



# Epping Forest District Council

## **STANDARDS COMMITTEE** **Tuesday, 2nd October, 2012**

You are invited to attend the next meeting of **Standards Committee**, which will be held at:

**Committee Room 1, Civic Offices, High Street, Epping**  
**on Tuesday, 2nd October, 2012**  
**at 7.30 pm .**

**Derek Macnab**  
**Acting Chief Executive**

**Democratic Services**  
**Officer**

G Lunnun (The Office of the Chief Executive)  
Tel: 01992 564244 Email: [glunnun@eppingforestdc.gov.uk](mailto:glunnun@eppingforestdc.gov.uk)

### **Members:**

Councillors K Angold-Stephens, G Chambers, Ms H Kane, A Mitchell MBE, Mrs C Pond, B Rolfe, Mrs P Smith, D Stallan and Mrs J H Whitehouse

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#### **1. ELECTION OF CHAIRMAN - 2012/13**

To elect a Chairman of the Committee for the municipal year 2012/13.

#### **2. APPOINTMENT OF VICE-CHAIRMAN - 2012/13**

To appoint a Vice-Chairman of the Committee for the municipal year 2012/13.

#### **3. APOLOGIES FOR ABSENCE**

#### **4. MINUTES (Pages 7 - 14)**

To approve as a correct record the minutes of the meeting of the former Standards Committee held on 2 February 2012 (attached).

#### **5. DECLARATIONS OF INTEREST**

To declare interests in any item on the agenda.

6. **TERMS OF REFERENCE (Pages 15 - 18)**

**Recommendation:**

**To note the Terms of Reference of the Committee**

(Monitoring Officer) The attached terms of reference for the Committee were agreed by the Council on 18 June 2012.

7. **CODE OF CONDUCT AND PARTICIPATION BY MEMBERS (Pages 19 - 36)**

(Monitoring Officer) To consider the attached report.

8. **COMPLAINTS PROCEDURES (Pages 37 - 54)**

**Recommendation:**

**That the Complaints Procedures adopted by the District Council on 18 June 2012 be noted.**

(Monitoring Officer) At its meeting on 18 June 2012, the Council adopted the attached Complaints Procedures which had been developed by the Public Law Partnership. These documents were adopted subject to review after 12 months.

9. **PARISH/TOWN COUNCIL ARRANGEMENTS (Pages 55 - 60)**

(Deputy Monitoring Officer) To consider the attached report.

10. **PARISH & TOWN COUNCIL REPRESENTATION**

**Recommendation:**

**To consider arrangements for securing non-voting representation to Parish Councils affiliating to this Committee.**

(Deputy Monitoring Officer) This Committee's Constitution envisages that those Parish Councils which wish to affiliate to this Council's Standards Committee should be represented at meetings of this Committee by non voting representatives. In legal terms, it has been established that non voting status must apply as this Standards Committee is not a Joint Committee under the Local Government Act 1972.

The Committee is asked to consider how the representation arrangements should operate in respect of the six Parish Councils who have so far chosen to join this Committee.

Possible options are:

a) one representative per Parish Council; or

b) two or three representatives with the parishes concerned asked to agree their representatives.

**11. APPOINTMENT OF INDEPENDENT PERSONS**

(Monitoring Officer) An oral report will be made on the appointment by the Council on 27 September 2012 of Independent Persons following consideration of the recommendations of the Panel which interviewed applicants.

Independent members appointed will be entitled to attend meetings of this Committee in a non-voting capacity.

**12. FORMER MEMBERS OF THE STANDARDS COMMITTEE**

To acknowledge the contribution of the following former members of the Committee:

Parish/Town Councillors Daphne Borton, Chris Pond and Brian Surtees

Independent Members – Richard Crone, Jason Guth and Murray Wright.

**13. NEW STANDARDS ARRANGEMENTS - DELEGATION (Pages 61 - 62)**

(Deputy Monitoring Officer) To consider the attached report.

**14. ALLEGATIONS MADE ABOUT THE CONDUCT OF DISTRICT AND PARISH/TOWN COUNCILLORS (Pages 63 - 66)**

(Monitoring Officer) To consider the attached schedule showing the current position of active cases.

**15. DATES OF FUTURE MEETINGS**

(Monitoring Officer) The calendar for 2012/13 provides for meetings of the Committee on 13 December 2012 and 28 March 2013.

Additional meetings can be arranged as and when required by the Committee.

**16. EXCLUSION OF PUBLIC AND PRESS**

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the paragraph(s) of Part 1 of Schedule 12A of the Act indicated:

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
17	<i>Allegations made about the Conduct of District and Parish/Town Councillors – Issues Arising</i>	1

To resolve that the press and public be excluded from the meeting during the consideration of the following items which are confidential under Section 100(A)(2) of the Local Government Act 1972:

<b>Agenda Item No</b>	<b>Subject</b>
<i>Nil</i>	<i>Nil</i>

Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

**Background Papers:** Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

**17. ALLEGATIONS MADE ABOUT THE CONDUCT OF DISTRICT AND PARISH/TOWN COUNCILS - ISSUES ARISING**

(Monitoring Officer) To discuss issues arising, if any, from active cases listed on the schedule for item 14.