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4 July 2012

**To: All Members of the Standards Committee**

**Independent Members:** Susan Toland (Chair), Deborah Russell and Dr Cyril Davies

**Parish/Town Councillors:** Veronica Packham and Axel Palmer

**Bath and North East Somerset Councillors:** Councillor Sally Davis, Councillor Eleanor Jackson, Councillor Nigel Roberts, Councillor Sarah Bevan and Councillor Malcolm Lees

Chief Executive and other appropriate officers

Press and Public

Dear Member

**Standards Committee: Thursday, 12th July, 2012**

You are invited to attend a meeting of the **Standards Committee**, to be held on **Thursday, 12th July, 2012** at **5.30 pm** in the **Kaposvar Room - Guildhall, Bath**.

The agenda is set out overleaf.

Yours sincerely

Ann Swabey  
for Chief Executive

**If you need to access this Agenda or any of the supporting reports in an alternative accessible format, please contact Democratic Services or the relevant report author whose details are listed at the end of each report**

## **NOTES:**

- 1. Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Ann Swabey who is available by telephoning Bath (01225) 394416 or by calling at the Riverside Offices, Keynsham (during normal office hours).
- 2. Details of Decisions taken at this meeting** can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting as above:-

**Public Access points** - Guildhall - Bath, Riverside – Keynsham, Hollies - Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton public libraries.

**For Councillors and officers** papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Libraries.

- 3. Substitutions:** Members are reminded that any substitutions must be made in accordance with the relevant Rule set out in the Council's Constitution and notified in writing to Ann Swabey prior to the commencement of the meeting.

## **4. Public Speaking at Meetings**

The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. They may ask a question which must be submitted in writing to Democratic Services and to which a written answer will be given. Public and Councillor submissions to the Standards Committee under this scheme must relate to the general business of this Committee. Separate arrangements apply to hearings about individual cases.

Advance notice is required not less than two full working days before the meeting (for instance, this means that for meetings held on Thursdays notice must be received in Democratic Services by 4.30pm the previous Monday).

- 5. Attendance Register:** Members should sign the Register which will be circulated at the meeting.
- 6. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.**

## **7. Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people

## **8. Wards (the areas of the Authority which Councillors represent)**

Where an item relates to a specific ward within the Authority, the name of that ward is given alongside the item heading. The name of the Ward is also shown on the front page of the associated report. Where no ward is given, this is because the item is a general matter or relates to the whole of the Bath and North East Somerset area.

**Standards Committee – Thursday, 12th July, 2012  
at 5.30 pm in the Kaposvar Room - Guildhall, Bath**

**AGENDA**

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out on the Agenda.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTION

4. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members/Officers in respect of matters for consideration at this meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

The Chair will announce any items of urgent business accepted since the agenda was prepared under the Access to Information provisions.

6. ITEMS FROM THE PUBLIC - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS

7. ITEMS FROM COUNCILLORS AND CO-OPTED AND ADDED MEMBERS RELATING TO THE GENERAL BUSINESS OF THE COMMITTEE

8. MINUTES OF THE MEETING OF 21ST JUNE 2012 (Pages 5 - 6)

To approve the minutes of the last meeting of the Standards Committee on 21<sup>st</sup> June 2012.

9. PROPOSALS FOR THE NEW CODE OF CONDUCT FOR MEMBERS

The Members are invited to consider the proposals for the new Code of Conduct for Members of Bath and North East Somerset Council (report to follow)

The Committee Administrator for this meeting is Ann Swabey who can be contacted on 01225 394416.

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**BATH AND NORTH EAST SOMERSET**

**STANDARDS COMMITTEE**

**MINUTES OF THE MEETING OF THURSDAY, 21ST JUNE, 2012**

**PRESENT:-**

**Independent Members:** Susan Toland (Chair), Deborah Russell (Independent Member) and Dr Cyril Davies (Independent Member)

**Parish Representatives:** Veronica Packham and Axel Palmer

**Bath and North East Somerset Councillors:** Sally Davis, Malcolm Lees, Eleanor Jackson and Nigel Roberts

**Officers:** Vernon Hitchman (Divisional Director, Legal and Democratic Services)

**30 WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the meeting.

**31 EMERGENCY EVACUATION PROCEDURE**

The Clerk drew attention to the Emergency Evacuation Procedure.

**32 APOLOGIES FOR ABSENCE AND SUBSTITUTION**

Apologies were received by Nick Stevens – Parish Representative.

**33 DECLARATIONS OF INTEREST**

There were none.

**34 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR**

There was none.

**35 ITEMS FROM THE PUBLIC - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS**

There were none.

**36 ITEMS FROM COUNCILLORS AND CO-OPTED AND ADDED MEMBERS RELATING TO THE GENERAL BUSINESS OF THE COMMITTEE**

There was none.

**37 MINUTES OF THE MEETING OF 26TH APRIL 2012**

The minutes of the meeting of 26<sup>th</sup> April 2012 were confirmed as a correct record and signed by the Chair.

**38 THE NEW STANDARDS REGIME**

The Monitoring Officer introduced the report and explained that all Councils are required to adopt a new code of conduct governing elected and co-opted members conduct. He explained that Councils have discretion as to what they include and that

there are some examples appended to the report. He asked the Committee to agree on some principles so that he could draft a new version of the Code to bring back to them at a later date.

The Committee requested that the Monitoring Officer base the new draft code of conduct on the ACSes Draft Code (paper C, marked Appendix D to Report No. 111/2012) with some developments in line with the following:

- The Committee generally preferred the longer rather than the shorter codes but not so long as to put people off of reading it;
- The code should be clearly written and some paragraphs may need amending such as Paragraph 8 which they felt should just read 'set aside your personal interest'
- Parts of the existing code could be used such as those relating to bullying and respect.

It was **agreed** that the Monitoring Officer would circulate a draft a new code of conduct based on the ACSes Draft Code and to note that a formalised complaints and hearing process and training proposals would be developed in the near future.

The meeting ended at 6.50 am

Chair(person) .....

Date Confirmed and Signed .....

**Prepared by Democratic Services**