

AGENDA

Meeting: Standards Committee

Place: Council Chamber, County Hall, Bythesea Road, Trowbridge, BA14 8JN

Date: Tuesday 27 July 2021

Time: 1.30 pm

Please direct any enquiries on this Agenda to Kieran Elliott, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718504 or email kieran.elliott@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Paul Oatway QPM (Chairman)
Cllr Allison Bucknell (Vice-Chairman)
Cllr Andrew Davis
Cllr Matthew Dean
Cllr Ruth Hopkinson
Cllr Bill Parks

Cllr Sam Pearce-Kearney
Cllr Pip Ridout
Cllr Mike Sankey
Cllr Iain Wallis
Cllr Derek Walters

Substitutes:

Cllr Richard Britton
Cllr Trevor Carbin
Cllr Ernie Clark
Cllr Howard Greenman
Cllr Jon Hubbard

Cllr Mel Jacob
Cllr Gordon King
Cllr Kathryn Macdermid
Cllr Dr Nick Murry
Cllr Graham Wright

Recording and Broadcasting Information

Wiltshire Council may record this meeting for live and/or subsequent broadcast. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By submitting a statement or question for an online meeting you are consenting that you will be recorded presenting this, or this may be presented by an officer during the meeting, and will be available on the public record. The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request. Our privacy policy can be found [here](#).

Parking

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

AGENDA

Part I

Items to be considered when the meeting is open to the public

1 **Apologies for Absence**

2 **Minutes** (Pages 5 - 8)

To confirm the minutes of the meeting held on 15 June 2021.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements**

To receive any announcements through the Chair.

5 **Public Participation**

The Council welcomes contributions from members of the public, however, to ensure Covid-19 public health guidance is adhered to, physical attendance at this meeting will be limited. Please contact the officer named on this agenda no later than 5pm on 23 July 2021 if you wish to attend this meeting.

Where it is not possible for you to attend due to reaching the capacity limit, alternative arrangements will be made which may include your question/statement being submitted in writing.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please contact the officer named on the front of the agenda no later than 5pm on 23 July 2021.

Questions

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on 20 July 2021 in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on 22 July 2021. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **Co-Opted Non-Voting Member of the Standards Committee**

To appoint four Co-Opted Non-Voting Members of the Standards Committee.

7 **Urgent Items**

Part II

Item(s) during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed

Standards Committee

MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 15 JUNE 2021 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Paul Oatway QPM (Chairman), Cllr Andrew Davis, Cllr Matthew Dean,
Cllr Ruth Hopkinson, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Pip Ridout,
Cllr Mike Sankey, Cllr Iain Wallis and Cllr Derek Walters

1 Apologies

Apologies were received from Councillor Allison Bucknell.

2 Minutes of Previous Meetings

The minutes of the meeting held on 14 April 2021 were presented for consideration. The minutes of the Hearing Sub-Committee held on 7 April 2021 were also provided. It was,

Resolved:

To approve and sign the minutes of the meeting held on 14 April 2021 as a true and correct record.

To receive and note the minutes of the meeting of the Standards Hearing Sub-Committee held on 7 April 2021.

3 Declarations of Interest

There were no declarations.

4 Chairman's Announcements

The Chairman announced there had been approximately 25 applications for the 4 co-opted non-voting members of the committee positions. He would meet with the Monitoring Officer to shortlist candidates ahead of interviews in July.

5 Public Participation

No statements or questions were submitted.

6 **Status Report on Code of Conduct Complaints**

A report was received updating the Committee on the status of Code of Conduct complaints received since the last ordinary meeting, and the number and outcome of complaints received in the last year. Since adoption of the revised arrangements under Protocol 11 in January 2020, approximately one third of complaints were dismissed by the Monitoring Officer prior to consideration by the Assessment Sub-Committee.

There was a discussion regarding timescales for completion of various stages of the process and where this had not occurred. The Chairman noted that due to pressures arising from Covid-19 the proposed dip sampling of complaints to monitor progress had not taken place. This would now begin as of June 2021, and he would regularly report back to the Committee in future meetings following review of anonymised complaints and whether processes and targets had been met, or the reason for any variance.

Details were also sought on the numbers of complaints regarding parish councillors versus those regarding unitary councillors, and confirmation the figures in the report did not double count where someone was both a unitary and a parish councillor.

At the conclusion of discussion, it was,

Resolved:

To note the report update.

7 **Standards Assessment Sub-Committee**

A report was received on the Committee appointing members to the Standards Assessment Sub-Committee, which undertook initial assessment of Code of Conduct complaints.

A member raised issues relating to legal support and advice to previous Review Sub-Committees, with the Monitoring Officer stating that the service would receive any feedback and consider how the processes could be improved further. Other members noted the introduction of the new process for Assessment Sub-Committees in January 2020, with monthly meetings and standing membership, and considered that this had had a positive effect on the process.

At the conclusion of discussion, it was,

Resolved:

- 1) **To appoint five members to the Standards Assessment Sub-Committee for the forthcoming year as follows:**

Cllr Richard Britton

**Cllr Ernie Clark
Cllr Gordon King
Cllr Ruth Hopkinson
Cllr Sam Pearce-Kearney**

- 2) To delegate appointment of a Chairman and Vice-Chairman of the Standards Assessment Sub-Committee to the Sub-Committee.**

8 Constitution Focus Group

A report was received recommending reappointment of the Constitution Focus Group, a working group which reviewed sections of the Constitutions on behalf of the Committee ahead of making recommendations to Full Council.

It was also recommended that the Chairman of Council be appointed to the Focus Group, and that the Committee determine which member or substitute of the Committee should be its representative on the Focus Group.

At the conclusion of discussion, it was,

Resolved:

- 1) To approve the terms of reference of the Constitution Focus Group as set out in Appendix 1 of the report, with the inclusion of the role of Chairman of Wiltshire Council among its membership.**
- 2) To appoint Cllr Richard Britton to the Focus Group.**

9 Updates to the Constitution

A report was received proposing that the Committee make recommendations to Council to make minor amendments to Part 3B and Protocol 10 of the Constitution.

The changes were to amend the terms of reference of the Health and Wellbeing Board at Part 3B, to reflect recent changes to its membership, and a series of minor amendments to the Governance Reporting Arrangements at Protocol 10. The Protocol 10 changes also included addition of reference to the Stone Circle companies established by the Council. The Audit and Governance Committee had considered and approved the proposals.

Following brief discussion, it was,

Resolved:

To recommend Full Council approve the proposed revisions to Part 3B as detailed in Appendix A of the report, and the proposed revisions to Protocol 10 as detailed in Appendix B of the report.

10 **Date of the Next Meeting**

The date of the next meeting was confirmed as 22 July 2021.

11 **Urgent Items**

There were no urgent items.

(Duration of meeting: 2.30 - 3.10 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services,
direct line 01225 718504, e-mail kieran.elliott@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115