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## Minutes of a meeting of the Standards Committee held on Wednesday 24 July 2013 at City Hall, Bradford

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Commenced 1800  
Concluded 1830

### PRESENT –

#### Parish and Town Council Members

Parish Councillor Bowen

#### Councillors

CONSERVATIVE	LABOUR
Binney	Farley
D Smith	Ferriby
	Javed

Apologies: Town Councillor Mitchell

#### Councillor Farley in the Chair

### 1. DISCLOSURES OF INTEREST

No disclosures of interest in matters under consideration were received.

### 2. MINUTES

#### Resolved -

That the minutes of the meeting held on 16 January 2013 be signed as a correct record.

**ACTION:** *City Solicitor*

### 3. INSPECTION OF REPORTS AND BACKGROUND PAPERS

There were no appeals submitted by the public to review decisions to restrict documents.



#### 4. **APPOINTMENT OF A COMPLAINTS SUB-COMMITTEE**

Previous Reference: Council, Minute 25 (2012-13)

The City Solicitor advised the Committee that it was required to appoint a Complaints Sub-Committee. The Sub-Committee would be made up of three Members of the Standards Committee, one of whom must be from the same political group as the subject Member (wherever possible), but not all of the Members would be from the same political group. The Chair would be elected from among the membership at the beginning of the meeting, but could not be from the same political group as the subject Member.

The Sub-Committee was required to hear and determine allegations of breach of the relevant code(s) of conduct by Members of Council and of Parish and Town Councils respectively.

**Resolved –**

**That a Complaints Sub-Committee be appointed with memberships, role and functions as contained in the resolution of Council made on 10 July 2012 and subject to the Rules of Procedure contained in Part 3 of the Constitution adopted by Annual Council on 21 May 2013.**

***ACTION: City Solicitor***

#### 5. **MONITORING OFFICER'S REPORT ON COMPLAINTS**

The City Solicitor gave a verbal presentation of the subject, and circulated the "Monitoring Officer's Report on Complaints" document at the outset whilst providing a salient overview of its contents. She also stated that the process was now in place to assist in resolving complaints without delay and to respond to the complainant sooner.

The Committee was further advised that information on the Monitoring Officer's ongoing allegations would be documented at a future meeting of this Committee.

**No resolution was passed on this item.**

***LEAD: City Solicitor***

#### 6. **PROCEDURE FOR DEALING WITH COMPLAINTS AT STAGE THREE OF THE COMPLAINTS PROCEDURE**

The City Solicitor presented a report (**Document "A"**) which provided the Committee with an opportunity to consider how the Complaints Sub-Committee would undertake the consideration of a complaint at stage three of the Complaints Procedure. The Council approved a new Code of Conduct for Elected Members and a procedure for dealing with complaints on 10 July 2012 and the proposed running order for stage three was set out in appendix 2 of Document "A" to which a point by point salient overview was provided.

Following the presentation, the Committee confirmed that it was aware that a complaint had not reached to stage three previously. In response, it was stated that it was paramount to ensure that the procedure was both accessible and appropriate to provide a consistent, orderly and proportionate process for determining the outcome of any future complaints.

**Resolved –**

**That the proposed running order for the determination of stage three complaints, as set out in Appendix 2 of Document “A” be approved.**

***ACTION: City Solicitor***

## **7. SCHEDULE OF MEETINGS**

**Resolved –**

**That future meetings of the Standards Committee for 2013/14, be confirmed as follows:**

- **13 November 2013 at 1600**
- **19 March 2014 at 1400**

***ACTION: Committee Services Officer***

Chair

**Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.**

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THESE MINUTES HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER