

A meeting of the **REFERRALS (ASSESSMENT) SUB COMMITTEE** will be held in **MEETING ROOM 1, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 22 JANUARY 2009 at 10:00 AM** and you are requested to attend for the transaction of the following business:-

### **APOLOGIES**

**1. MINUTES (Pages 1 - 2)**

To approve as a correct record the Minutes of the meeting held on 12<sup>th</sup> November 2008.

**2. 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.

**3. TERMS OF REFERENCE (Pages 3 - 4)**

To note the Terms of Reference of the Sub-Committee.

**4. GUIDANCE TO ASSIST ASSESSMENT OF CASE (Pages 5 - 8)**

- Local Assessment Case Handling Chart; and
- Guidance received from the Standards Board for England on the conduct of an assessment.

**5. EXCLUSION OF THE PRESS AND PUBLIC**

To resolve:-

that the public be excluded from the meeting because the business to be transacted contains exempt information under paragraph 7(c) 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.

**6. PRE ASSESSMENT REPORT AND ENQUIRIES - CASE NO. 7 (Pages 9 - 36)**

Enclosed- Pre assessment report by the Monitoring Officer to which is attached various other correspondence/information to assist Members in assessing the case.

**7. PRE ASSESSMENT REPORT AND ENQUIRIES - CASE NO. 8 (Pages 37 - 78)**

Enclosed - Pre assessment report by the Monitoring Officer to which is attached various other correspondence/information to assist Members

in assessing the case.

## **8. CASE NO. 6 - COMPLAINT REFERRED FOR OTHER ACTION**

Following the decision of the Referrals (Assessment) Sub Committee on 12th November 2008, the Monitoring Officer attended a meeting of Hilton Parish Council on 15<sup>th</sup> January 2009 to present a training session on the Code of Conduct. In accordance with paragraph 4(c)(i) of the Standards Committee (England) Regulations 2008, the Monitoring Officer can report that the Member subject to the original complaint of misconduct (Councillor S I Bottoms) was present at the session in addition to other Members of the Parish Council and that they received training on the Code as specified by the Sub Committee. Under paragraph 6 of the Regulations, if the Sub Committee is satisfied with the action taken by the Monitoring Officer, it shall give written notice to that effect to –

- the Member(s) who are the subject of the report;
- the person who made the original allegation;
- the Standards Committee of any other authority concerned; and
- any Parish Council concerned.

The Sub Committee is requested to confirm whether they are satisfied that the Monitoring Officer has dealt with the matter in accordance with the direction received.

## **9. FUTURE PROGRAMME OF MEETINGS**

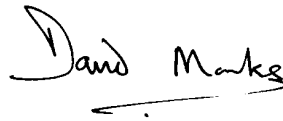
Members may recall that when the initial assessment of allegations of Member misconduct was transferred from the Standards Board for England to local authority Standards Committees, it was agreed to establish dates for monthly meetings of the Sub Committee for a 6 month period until December 2008 to allow for an assessment of the workload which was likely to arise from the new Regulations.

During that period the Sub Committee has met on four occasions in July (2), October and November. It had been decided that provisional dates be set for the Sub Committee to meet (should it need to) on the second Tuesday of every month.

Whilst in practice, most of these sessions have not been required, it is felt that their inclusion in the calendar has been an asset, brings some structure to diaries and allows cases to be programmed to be dealt with on specific dates rather than having to canvass for Members' availability each time.

The Sub Committee is therefore requested to consider whether it wishes to re-establish a provisional programme of dates up the end of the current Municipal Year and whether the 2<sup>nd</sup> Tuesday of every month continues to be convenient.

Dated this 14<sup>th</sup> day of June 2010



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](mailto: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](http://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).*

# Agenda Item 1

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# Agenda Item 3

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# Agenda Item 4

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# Agenda Item 6

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# Agenda Item 7

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