

## Decisions of the Standards Committee held on 3 December 2009

**These decisions are published for information in advance of the publication of the Minutes**

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### DECISIONS:

#### 1. MONITORING OFFICER'S REPORT ON COMPLAINTS

Resolved –

That the update provided by the Monitoring Officer be noted.

(Suzan Hemingway - 01274 432496)

#### 2. CODE OF CONDUCT – REVISED COMPLAINT FORM

Resolved –

- (1) That the revised complaint form set out in the appendix to Document “K” be amended further in line with the comments made at the meeting and then be utilised immediately.
- (2) That the Monitoring Officer liaise with the Assistant Director, Public Affairs and Communications to ensure that all publications issued on behalf of the Committee are fully accessible.
- (3) That the Monitoring Officer investigate the possibility of producing a guidance note to help complainants complete section 4 of the revised complaints form.

(Suzan Hemingway - 01274 432496)



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INVESTOR IN PEOPLE

Suzan Hemingway, Assistant Director Corporate Services (City Solicitor)



### **3. STANDARDS COMMITTEE MEMBERS TRAINING**

**Resolved –**

- (1) That the Monitoring Officer be requested to produce a proforma for assessment panels to use when considering alternative action.**
- (2) That the Committee undertakes a training exercise on alternative action in the new year in conjunction with the other West Yorkshire authorities.**
- (3) That it be noted that two representatives of the Committee are undertaking training in Leeds on 4 December 2009 on the issue of local investigation and that they be requested to cascade the outcome of that training to the remainder of the Committee.**

(Suzan Hemingway - 01274 432496)

### **4. ADJUDICATION PANEL FOR ENGLAND DECISIONS**

**Resolved –**

**That the information contained in Document “L” be noted.**

(Suzan Hemingway - 01274 432496)

### **5. STANDARDS COMMITTEE WORK PROGRAMME**

**Resolved –**

**That the meeting scheduled for January 2010 be extended to include the extra business identified at this meeting.**

(Suzan Hemingway – 01274 433696)

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