



STANDARDS COMMITTEE

MINUTES of a MEETING held at COUNTY HALL, TROWBRIDGE on THURSDAY 4 DECEMBER 2003.

PRESENT: Mr RL Tickell (Chairman), Mr PJ McGuigan, Mrs P Rugg and Mr G Thompson.

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100. **Membership** The Director of Corporate Services reported the membership of the Committee.

101. **Apologies for Absence**

Apologies for absence were received from Mr PCB Coleman and Mr A Gooch.

102. **Minutes of Previous Meeting**

Resolved: To confirm and sign the minutes of the meeting held on 6 November 2003.

103. **Constitution Review: Response of the Group Leaders and Chairman of the Council to the Suggestions of the Standards Committee**

The Committee considered the Council's decision on 11 November 2003 regarding the Standard Committee's suggestions arising from its review of the Constitution. Members were encouraged to note the positive response to their suggestions and indicated their intention to attend the State of Wiltshire Debate on 27 April 2004.

Resolved: To note the action taken so far in connection with the matters highlighted during the review of the Constitution and to request a further report on progress in six month's time.

104. **Procedure for Local Determination of Complaints Referred by Ethical Standards Officers**

The Committee considered a report which proposed arrangements for the hearing of complaints referred by ethical standards officers in accordance with the Local Authorities (Code of Conduct) (Local Determination) Regulations 2003.

Resolved:

- (1) *To adopt the revised procedure for dealing with referred complaints as set out in Appendix A to these Minutes.*

- (2) *To recommend the Council to include a copy of the procedure as an appendix to the Constitution.*
- (3) *To agree that:*
 - (a) *Referred complaints are heard by a sub-committee of 3 members, the chairman of which will be an independent member.*
 - (b) *Membership of the sub-committee is determined for each complaint by the Monitoring Officer in consultation with the Chairman of the Standards Committee.*

105. Job Description/Person Specification for Appointment of New Independent Members

The Committee considered a draft job description for the appointment of new independent members.

Resolved: *To agree the key tasks and person specification as set out in the draft and to note that a revised version excluding employee-related details will be circulated to Members in due course.*

106. Dates of Future Meetings

Resolved: *To agree the following dates for meetings in 2004:*

*Thursday 5 February
Thursday 4 March
Thursday 1 April
Thursday 6 May
Thursday 10 June
Thursday 8 July
Thursday 2 September
Thursday 7 October
Thursday 4 November
Thursday 2 December*

Meetings will commence at 3pm.

(Duration of meeting: 2.00pm – 2.55pm)

The Officer who has produced these minutes is Ian Gibbons, Deputy Monitoring Officer
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