

Draft Minutes of the Extraordinary Standards Committee Meeting held on Wednesday 2 July 2008 at the Council Offices, Monkton Park, Chippenham

Independent Members: Mr J Carine and Mr B Philpott

Parish/Town Council Representatives: Councillors R Fido and G Yates

District Councillors: Councillor CMR Boase

Officers: P Jeremiah (Legal Services Manager and Monitoring Officer) and M Todd (Senior Democratic Services Officer)

ST1. Election of Chairman

Resolved that Mr Bob Philpott be elected Chairman of the Committee for the forthcoming municipal year.

ST2. Appointment of Vice Chairman

Resolved that Mr James Carine be elected Vice Chairman of the Committee for the forthcoming municipal year.

ST3. Apologies

Apologies for absence were received from Councillor J Scragg.

ST4. Public Question Time/Receipt of Petitions

No public questions or petitions were received.

ST5. Chairman's Announcements

There were no Chairman's announcements.

ST6. Declarations of Interest

There were no declarations of interest.

ST7. Assessment of Complaints

Consideration was given to Report No. 5, circulated with the agenda, which set out a procedure for the assessment of complaints received regarding breaches of the Code of Conduct. A copy of the relevant Standards Board Guidance was also circulated to Members of the Standards Committee.

The following issues were discussed:

- Members noted that the procedure would also be considered at the next meeting of the Standards Committee in the light of the Assessment Sub Committee meeting which was due to take place.



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- Members noted that if necessary additional members could be co-opted onto a Hearing Sub Committee.

Resolved that:

- (1) The procedure for local assessment complaint handling and the local assessment criteria set out in Appendix 1 of the report be approved.
- (2) Three Sub-Committees be set up on an ad hoc basis to assess, review and determine a complaint as follows:
 - (a) An Assessment Sub-Committee
 - (b) A Review Sub-Committee
 - (c) A Hearing Sub-Committee
- (3) The above Sub-Committees should consist of one Independent Standards Committee Member (who will Chair the meeting), and normally one Parish or Town Council Standards Committee Member and one District Council Standards Committee Member.
- (4) In exceptional circumstances the Sub-Committees may consist of one Independent Standards Committee Member (who will chair the meeting) and any two other Members of the Standards Committee.
- (5) Authority be delegated to the Monitoring Officer to constitute the Sub-Committees on a case by case basis in accordance with (3) and (4) above.

The meeting started at 7pm and concluded at 7.05pm

There were no members of the public present.