

A meeting of the **REFERRALS (ASSESSMENT) SUB COMMITTEE** will be held in **TRAINING ROOM 2, ONE LEISURE (ST IVO LEISURE CENTRE)** on **WEDNESDAY, 28 JULY 2010 at 2:00 PM** 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 24th June 2010.

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. GUIDANCE TO ASSIST ASSESSMENT OF CASE (Pages 3 - 6)

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

4. EXCLUSION OF THE PRESS AND PUBLIC

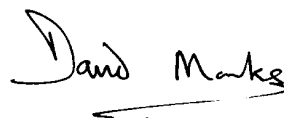
To resolve

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 established under the provisions of Part 3 of the Local Government Act 2000.

5. PRE-ASSESSMENT REPORT AND ENQUIRIES - CASE NO. 33 (Pages 7 - 32)

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

Dated this 4 day of October 2011



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.

Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the REFERRALS (ASSESSMENT) SUB COMMITTEE held in Meeting Room MR2.1, Pathfinder House, St. Mary's Street, Huntingdon, Cambs, PE29 3TN on Thursday, 24 June 2010.

PRESENT: Mr M Lynch – Chairman.

Councillor A Hansard and Mr G Watkins.

143. MINUTES

The Minutes of the meeting of the Sub-Committee held on 29th April 2010 were approved as a correct record and signed by the Chairman.

144. MEMBERS' INTERESTS

No interests were declared.

145. GUIDANCE TO ASSIST ASSESSMENT OF CASE

The guidance produced by Standards for England and collated by the Monitoring Officer to assist the Sub-Committee in their assessment of the case submitted was received and noted.

146. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

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 the Sub-Committee of the Standards Committee established under the provisions of Part 3 of the Local Government Act 2000.

147. PRE-ASSESSMENT REPORT AND ENQUIRIES - CASE NO. 31

The Sub-Committee considered the following documents collated by the Monitoring Officer (copies of which are appended in the Minute Book) to assist their deliberations in respect of a complaint received against a Councillor serving on Upwood and the Raveleys Parish Council:-

- ◆ Original Complaint form submitted by Councillor N Gowler;
- ◆ e-mail received from Mr P Lummis, Project Engineer, Environmental Management;
- ◆ correspondence/minutes from parish council; and
- ◆ declarations of interest form.

In addition, copies of the Minutes of Parish Council meetings held on 11th May, 1st June, 6th July, 7th September, 5th October, 7th

December 2009 and 4th January, 12th April and 10th May were circulated at the meeting (a copy of the Minute pack also is appended in the Minute Book).

148. INITIAL ASSESSMENT - CASE NO. 31

Having considered the allegation made in the case of Councillor D Paine, of Upwood and the Raveleys Parish Council seeking the advice of the Monitoring Officer as necessary, it was

RESOLVED

- (a) that no further action be taken in respect of the allegation against Councillor D Paine for the reason set out in the "Decision Notice - No Further Action" appended to these Minutes as no potential breach of the Code of Conduct was disclosed by the complaint; and
- (b) that the Monitoring Officer be requested to write formally to the Parish Clerk to Upwood and the Raveleys Parish Council to offer advice regarding requirements in respect of the "Declaration and Registration of Interests".

Chairman

DECISION NOTICE: NO FURTHER ACTION

Reference: Case No. 31

The Referrals (Assessment) Sub-Committee appointed by Huntingdonshire District Council resolved to exclude the public from the Sub-Committee's proceedings under paragraph 7(c) of Schedule 12A to the Local Government Act 1972 and paragraph 8(b) of the Standards Committee (England) Regulations 2008. In these circumstances, parties associated with the complaint are requested to exercise caution when discussing or passing on information that is in the notice or about the notice.

Complaint

On 24th June 2010, the Referrals (Assessment) Sub-Committee of this authority comprising Messrs M Lynch (Chairman) and G Watkins and Councillor A Hansard considered a complaint from Councillor N Gowler concerning the conduct of Councillor D Paine, a Member of Upwood and The Raveleys Parish Council.

The complaint alleged that Councillor D Paine had breached paragraphs 5 and 6 (a) of the Parish Council's Code of Conduct which states that –

- "5. you must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;
- 6 (a) you must not use, or attempt to use, your position improperly to the advantage or disadvantage of yourself or anyone else".

It was alleged that Councillor Paine had, in his position as Chairman of Upwood and The Raveleys Parish Council appeared to influence favourably the acceptance of a tender for works procured by the Parish Council without there being a record that a proper tendering process had been completed.

Decision

In accordance with Section 57A(2) of the Local Government Act 2000, as amended, the Referrals (Assessment) Sub-Committee of the Standards Committee decided that no further action should be taken on the allegations.

Reasons for Decision

In reaching their conclusion, the Sub-Committee had regard to Item No. 4 of the Minutes of the Parish Council meeting held on 7th September 2009 which clearly stated that the decision to accept a quotation from Mr L Gray for works to the cemetery entrance was one taken by the Parish Council as a whole not an individual Councillor.

Whilst the Sub-Committee does not have the jurisdiction to consider complaints against the quality of decision making by a Parish Council, Members expressed concern at the perceived procurement procedures practised by the Parish Council in this instance. The Sub-Committee further questioned whether the Parish Council had adopted Standing Orders or Financial Regulations which would assist them in regulating contracts for the supply of goods

or materials or for the execution of works, for securing competition and for regulating the way in which tenders are invited/accepted. Should these not be available to the Parish Council, the Sub-Committee recommended that such regulations be adopted in future given that they could be drafted in such a way to exempt small contracts from such rules or permit exemptions to avoid them being overly onerous. There may be examples which could be obtained from NALC or CPALC which might assist the Parish Council in this respect.

This Decision Notice is sent to the person making the allegation, the Member against whom the allegation was made and the Clerk to Upwood and The Raveleys Parish Council.

Right of Review

At the written request of the complainant, the authority can review and change a decision not refer an allegation for investigation or other action. A different sub-committee to that involved in the original decision will undertake the review.

We must receive the complainant's written request within 30 days from the date of this notice, explaining in detail on what grounds the decision should be reviewed.

If we receive a request for a review, we will deal with it within a maximum of three months of receipt.

Terms of Reference

The Local Government and Public Involvement in Health Act 2007 amends the Local Government Act 2000, which now provides for the local assessment of new complaints that Members of relevant authorities may have breached the Code of Conduct. The Standards Committee (England) Regulations 2008 relate to the conduct of local authority Members and the requirements for dealing with this.

The Regulations set out the framework for the operation of a locally based system for the assessment, referral and investigation of complaints of misconduct by Members of authorities. They amend and re-enact existing provisions in both the Relevant Authorities (Standards Committees) Regulations 2001, as amended, and the Local Authorities (Code of Conduct) (Local Determination) Regulations 2003, as amended.

Signed:  **Date:** 5/7/10

Mr M Lynch
Chairman of Sub-Committee

GUIDANCE TO ASSIST ASSESSMENT OF CASE

EARLY GUIDANCE RECEIVED FROM THE STANDARDS BOARD ON THE CONDUCT OF AN ASSESSMENT

Which complaints will we refer for investigation?

We decide that a matter should be investigated when we believe that it meets one of the following criteria:-

- It is serious enough, if proven, to justify the range of sanctions available to the Adjudication Panel for England or local Standards Committees;
- It is part of a continuing pattern of less serious misconduct that is unreasonably disrupting the business of the authority and there is no other avenue left to deal with it, short of investigation;
- In considering this, we will take into account the time that has passed since the alleged conduct has occurred.

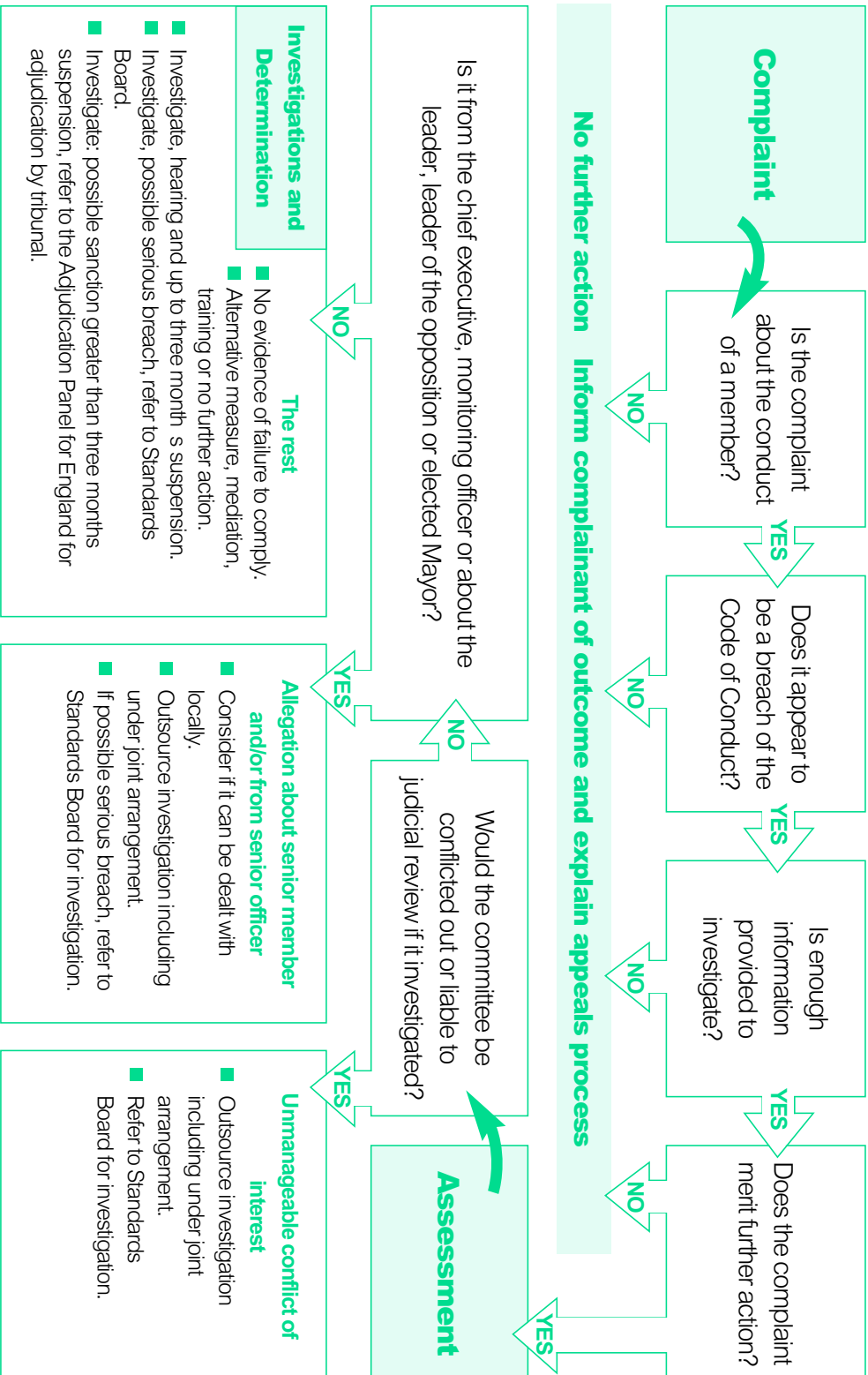
Which complaints are we unlikely to refer for investigation?

We are unlikely to decide that a complaint should be investigated if it falls into any of the following categories:-

- We believe it to be malicious, relatively minor or tit-for-tat;
- The same, or substantially similar, complaint has already been the subject of an investigation or enquiry and there is nothing further to be gained by seeking the sanctions available to the Adjudication Panel or the local Standards Committee;
- The complaint concerns acts carried out in the Members' private life when they are not carrying out the work of the Authority or have not misused their position as a Member;
- It appears that the complaint is really about dissatisfaction with a Council decision;
- There is not enough information currently available to justify a decision to refer the matter for investigation.

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Local assessment complaint handling chart



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Agenda Item 5

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