mr B Crossdale (Parish Council Representative), Miss B Potts (Independent Member), Ms H Putman (Independent Member) and Mr R Parker (Independent Member), Councillor Ms M Davis (SDC) and Councillor C Lunn (SDC)

Councillors: Ms M Davis and C Lunn

Officials: J Lund, Monitoring Officer, Senior Solicitor and Committee Administrator

Public: 0

Press: 0

### 247 **Apologies for Absence**

There were no apologies for absence.

### 248 **Disclosure of Interest**

None received.

### 249 **Appointment of Chairman**

#### **Resolved:**

**That Miss Potts be appointed Chairman of the Committee.**

250 **Appointment of Vice Chairman**

**Resolved:**

**That Ms Putman be appointed Vice Chairman of the Committee**

251 **Minutes**

**Resolved:**

**That the minutes of the proceedings of the meeting of the Standards Committee held on 21 January 2008 be confirmed as a correct record and be signed by the Chair.**

252 **Time of Meetings 2008/09**

**Resolved:**

**That meetings of the Committee be held on Mondays at 5:00 pm.**

253 **Membership**

The Monitoring Officer reported that Miss B Potts and Ms H Putman had been appointed as Independent members of the Committee and that Mr R Parker had been appointed as the second Parish Council representative.

**Resolved:**

**That the report be noted.**

254 **Appointment of Sub Committees:**

Assessment Sub Committee

**Resolved: To appoint a standing Assessment Sub-Committee comprising one of each of the following categories of member of the Standards Committee and subject to availability: one independent member, one parish representative and one district councillor.**

The Strategic Director informed the Committee that there was a need to call an Assessment Sub Committee as two complaints had been received and would need to be put before the Assessment Sub Committee within 20 days.

**Resolved: That the Assessment Sub Committee meet on 22 September 2008 at 5:00 pm in Committee Room 2 with Miss Potts (Independent Representative), Mr Parker (Parish Council Representative) and Councillor C Lunn (District Council representative as the members.**

Review Sub Committee

**Resolved: To appoint a standing Review Sub-Committee comprising one of each of the following categories of member of the Standards Committee and subject to each member not having participated in determining the matters under review: one independent member, one parish representative and one district councillor.**

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### **Private Session**

**That in accordance with Section 100(A)(4) of the Local Government Act 1972, in view of the nature of the business to be transacted, the meeting be not open to the Press and public during consideration of the following items as there will be a disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraph 1 of Part 1 of Schedule 12A to the Act.**

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### **Reference SBE19177.07 Complaint**

The Strategic Director reported on a complaint lodged by a member of the public against the chairman of a parish council.

The chairman of the parish council had resigned and the complainant wished to withdraw the complaint.

The Committee felt that they did not want to pursue this complaint but wished to look at action that could be taken to learn from the issues raised and to prevent issues arising in the future.

**Resolved: That**

- (i) No further action in relation to this complaint be taken;**
- (ii) Good practice guidelines are issued to Parish Councils in relation to the general circumstances raised by the complainant.**

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### **Update/Monitoring Report**

The Monitoring Officer submitted a report giving details of four complaints, which had been received only two of which remained under active consideration.

One of the active investigations that was being looked at by an external investigator would not be completed by the next scheduled meeting of the Standards Committee. Therefore, it was agreed that the meeting scheduled for 13 October 2008 would become a training session/workshop and a further meeting would take place on Monday 10 November 2008 to deal with the active investigations.

Two complaints had been received since revised arrangements had come into force on 8 May 2008 and initial assessment of these complaints would be considered on 22 September 2008 as discussed in Minute 255 above.

**Resolved: That**

- (i) the report be noted;**
- (ii) training for members and officers be commissioned in preparation for the local assessment of complaints;**
- (iii) the committee notes that the low number of complaints and the even lower number of complaints which progress to investigation, do not, currently point to particular trends or patterns which require urgent action; and**
- (iv) the committee concludes that, to date, there is no evidence to suggest that standards of behaviour and conduct are below the high level expected and promoted by the Standards Committee.**

The meeting closed at 4:50 pm.