

**Medway Council**  
**STANDARDS COMMITTEE**

**29 JULY 2004**  
**7pm to 8.10pm**

**RECORD OF THE MEETING**

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**PRESENT:**

**Committee members:** Councillors Buckwell and Mrs Shaw, Michael Coulson (independent member) (Chairman), Anthony Dance (independent member), Alan Povey (independent member) and Laura Wren (independent member)

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**172 RECORD OF THE MEETING**

The record of the meeting held on 22 April 2004 was agreed and signed by the Chairman as correct with the following amendment:

Committee members in attendance to be corrected to read Anthony Dance (independent member) instead of Anthony Danks.

**173 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Kearney and Michael Swaby (parish council representative.)

**174 MONITORING OF COMPLIANCE WITH CIPFA/SOLACE CODE OF CORPORATE GOVERNANCE**

**Discussion:**

The Internal Audit Manager introduced the annual report on Corporate Governance 2003/2004 in compliance with the CIPFA/SOLACE Code of Governance at Medway.

The committee discussed risk assessment and how the high standards that have been achieved are to be maintained.

**Decision:**

The committee agreed:

- (a) that the report is noted;

- (b) to endorse the recommendations within the internal audit of Medway Council Corporate Governance 2003/2004;
- (c) that officers are requested to ensure the Constitution is made available in libraries and hard copy form as well as electronically.

## 175 UPDATE ON STANDARDS ISSUES

### **Discussion:**

The Chairman and Monitoring Officer updated members on the meeting of the Kent and Medway Independent Standards Committee Members' Liaison Group held on 22 June 2004. The group had agreed to set up a Terms of Reference which were circulated at the meeting together with details of secretarial expenses.

The committee discussed the need for a training/practice session for hearing of complaints and possible options of how this could be carried out were considered.

The Monitoring Officer advised the committee of the third annual assembly for Standards Committees to be held on 13 and 14 September 2004 and members discussed their availability and possible nominations for attending the assembly. Members also discussed possible attendance at a one day course to be held in December 2004 covering "Misconduct: Complaints and Investigations".

The Monitoring Officer requested the committee to consider future work issues and informed Members that Standards Committees elsewhere had been requested to undertake work over and above matters relating to the code of conduct which included the review of the local authority's whistle-blowing policy. Members also discussed further training sessions on the code of conduct for specific groups, eg. parish clerks.

### **Decision:**

The committee agreed:

- (a) That if possible, funding be found for £25 to cover the council's share of administrative costs incurred for secretarial expenses of the Kent and Medway Independent Standards Committee Members' Liaison Group;
- (b) that training on the conduct of a standards hearing is held in November 2004 for committee members and that the Monitoring Officer approaches the University of Kent to request whether any law students would be interested in participating in the "mock hearing";

- (c) that the Monitoring Officer attends the Third Annual Assembly for Standards Committee together with one independent member of the committee and that two members of the committee attend the one day course on "Misconduct: Complaints and Investigations" in December 2004;
- (d) as part of the future work programme to review Medway Council's whistle-blowing policy;
- (e) that one daytime and one evening training session is held on the code of conduct in Spring 2005 for Parish Clerks and Parish Councillors.

**Chairman**

**Date**

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