STANDARDS COMMISSION FOR SCOTLAND

INTEGRITY IN PUBLIC LIFE

SCS MEETING

MINUTES *Meeting date: Thursday 24 March 2016*

IN ATTENDANCE

- Ian Gordon (Convener)
- Kevin Dunion
- Lindsey Gallanders
- Matt Smith
- Julie Ward
- Elaine McLean (Business Manager)

APOLOGIES

- Lorna Johnston (Executive Director)

ITEM	CONTENT	ACTION
STANDING ITEMS		
1.	**APOLOGIES** An apology for absence was received from Lorna Johnston, Executive Director. **CONFLICTS OF INTEREST** There were no declarations made.	
2.	**DRAFT MINUTE OF PREVIOUS MEETING** Members reviewed and approved the Minute of the meeting held on 29 February 2016.	
3.	**MATTERS ARISING** **Codes of Conduct for Health and Social Care Integration Joint Boards.** Members agreed the Executive Team should seek an update from the Scottish Government about the projected timeframe in relation to Ministerial approval of the proposed Model Code. **Audit Scotland / ALEO Guidance** Members agreed the Executive Director provide a verbal update of the round table meeting, which was held on 3 March 2016, at the next meeting. **Draft Revised Guidance on the Councillors' Code of Conduct** Members noted the Guidance had been issued electronically to all councillors, Chief Executives and Monitoring Officers on 1 March 2016. **Monitoring Officers' Workshop** Members noted that following their approval of the request from SOLAR to move the date of the event from 24 May 2016, the workshop had been rescheduled and would now take place on 8 September 2016. All other matters arising were dealt with as items under the Agenda.	**Executive Team** **Executive Director**
STRATEGIC MATTERS		
4.	**Strategic Plan 2016/2020** Members noted the Strategic Plan had been submitted on 8 March 2016 for laying at the Scottish Parliament.	
BUSINESS MATTERS		

5.	**COMMUNICATIONS:** **Meeting with Northern Ireland Deputy Ombudsman** Members noted the verbal report provided by the Convener of the meeting held in the Scottish Parliament on 16 March 2016. Members indicated there may be some value in setting up a Memorandum of Understanding between the Commission and the Ombudsman, if possible, under current legislation. The Convener agreed to consider whether this would be appropriate. **Monitoring Officers' Liaison Group Meeting** Members noted the report and agreed that the Executive Director ascertain if there is opportunity for the Standards Commission to be invited to future MO workshops / events hosted by SOLAR. **Review of Ethical Standards Legislation** Members agreed that, prior to the Convener and one Member of the Standards Commission demitting office during early 2017, time should be set aside for a workshop to review the ethical standards framework and associated legislation. **Impact of Sanctions on Remuneration** Members agreed the Executive Team update Members on the impact of sanctions in respect of remuneration. **Succession Planning** Members noted the verbal update provided by the Convener. **External Audit Plan 2015/16** Members noted that Audit Scotland will remain the appointed auditor. **Request from Argyll and Bute Council** Members acknowledged the request submitted by the Council and agreed to support the workshop. Members agreed the Business Manager circulate potential dates for them to consider their availability to attend the event. **SCS Training on the Management of Hearings** Members noted that the proposed date for the training event of 24 May 2016 was no longer suitable and agreed that the Executive Team identify an alternative date to enable the event to be rescheduled. **SCS Budget Approval 2016/17** Members noted the confirmation letter of the annual funding budget allocated to the Standards Commission.	**Convener** **Executive Director** **Executive Team** **Executive Team** **Executive Team** **Executive Team**
6.	**Ethical Standards Act: Section 16(c) Policy** Members noted they had previously agreed that it would be helpful to have a policy in place which identified and outlined the circumstances which the Standards Commission may decide to invoke Section 16(c) of the Act. Members welcomed the opportunity to review the policy drafted by the Executive Director. However, they agreed that at this time it would not be adopted. Instead, Members agreed consideration of the matter should be included in the proposed overall review of the ethical standards legislation.	
7.	**Post Hearing Analysis Template** Members previously agreed it would be helpful to have a standard template which would be completed after each Hearing to capture comments and suggestions from the Members of the Hearing Panel and the support staff, as necessary. Members agreed the template and indicated that it should be implemented following the next Hearing.	**Executive Team**

8.	**Professional Briefing: March 2016** Members reviewed the draft Professional Briefing and subject to minor amendments, the document was agreed for publication and distribution.	**Executive Team**
9.	**Applications for Appointment of Standards Officers for Health & Social Care Integration Joint Boards** Members reviewed and approved two proposed appointments for the role of Standards Officers in the following Integrated Joint Boards: • Sheona Hunter, Standards Officer, Angus Integration Joint Board • James Millar, Standards Officer, West Lothian Integrated Joint Board Members further agreed that the Executive Team issue a letter to the respective Chief Officers to confirm the appointments.	**Executive Team**
CASES UPDATE		
10. .	**NOTES OF DECISION/CASES NOT PURSUED & SECTION 14 NOTIFICATION LETTERS** Members reviewed the ten cases published by CESPLS on his website following completion of his investigation.	
11.	**HEARING UPDATE / POST HEARING ACTIVITIES** **a) LA/AC/1720 & 1743:** Councillor Willie Young of Aberdeen City Council: Members noted the response from the Chief Executive of Aberdeen City Council to the Hearing Panel's written decision. **b) LA/C/1640:** Councillor Archie Drummond of Clackmannanshire Council. The Chair of the Hearing Panel confirmed the Hearing has been adjourned and would reconvene on 14 and 15 April 2016. **c) LA/AN/1772:** Councillor Colin Brown of Angus Council. Members noted the Hearing concluded on 15 March 2016. **d) NPA/LLT/1781**: Mr Owen McKee. Members noted that the Hearing was scheduled to take place on 12 April 2016. **e) LA/H/1643:** Councillor Roddy Balfour of Highland Council. Members noted the Hearing was scheduled to take place on 12 May 2016. **f) LA/D/1714:** Councillor Ken Guild of Dundee City Council. Members noted the Hearing was now scheduled to take place on the 13 and 14 June 2016.	
AOB		
12.	**Members - Competency Framework:** The Convener agreed to provide Members with a Performance Management template for use during their annual appraisal. **Members: Expenses Claims:** Members noted Travel and Expense claims could be submitted electronically to the Business Manager. **Budget / End of Year Expenditure projections:** Members noted the Standards Commission were not intending to submit a request to the Scottish Parliament for access to contingency funding. **Contact Information:** Members agreed the Members / Staff contact sheet be updated and issued to Members. **Hearings Survey** Members noted the Executive Team were currently developing a suitable format for the draft Survey which would thereafter be issued to Mr Dunion for review and	**Convener** **Executive Team** **Executive Team**

	comment.	
13.	**2015/16 & 2016/17 DIARY DATES/MEETINGS** Members reviewed the schedule. **DATE OF NEXT MEETING** The Standards Commission will meet on Monday 25 April 2016.	