

MINUTES

Meeting date: Monday 25 April 2016

IN ATTENDANCE

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

APOLOGIES

- Lindsey Gallanders (Member)
- Lorna Johnston (Executive Director)

| ITEM | CONTENT | ACTION |
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| STANDING ITEMS | | |
| 1. | APOLOGIES Apologies for absence were received from Lindsey Gallanders, Member of the Standards Commission and 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 24 March 2016. | |
| 3. | MATTERS ARISING Revised Guidance on the Councillors' Code of Conduct Members noted the Executive Team confirmed the project to provide a standalone version of the Guidance, extrapolated from the Guidance to the Councillors' Code of Conduct, would be completed by 30 April 2016. All other matters arising were dealt with as items under the Agenda. | Executive Team |
| STRATEGIC MATTERS | | |
| 4. | Business Plan 2015/16 End of Year Review Members reviewed the progress report to the 31 March 2016 and agreed outstanding actions would be carried forward and incorporated into the activities detailed within the 2016/17 Business Plan. Members thanked the staff for their support during the year. | Executive Team |
| BUSINESS MATTERS | | |
| 5. | COMMUNICATIONS: Hearings Survey Members noted that Mr Dunion had reviewed the format and content of the proposed Hearing survey. His suggestions and amendments had now been made. Members further noted that the Standards Commission did not hold a record of all attendees at Hearings which were held in 2015, however, such a system was now in place. Members agreed the survey be issued to cover Hearings held in 2016. Housing Regulator Training Event Members noted Mrs Gallanders and the Executive Director were due to lead a training event for Board Members of the Housing Regulator on 8 November 2016. | Executive Team |

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| | <p>Argyll and Bute Council Training Event Members noted Mr Gordon and Mrs Ward were due to lead a training event for Argyll & Bute councillors on 6 June 2016. The Executive Director was to prepare a draft presentation.</p> <p>Midlothian Council Request for Training Members agreed to support the request to provide a briefing to Councillors and asked the Executive Team to liaise with the Council's Monitoring Officer to identify a potential date for the event.</p> | <p>Executive Director</p> <p>Executive Team</p> |
| 6. | <p>Annual Report 2015/16: Draft Sections 4 and 5 Members reviewed the drafts of Sections 4 and 5 of the Annual Report and, subject to the Executive Team amending and updating information within the sections, the content was agreed.</p> | Executive Team |
| 7. | <p>Action Plan for Development and Promotion of Education and Resources Members reviewed the Education and Resources Activity Plan and asked the Executive Team to provide further information in relation to the level of resources, provision of management information and associated costs which may be applicable in providing an IT based Learning Management System and associated e-learning modules. This information would enable Members to determine if investing in the provision of this training material supported the ethos of value for money.</p> | Executive Team |
| 8. | <p>Human Resources Committee Report Members noted the Minute from the Meeting from the Committee meeting on 24 March 2016. Members agreed the matter pertaining to the requirements for witness taking an oath or affirmation would be discussed during the Members workshop.</p> <p>Subject to minor corrections being made to the document the Members approved the Committee Terms of Reference.</p> | |
| 9. | <p>Applications for Appointment of Standards Officers for Health & Social Care Integration Joint Boards Members reviewed and approved four appointments for the role of Standards Officers in the following Integrated Joint Boards:</p> <ul style="list-style-type: none"> • Keith Redpath, West Dunbartonshire Health & Social Care IJB • Roger Mennie, Dundee Health & Social Care IJB • Kenneth Graham, Renfrewshire Health and Social Care Partnership • Allison Eccles, Glasgow City Health & Social Care Partnership <p>Members agreed that the Executive Team issue correspondence to the respective Chief Officers to confirm the appointments.</p> | Executive Team |
| 10. | <p>Request for Dispensations from Highland Council Members reviewed the two individual dispensation requests received from Highland Council.</p> <p>Members did not approve the request submitted on behalf of Councillor Alston in relation to his appointment as Chair of the Board of NHS Highland. Members considered there is a clear conflict of interest and it would be inappropriate for the dispensation request to be granted.</p> <p>Members reviewed the request submitted on behalf of Councillor Saxon in relation to his appointment as Vice Chair of Dounray Stakeholders Group. Members agreed the Executive Team seek further information in relation to his appointment to the Group before considering the submission.</p> | |

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| | Members agreed the Executive Director contact the Highland Council's Monitoring Officer in relation to both dispensation requests. | Executive Director |
| CASES UPDATE | | |
| 11. | NOTES OF DECISION/CASES NOT PURSUED & SECTION 14 NOTIFICATION LETTERS Members reviewed the three cases published by CESPLS on his website following completion of his investigation. | |
| 12. | HEARING UPDATE / POST HEARING ACTIVITIES a) LA/C/1640: Councillor Archie Drummond of Clackmannanshire Council. Members noted that the Hearing had concluded on 15 April 2016. The Hearing Panel had concluded there had been a breach and had suspended the Respondent. b) NPA/LLT/1781: Mr Owen McKee. Members noted that the Hearing had taken place on 12 April 2016. The Hearing Panel had concluded there had been a breach and had censured the Respondent. c) LA/H/1643: Councillor Roddy Balfour of Highland Council. Members noted the Hearing was scheduled to take place on 12 May 2016. d) LA/D/1714: Councillor Ken Guild of Dundee City Council. Members noted the Hearing was scheduled to take place on the 13 and 14 June 2016. | |
| AOB | | |
| 13. | 2015/16 & 2016/17 DIARY DATES/MEETINGS Members reviewed the schedule and agreed the amendment to the start times of Meetings scheduled to be held on 23 May 2016. DATE OF NEXT MEETING The Standards Commission will meet on Monday, 23 May 2016. | |