

**STANDARDS COMMITTEE – ROCHFORD DISTRICT COUNCIL****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.

**STANDARDS COMMITTEE – ROCHFORD DISTRICT COUNCIL****Assessment Sub-Committee 21 September 2011**

Minutes of the meeting of the **Standards Assessment Sub-Committee** held on **21 September 2011** when there were present:-

M G Drage - Independent Member (Chairman)  
C I Black - Rochford District Council Elected 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. SC0010**

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.

The Sub-Committee concluded that sufficient information had not been submitted by the Complainants to satisfy it that the complaint should be referred for investigation and accordingly no action should be taken unless further information was received.

Review of the complaint, however, did give rise to concerns by the Sub-Committee around the way in which the Parish Council in question conducted its meetings, and the Monitoring Officer was asked to notify the Parish Clerk of these concerns and its suggestion that training on Chairmanship and meeting procedures would be advisable.

**Resolved**

That no action be taken unless further information was received.

**It was further recommended:-**

That the Monitoring Officer notifies the Parish Clerk of the Sub-Committee's concerns regarding Chairmanship and meeting procedure and the advisability of addressing these matters through appropriate training.

The meeting commenced at 10.00 am and closed at 11.02 am.

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