

# Agenda

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## Standards Committee

Date: **Friday 11 June 2010**

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Time: **9.30 am**

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Place: **Oxford Town Hall**

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If you would like help to understand this document please call Alec Dubberley, Democratic Services Officer on 01865 252402 or e-mail [adubberley@oxford.gov.uk](mailto:adubberley@oxford.gov.uk) in advance of the meeting.

# Standards Committee

## Membership

**Councillor Clark Brundin**  
**Councillor Stuart Craft**  
**Councillor Gill Sanders**  
**Councillor Val Smith**  
**Councillor Dick Wolff**

Local Authority Representative  
Local Authority Representative  
Local Authority Representative  
Local Authority Representative  
Local Authority Representative

**Chris Ballinger**  
**Meryll Dean**  
**Martin Gardner**  
**Anne Gwinnett**  
**John Lay**

Independent Member  
Independent Member  
Independent Member  
Independent Member  
Independent Member

**Fred Mogridge**  
**Nils Bartleet**

Parish Council Representative  
Parish Council Representative

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## AGENDA

	Pages
1. <b>ELECTION OF CHAIR FOR THE COUNCIL YEAR 2010/11</b> The Chair of the Committee must be an independent member	
2. <b>ELECTION OF VICE-CHAIR FOR THE COUNCIL YEAR 2010/11</b> The Vice-Chair of the Committee must be an independent member	
3. <b>APOLOGIES FOR ABSENCE</b> The Constitution does not permit substitutions	
4. <b>DECLARATIONS OF INTEREST</b> Councillors serving on the Committee are asked to declare any personal or personal prejudicial interests they may have in any of the following agenda items.	
5. <b>COMMITTEE MEMBERSHIP</b>	
6. <b>COMMITTEE POWERS AND DUTIES</b> Attached for information	1
7. <b>MINUTES</b> To approve the minutes of the meeting held on xx March 2010	3 - 6
8. <b>WORK PROGRAMME</b> To review the work programme for the 2009/10 year and suggest a work programme for the new 2010/11 Council year	7 - 8
9. <b>TRAINING PLAN AND REGISTERS OF INTEREST</b> A verbal update on the training plan for elected members of the Council will be given. An update on the return rate for members' register of interests form will also be given.	
10. <b>COMPLAINTS MONITORING</b> To examine customer complaint data for the three month period ending March 2010	9 - 22
11. <b>PARISH COUNCIL PERIODIC REPORT</b>	
12. <b>ANNUAL AUDIT LETTER</b> The Committee is responsible for considering anything relevant (to its responsibilities) in the Annual Audit Letter.	23 - 42
13. <b>WEBSITE</b> The draft content for the Standards Committee's website is attached for the committee's consideration.  The webpage relating to assessment of complaints is included for the Committee to review in order for some of the content to be amalgamated.	43 - 48
14. <b>MEETING WITH CHIEF EXECUTIVE</b> The next meeting between The Chair of the Committee will take place at the end of June. The Committee are welcome to make suggestions for the agenda.	
15. <b>OXFORDSHIRE CHAIRS/VICE-CHAIRS FORUM</b> The minutes of the last meeting are attached. The next meeting shall take place on 9 July in Abingdon	49
16. <b>STANDARDS FOR ENGLAND BULLETINS</b> The December and February editions of the bulletin are attached for information. A letter from the Chari of Standards For England is also attached.	51 - 73

<b>17.</b>	<b>STANDARDS FOR ENGLAND ANNUAL ASSEMBLY</b>	<b>75 - 88</b>
	The Annual Assembly will be held in Birmingham on 18 and 19 October 2010. A copy of the schedule of events is attached.	
<b>18.</b>	<b>STANDARDS FOR ENGLAND ANNUAL RETURN</b>	<b>89 - 98</b>
	A copy of the return is attached for information.	
<b>19.</b>	<b>DATES OF FUTURE MEETINGS</b>	
	Friday 10 September 2010	
	Friday 10 December 2010	All at the Town Hall
	Friday 11 March 2011	

## **DECLARING INTERESTS**

What is a personal interest?

You have a personal interest in a matter if that matter affects the well-being or financial position of you, your relatives or people with whom you have a close personal association more than it would affect the majority of other people in the ward(s) to which the matter relates.

A personal interest can affect you, your relatives or people with whom you have a close personal association positively or negatively. If you or they would stand to lose by the decision, you should also declare it.

You also have a personal interest in a matter if it relates to any interests, which you must register.

### **What do I need to do if I have a personal interest?**

You must declare it when you get to the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you. You may still speak and vote unless it is a prejudicial interest.

If a matter affects a body to which you have been appointed by the authority, or a body exercising functions of a public nature, you only need declare the interest if you are going to speak on the matter.

### **What is a prejudicial interest?**

You have a prejudicial interest in a matter if;

- a) a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgment of the public interest; and
- b) the matter affects your financial interests or relates to a licensing or regulatory matter; and
- c) the interest does not fall within one of the exempt categories at paragraph 10(2)(c) of the Code of Conduct.

### **What do I need to do if I have a prejudicial interest?**

If you have a prejudicial interest you must withdraw from the meeting. However, under paragraph 12(2) of the Code of Conduct, if members of the public are allowed to make representations, give evidence or answer questions about that matter, you may also make representations as if you were a member of the public. However, you must withdraw from the meeting once you have made your representations and before any debate starts.