

Standards Assessment Sub-Committee – 10 August 2011

Minutes of the meeting of the **Standards Assessment Sub-Committee** held on **10 August 2011** when there were present:-

Mrs L Walker	-	Independent Member (Chairman)
D J Cottis	-	Independent Member
Cllr Mrs H L A Glynn	-	Rochford District Council Elected Member
Cllr Mrs D Constable	-	Parish Member

OFFICERS PRESENT

A Bugeja	-	Monitoring Officer
J Jakes	-	P A to Monitoring Officer
M Power	-	Committee Administrator

1 COMPLAINT NO. RDC8

Under its Terms of Reference and Procedure Rules, the Assessment Sub-Committee verified the validity of the complaint under review.

The information available concerning a possible breach of the Code of Conduct was considered and it was:-

Resolved

That, on the face of the information provided, the complaint disclosed an apparent breach of the Code of Conduct but that this did not merit further investigation.

It was further recommended:-

- (1) That the Monitoring Officer makes arrangements for Code of Conduct training to be provided to either party if they have not attended a recent training session and that documentation relating to the Code of Conduct be provided as part of this training.
- (2) That a full apology be made to the complainant and that this apology be copied to the two other District Councillors directly involved in the exchange of emails.

The meeting commenced at 10.00 am and closed at 11.30 am.

If you would like these minutes in large print, Braille or another language please contact 01702 318111.