

MINUTES

Meeting date: Monday 27 June 2016

IN ATTENDANCE

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

APOLOGIES

ITEM	CONTENT	ACTION
STANDING ITEMS		
1.	<p>APOLOGIES No apologies for absence were received.</p> <p>CONFLICTS OF INTEREST No declarations were made.</p>	
2.	<p>DRAFT MINUTE OF PREVIOUS MEETING Members reviewed and approved the Minute of the meeting held on 23 May 2016.</p>	
3.	<p>MATTERS ARISING</p> <p>Development of E-Learning Training Materials Members noted the Executive Team now intended to provide further information in respect of the level of resources, provision of management information and associated costs which may be applicable in providing an IT based learning management system at the meeting on 26 July 2016.</p> <p>Liaison with SOLAR Members noted the Executive Team would liaise with SOLAR about the possibility of attending events when collaborating with them in the production of the ALEO Advice Note.</p> <p>Hearing Survey Members noted a number of survey responses had been received and the Executive Team would report on these at the meeting on 26 July 2016.</p> <p>Annual Report 2015/16 Members noted the content had been agreed and a draft design was expected by the end of June 2016.</p> <p>Members noted that all other matters had concluded or would be discussed under the main agenda.</p>	

8.	<p>Professional Briefing: June 2016 Members reviewed the draft Professional Briefing and subject to minor amendments, the document was agreed for publication and distribution.</p>	Executive Team
9.	<p>Advice Note for Councillors on ALEOs Members reviewed and suggested amendments to the draft Advice Note. Members agreed that the Advice Note should be circulated to the CESPLS, SOLAR, SOLACE and the Scottish Government's Local Government Division for their comments before being finalised, issued and published.</p> <p>Members agreed that Monitoring Officers should be asked at the Workshop on 8 September 2016 whether there was any intention for Councils to have a uniformed approach towards training Councillors who are nominated or appointed to sit on ALEOs.</p>	Executive Team
10.	<p>Redaction of CEPLS Reports Members agreed the question of the extent of redaction of Reports should be added to the agenda and discussed with the CESPLS at the next joint meeting scheduled to take place on 26 July 2016.</p>	Executive Team
11.	<p>Audit & Risk Committee Members reviewed and noted the minutes of the Audit & Risk Committee meeting on 23 May 2016 and further noted the verbal report given by the Chair, Mrs Ward.</p>	
12.	<p>Draft Budget Submission 2017/18 Members noted the projected increase in staff salaries was the result of pay progression on the incremental pay scales, which aligned with the SPCB's staff scales. Members further noted the liability for PAYE on their own salaries was an annual payment made in accordance with the terms of a PAYE Settlement Agreement. Members agreed this should be outlined in the accompanying management commentary.</p> <p>Members noted that proposed hospitality costs included expenses incurred in the promotion of the Codes, such as on venues for the Monitoring and Standards Officers' Workshops. It also included costs incurred in respect of training events. As such, Members agreed some of the costs should instead be allocated to the publicity and promotion cost section. Subject to the agreed changes identified above being inserted into the budget template and supporting commentary the terms of the Budget Submission for 2017/18 were approved.</p>	Executive Team
CASES UPDATE		
13.	<p>NOTES OF DECISION/CASES NOT PURSUED & SECTION 14 NOTIFICATION LETTERS Members reviewed the eight cases published by CESPLS on his website following completion of his investigation.</p> <p>Members agreed to ask the CESPLS, at the meeting with him on 26 July 2016, for clarification on what he considered the extent of his discretion to be when deciding which cases to refer to the Standards Commission</p>	
14.	<p>BREACH REPORTS a) LA/AB/1758: Councillor Michael Breslin of Argyll & Bute Council. Members agreed to hold a Hearing.</p>	
4.	<p>HEARING UPDATE / POST HEARING ACTIVITIES a) LA/D/1714: Councillor Ken Guild of Dundee City Council. Members noted the Hearing had taken place on 13 and 14 June 2016. The Hearing Panel concluded there had been a breach and censured the Respondent.</p>	

	<p>b) LA/C/1654: Councillor Archie Drummond of Clackmannanshire Council. Members noted the response from Clackmannanshire Council.</p> <p>c) LA/An/1772: Councillor Colin Brown of Angus Council. Members noted the response from Angus Council.</p>	
AOB		
5.	<p>2015/16 & 2016/17 DIARY DATES/MEETINGS Members reviewed the schedule and planned activities.</p> <p>DATE OF NEXT MEETING The Standards Commission will meet on Tuesday, 26 July 2016.</p>	