

A meeting of the **REFERRALS (ASSESSMENT) SUB COMMITTEE** will be held in the **CABINET ROOM, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **MONDAY, 7 JULY 2008** at **10:00 AM** and you are requested to attend for the transaction of the following business:-

A G E N D A

APOLOGIES

1. MEMBERS' INTERESTS

To receive from Members declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any Agenda Item. Please see Notes 1 and 2 below.

2. TERMS OF REFERENCE (Pages 1 - 2)

To note the terms of reference for the Sub Committee.

3. GUIDANCE TO ASSIST ASSESSMENT OF CASE (Pages 3 - 8)

- ◆ Local assessment case handling chart.
- ◆ Early guidance received from the Standards Board on the conduct of the assessment.
- ◆ Extract from 'The Case Review 2007'.

4. EXCLUSION OF PRESS AND PUBLIC

To resolve

that the public be excluded from the meeting because the business to be transacted contains exempt information under paragraph 7c relating to the deliberations of a Sub-Committee of the Standards Committee established under the provisions of Part 3 of the Local Government Act 2000.

5. PRE-ASSESSMENT REPORTS AND ENQUIRIES (Pages 9 - 54)

Enclosed –

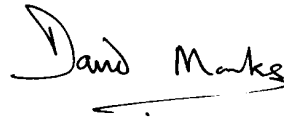
- (a) Letter from complainant dated 9th June 2008
- (b) Press Release dated 22nd February 2008.
- (c) Extract from Huntingdonshire Matters dated 29th February 2008.
- (d) Extract from Council Minutes
 - 20th February 2008
 - 16th April 2008.

- (e) Letter in response to complaint to the Commission for Local Administration for England dated 28 March 2008.
- (f) Report by the Head of Planning Services to the meeting of the Cabinet held on 26th June 2008.
- (g) Extract from the District Council's Code of Financial Management.
- (h) Code of Recommended Practice on Local Authority Publicity.

6. INITIAL ASSESSMENT

The Sub-Committee to deliberate.

Dated this 26 day of June 2008



Chief Executive

Notes

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*
 - (a) *the well-being, financial position, employment or business of the Councillor, their family or any person with whom they had a close association;*
 - (b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*
 - (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or*
 - (d) *the Councillor's registerable financial and other interests.*
2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

Please contact Ms C Deller, Democratic Services Manager, Tel No 01480 388007/e-mail: Christine.Deller@huntsdc.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Sub-Committee.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the District Council's website – www.huntingdonshire.gov.uk (under *Councils and Democracy*).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Democratic Services Manager and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit and to make their way to the car park adjacent to the Methodist Church on the High Street (opposite Prima's Italian Restaurant).