

## **ASSESSMENT SUB-COMMITTEE**

**HELD: 19 DECEMBER 2011**

START: 10.30AM

FINISH: 10.55AM

### **PRESENT:**

Independent Member: Mr J Cailes

Councillor: Mrs U Atherley

Parish Member: Ms J Citeralla

Officers: Legal Services Manager (Mr M Jones)  
Principal Member Services Officer (Mrs S Griffiths)

### **1. APPOINTMENT OF CHAIRMAN**

RESOLVED: That Independent Member, Mr J Cailes, be appointed Chairman for the meeting.

### **2. APOLOGIES**

There were no apologies for absence.

### **3. MEMBERSHIP OF THE SUB-COMMITTEE**

The Sub-Committee noted the termination of membership of R. Coady (Parish representative) and the appointment of J. Citeralla (Parish representative) for this meeting.

### **4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **5. PROCEDURE FOR THE INITIAL ASSESSMENT OF WRITTEN COMPLAINTS OF BREACH OF THE CODE OF CONDUCT RECEIVED UNDER SECTION 57A(1) OF THE LOCAL GOVERNMENT ACT 2000**

The Legal Services Manager referred to the Local Assessment Procedures and described the steps the Sub-Committee were required to take in order to make a decision.

RESOLVED That the procedure be noted.

**6. COMPLAINT OF BREACH OF CODE OF CONDUCT - LG5/52**

The Sub-Committee considered the joint report of the Managing Director (People and Places) and Borough Solicitor to decide whether any action should be taken on a complaint they had received, attached at appendix 1 to the report, in respect of potential breach of the Code of Conduct.

The Sub-Committee considered the Pre-Assessment report attached at Appendix 2 to the report and the recommendations contained therein.

- RESOLVED:
- A. That the decision notice now agreed be issued.
  - B. That a written summary of the allegation be provided to the subject member.