

Standards Committee



Date & time	Place	Contact	Interim Chief Executive
Friday 3 July 2009 at 10am	Committee Room B County Hall, Kingston upon Thames Surrey, KT1 2DN	Cheryl Hardman Room 122, County Hall Tel 020 8541 9075 Email: cherylh@surreycc.gov.uk	Michael Frater

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email cherylh@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Cheryl Hardman on 020 8541 9075.

Members

*Mr SFI Rutter (Chairman), +Mrs Angela Fraser DL (Banstead East) (Vice-Chairman), *Mr Nicolas Davies LVO JP DL, *Mr Simon Edge, *Ms Karen Heenan, +Eber Kington (Epsom and Ewell North), +Mr Geoff Marlow (The Byfleets), +Mr David Munro (Farnham South), +Mrs Lavinia Sealy (Bisley, Chobham and West End), +Mr Colin Taylor (Epsom and Ewell South East)

+ = Elected Member

* = Independent Representative

NOTES:

1. Members are requested to let the Democratic Services Officer have the wording of any motions and amendments not later than one hour before the start of the meeting.
2. Substitutions must be notified to the Democratic Services Officer by the absent Member or group representative at least half an hour in advance of the meeting.

PART ONE - IN PUBLIC

REPORT COLOUR

1 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN OF STANDARDS COMMITTEE **Agenda Item**

To elect a new Chairman and Vice-Chairman of Standards Committee for the remainder of the 2009/10 municipal year.

The Chairman of the Committee should be selected from amongst the Independent Representatives on the Committee.

In accordance with the Constitution, Members are asked to notify **Cheryl Hardman** before the meeting if they intend to nominate another Member as Chairman or Vice-Chairman.

2 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS **Agenda Item**

To receive any apologies for absence and notices of substitutions

3 MINUTES OF THE LAST MEETING: 17 April 2009 **White**

To confirm the Minutes of the meeting of the Standards Committee held on 17 April 2009, which are attached.

4 DECLARATIONS OF INTERESTS **Agenda Item**

To receive any declarations of personal and/or prejudicial interests from Members in respect of any item to be considered at the meeting.

(Notes: Declarations of interest should be made on a form available from the Democratic Services Officer before the meeting.

Members are reminded that in accordance with the Constitution any Member declaring a prejudicial interest is required to withdraw from the meeting unless he/she has obtained a dispensation from the Standards Committee.)

5 QUESTIONS AND PETITIONS **Agenda Item**

To receive any questions or petitions.

Notes:

1. The deadline for Member's questions is 12.00pm four working days before the meeting.
2. The deadline for public questions is seven days before the meeting.
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

- 6 APOINMENT OF ASSESSMENT AND REVIEW SUB-COMMITTEES** **Green**
- To agree the membership of sub-committees to consider the initial assessment and review of complaints about the conduct of County Councillors and Co-opted Members of Council Committees.
- 7 MEMBERS' CORRESPONDENCE** **White**
- To consider a consistent approach to complaints about the alleged failure to respond to correspondence from constituents and to identify any learning from these complaints.
- 8 LOCAL COMMITTEES: CODE OF CONDUCT TRAINING** **Agenda Item**
- Following an investigation into allegations against five members of a Local Committee, Standards Committee agreed the following recommendations, among others:
- a) That all co-opted Members on Surrey County Council Local Committees should undertake training on the processes and policies applicable to the conduct of Local Committees. Training should include a focus on the specific difficulties associated with Traffic Regulation Orders and Rights of Way.
 - b) That further training of Members on the Code of Conduct needs to be undertaken as a matter of priority as there is a clear lack of understanding on some of the implications associated with the Code of Conduct, particularly in relation to the Local Committee.
- Legal Services have been providing training to each of the Local Committees on the implications of the Code of Conduct, specific to Local Committees.
- The Committee will receive an update on the take-up of the training.
- 9 CODE OF CONDUCT: MEMBER KNOWLEDGE** **Green**
- To receive findings from both the Standards of Conduct survey and an Audit and Risk Assurance survey so as to understand the current state of awareness of the need for high ethical standards and of the Code of Conduct within Surrey County Council.
- 10 LGC STANDARDS AND ETHICS AWARD: LEARNING POINTS** **White**
- To learn from the recent LGC Standards and Ethics Award and identify opportunities for Standards Committee to develop its work further.

11 BRINGING STANDARDS INTO FOCUS: 2009 ANNUAL ASSEMBLY OF STANDARDS COMMITTEES

Agenda Item

To nominate a Member delegate to the 2009 Annual Assembly of Standards Committees being held 12-13 October 2009 at the International Convention Centre in Birmingham.

12 COMPLAINTS HANDLING PERFORMANCE

Green

a) Complaints Handling Performance: April to May 2009

To note this performance report for April to May 2009 and ensure that the Councils' complaints procedures are effective.

Loulla Woods (Customer Relations Manager, Customers and Communities Directorate) will be in attendance.

b) Standards Committee Concerns About Responses to Complaints in Surrey Highways

To consider the response from the Head of Surrey Highways and Head of Customer Services to a letter from the Committee.

13 ACTIONS TRACKER AND WORK PLAN

White

To note the Committee actions tracker and agree the forward work plan.

14 DATES OF FUTURE MEETINGS

The date of the next scheduled meeting is 2 October 2009 at 10am.

The dates of future scheduled meetings are:

Monday 30 November 2009

Monday 15 February 2009

MICHAEL FRATER
Interim Chief Executive

Published: 25 June 2009

Members of Standards Committee to note: training on the initial assessment process will be provided following a buffet lunch.

MOBILE TECHNOLOGY – ACCEPTABLE USE

Use of mobile technology (mobiles, BlackBerries, etc.) in meetings can:

- Interfere with the PA and Induction Loop systems
- Distract other people
- Interrupt presentations and debates
- Mean that you miss a key part of the discussion

Please switch off your mobile phone/BlackBerry for the duration of the meeting. If you wish to keep your mobile or BlackBerry switched on during the meeting for genuine personal reasons, ensure that you receive permission from the Chairman prior to the start of the meeting and set the device to silent mode.

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Supporting Surrey County Council Values:			
Working with Others	Forward Thinking	Responsive and Reliable	Value for Money