

A meeting of the **STANDARDS COMMITTEE** will be held in **ROOM CVSO1A, CIVIC SUITE, PATHFINDER HOUSE, ST. MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **THURSDAY, 6 SEPTEMBER 2012** at **4:00 PM** and you are requested to attend for the transaction of the following business:-

APOLOGIES

1. ELECTION OF CHAIRMAN

To elect a Chairman of the Committee for the ensuing Municipal Year.

2. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting held on 21st June 2012.

3. MEMBERS' INTERESTS

To receive from Members, declarations as to disclosable pecuniary, non-disclosable pecuniary or non-pecuniary interests in relation to any Agenda Item – See Notes below.

4. APPOINTMENT OF VICE-CHAIRMAN

To appoint a Vice-Chairman of the Committee for the ensuing Municipal Year.

5. APPOINTMENT OF LEAD AND DEPUTY INDEPENDENT PERSONS (Pages 7 - 20)

To consider a report by the Head of Legal & Democratic Services and Monitoring Officer regarding the process for the appointment of Lead and Deputy Independent Persons.

6. APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES (Pages 21 - 22)

To consider a report by the Head of Legal & Democratic Services and Monitoring Officer regarding the inclusion of Parish Council representation on the new Committee.

7. PROPOSED TERMS OF REFERENCE - STANDARDS COMMITTEE (Pages 23 - 26)

To consider a report by the Head of Legal & Democratic Services and Monitoring Officer on potential terms of reference for the new Committee.

8. NEW STANDARDS REGIME - PROGRESS (Pages 27 - 68)

To consider a report by the Head of Legal & Democratic Services and Monitoring Officer on the progress achieved thus far in implementing the new Standards regime.

9. MONITORING OFFICER PROTOCOL AND FLOWCHART

To confirm the final version of the Monitoring Officer Protocol and flow chart as the process for consideration of complaints that a Member has failed to comply with their Council's adopted Code of Conduct – **To Follow**

10. PROPOSED TRAINING PROGRAMME (Pages 69 - 70)

To consider an approach to training for District and Parish Councils on the newly adopted Code of Conduct. Report by the Head of Legal & Democratic Services and Monitoring Officer enclosed.

NB: A briefing on the Code of Conduct for Committee Members will follow the meeting.

11. DATE OF NEXT MEETING

Thursday 6th December 2012 at 4pm.

Dated this 29 day of August 2012



Head of Paid Service

Notes

A. Disclosable Pecuniary Interests

(1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*

(2) *A Member has a disclosable pecuniary interest if it*

(a) relates to you, or

(b) is an interest of -

(i) your spouse or civil partner; or

(ii) a person with whom you are living as husband and wife; or

(iii) a person with whom you are living as if you were civil partners

and you are aware that the other person has the interest.

(3) *Disclosable pecuniary interests includes -*

- (a) any employment or profession carried out for profit or gain;
- (b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);
- (c) any current contracts with the Council;
- (d) any beneficial interest in land/property within the Council's area;
- (e) any licence for a month or longer to occupy land in the Council's area;
- (f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or
- (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

B. Other Interests

(4) If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.

(5) A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -

- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
- (b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest.

Please contact Ms C Deller, Democratic Services Manager, Tel No 01480 388007/e-mail: Christine.Deller@huntingdonshire.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 Committee/Panel.

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.