

STANDARDS COMMITTEE – 23 APRIL 2009

ASSESSMENT AND REVIEW SUB-COMMITTEES ROTA ARRANGEMENTS

Report of the: Corporate Resources Director

Status: For Decision

Head of Service Head of Legal and Democratic Services –
Mrs Christine Nuttall

Recommendation: That the Committee agree the proposed rota arrangements for the Standards Committee Assessment and Review Sub-Committees during the 2009/10 Municipal Year.

Background

- 1 At its meeting on 13 November 2008, the Standards Committee agreed that provisional meetings of the Review and Assessment Sub-Committees be arranged for the first Tuesday of every month with Standards Committee members being allocated to attend provisional meetings dates through a rota system.
- 2 It had been agreed that relevant members would be telephoned the day before a meeting should they not be required to attend or if the meeting was not taking place.

Proposals

- 3 The arrangements agreed last year appear to have worked well. It is therefore recommended that, subject to the improvement suggested below, these arrangements continue during the 2009/10 municipal year.
- 4 It is proposed that, in future, any papers for consideration for a confirmed meeting be circulated to members on the rota five clear days before the meeting. This would serve as notice that the meeting date has been confirmed and that the members listed on the agenda will be required to attend. It will also give members more time to read through the paperwork. Any members on the rota who are not required to attend will be notified by email.
- 5 As complaints can be received up until the day of the relevant sub-committee meeting, any additional papers received once the agenda has been despatched will be sent to members of the sub-committee as soon as they are available.
- 6 Should a member not be able to attend a provisional meeting date, they are requested to contact a member of the Democratic Services Team as soon as possible so that alternative arrangements can be made.

Conclusions

- 7 The scheme used during the 2008/08 Municipal Year should continue, with the improvement suggested above.

Key Implications

Financial

No implications

Impact on and Outcomes for the Community

No implications

Legal, Human Rights etc.

No implications

Equality

No implications

Risk Assessment

If the Council does have a properly functioning Standards Sub-Committee system it may not be in compliance with the legislation. The arrangements suggested above would comply with relevant regulations and requirements.

Sources of Information: Minutes of meeting of Standards Committee
13.11.08

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