

Minutes

OF A MEETING OF THE



Listening Learning Leading

Audit and Governance Sub-Committee

HELD AT 8:08 PM ON MONDAY 21 MARCH 2016

MEETING ROOM 1, 135 EASTERN AVENUE, MILTON PARK, MILTON,
OX14 4SB

Present

Kevin Bulmer, Alan Thompson and John Walsh

Apologies

Charles Bailey tendered apologies.

Officers

Ron Schrieber

1 Election of Chairman

Councillor Kevin Bulmer was elected as Chairman.

2 Declarations of interest

None.

3 Appointment of Vice-Chairman

Councillor John Walsh was appointed as Vice-Chairman.

4 Review of code of conduct complaints procedures

The sub-committee considered a report on the arrangements for panels to determine code of conduct complaints referred by the monitoring officer and revised procedures for and information on dealing with such complaints.

The Joint Audit and Governance Committee had considered the report and had made a number of recommendations to the sub-committee. It had also suggested an amendment to the flow chart attached to the code of conduct complaints fact sheet (Appendix 2 to the report) to make clear that any requests for confidentiality would be dealt with during the initial overview.

RESOLVED: to

- (a) appoint (on an ongoing basis until May 2019) complaints panels comprising three members of the sub-committee or their appointed substitutes to determine code of conduct complaints referred by the monitoring officer;
- (b) appoint each member or substitute of the sub-committee to serve on any complaints panel which is convened so as to include her or him in its membership;
- (c) agree that wherever possible, a panel should comprise the chairman or vice-chairman of the sub-committee plus two other members of the sub-committee, but that this should not affect the principle that any three members of the sub-committee will constitute a properly appointed panel;
- (d) authorise the head of legal and democratic services to convene panels to consider code of conduct complaints having regard to members' availability and eligibility to take part;
- (e) adopt the revised procedures for dealing with code of conduct complaints set out in appendix one to the report with effect from 1 April 2016 (and subject to further review in 2019);
- (f) authorise the monitoring officer to make minor amendments to the procedures including minor or consequential amendments required for clarification, consistency and compliance with the councils' style guide; and
- (g) subject to the suggested amendment detailed above, note the revised document entitled *Code of conduct complaints: fact sheet* set out in appendix two to the report that will continue to provide information for members of the public when making code of conduct complaints.

The meeting closed at 8.10 pm

Chairman

Date