

DECLARATION OF INTEREST - CHECKLIST FOR ASSISTANCE OF MEMBERS – 2007

Name: Councillor

Cabinet/Council/Committee:

Date:

Item No:

Item Title:

Nature of Interest:

**A Member with a personal interest in any business of the Council must disclose the existence and nature of that interest at commencement or when interest apparent except:**

- Where it relates to or is likely to affect a person described in 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose the existence and nature when you address the meeting on that business.
- Where it is a personal interest of the type mentioned in 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- Where sensitive information relating to it is not registered in the register, you must indicate that you have a personal interest, but need not disclose the sensitive information.

A Member with a prejudicial interest must withdraw, **either** immediately after making representations, answering questions or giving evidence where 4 below applies **or** when business is considered and must not exercise executive functions in relation to that business and must not seek to improperly influence a decision.

Please tick relevant boxes

Notes

	<b>General (not at overview &amp; scrutiny)</b>		Notes
1.	I have a personal interest* but it is not prejudicial.	<input type="checkbox"/>	<i>You may speak and vote</i>
2.	I have a personal interest* but do <u>not</u> have a prejudicial interest in the business as it relates to the functions of my Council in respect of:		
(i)	Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease.	<input type="checkbox"/>	<i>You may speak and vote</i>
(ii)	school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends.	<input type="checkbox"/>	<i>You may speak and vote</i>
(iii)	Statutory sick pay where I am in receipt or entitled to receipt of such pay.	<input type="checkbox"/>	<i>You may speak and vote</i>
(iv)	An allowance, payment or indemnity given to Members	<input type="checkbox"/>	<i>You may speak and vote</i>
(v)	Any ceremonial honour given to Members	<input type="checkbox"/>	<i>You may speak and vote</i>
(vi)	Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a personal interest* and it is prejudicial <b>because</b> it affects my financial position or the financial position of a person or body described in 8 overleaf <b>and</b> the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest  <b>or</b> it relates to the determining of any approval consent, licence, permission or registration in relation to me or any person or body described in 8 overleaf <b>and</b> the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<input type="checkbox"/>  <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 4 or 5 below</i>  <i>You cannot speak or vote and must withdraw unless you have also ticked 4 or 5 below</i>

4.	I have a personal and prejudicial interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>
5.	A Standards Committee dispensation applies.	<input type="checkbox"/>	<i>See the terms of the dispensation</i>

\* **“Personal Interest”** in the business of the Council means either it relates to or is likely to affect:

- 8(1)(a)(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) any body -
- (aa) exercising functions of a public nature;
  - (bb) directed to charitable purposes; or
  - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
- of which you are a member or in a position of general control or management;
- (iii) any employment or business carried on by you;
- (iv) any person or body who employs or has appointed you;
- (v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
- (vi) any person or body who has a place of business or land in your authority’s area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
- (vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
- (viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
- (ix) any land in your authority’s area in which you have a beneficial interest;
- (x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
- (xi) any land in the authority’s area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer.

**or**

A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

**“a relevant person”** means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 8(1)(a)(i) or (ii).

**“body exercising functions of a public nature”** means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13)(b) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

## **STANDARDS COMMITTEE**

**HELD: 7 APRIL 2009**

Start: 4.30pm

Finish: 5.20pm

### **PRESENT**

Independent Members: J Cailes (Chairman)  
P Hanmer (Vice Chairman)  
P Hayman  
R Patterson

Councillors Mrs Atherley  
Rice  
G M Roberts

Parish Councillors Cheetham  
M Hammond  
D Kitson

Officers: Council Secretary & Solicitor  
Assistant Member Services Manager  
Mr M Dudfield (Independent Adviser)

### **31. APOLOGIES**

Apologies for absence were received on behalf of Councillor Whitby and Independent Member Mr R Chester.

### **32. URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN**

There were no items of urgent business.

### **33. DECLARATIONS OF INTEREST**

Councillors Atherley and G M Roberts and Parish Councillors Cheetham, Hammond and Kitson declared a personal interest in item 6 on the agenda 'Quality Parish Councils' as Members of a Parish Council.

### **34. MINUTES**

RESOLVED: The minutes of the meeting of the Standards Committee held on 10 December 2008 were received as a correct record and signed by the Chairman.

### **35. STANDARDS COMMITTEE COMPLAINTS**

The Committee consider the current statistics regarding the number of Standards Committee complaints and the West Lancashire figures compared to the national figures produced by the Standards Board for England.

RESOLVED: That the statistics provided be noted.

**36. QUALITY PARISH COUNCILS**

The Committee considered the report of the Council Secretary and Solicitor which set out the current position in West Lancashire on Parish Councils achieving 'Quality Parish Council' status.

- RESOLVED:
- A. That the number of Parish Councils in West Lancashire who have Quality Parish Council status be noted.
  - B. That the contents of the letter to all Parish Clerks explaining the importance of good governance documents in the context of the maintenance of high standards, attached at Appendix 1, be noted.
  - C. That the Council Secretary and Solicitor ascertain which Parish Council's are working towards obtaining Quality Parish Council status at the next Parish Council Liaison Group meeting.

**37. MEETING WITH THE STANDARDS BOARD - 18 MARCH 2009**

The Council Secretary and Solicitor advised the Committee of a meeting she and the Chairman had attended with 3 representatives from the Standards Board for England and the Leader of the Council to discuss standards issues at the local level.

RESOLVED: That the meeting held with the Standards Board on 18 March 2009 be noted.

**38. NEW CODES OF CONDUCT FOR LOCAL AUTHORITY MEMBERS AND EMPLOYEES**

The Committee received an update from the Council Secretary and Solicitor who advised that the new codes for members and employees were due to be issued but had not yet been received.

RESOLVED: That the update be noted.

**39. WORK PROGRAMME 2009/10**

The Committee considered the updated work programme for the Standards Committee 2009/10, as contained on pages 189 to 190 of the Book of Reports.

- RESOLVED:
- A. That the work programme for 2009/10 be approved.
  - B. That the Code of Conduct Seminar for Officers, District and Parish Councillors be held in November 2009 at Edge Hill University.
  - C. That the list of dates for visits to Parish Councils be circulated to Members of the Committee to make arrangements for visits during Summer 2009.

**40. MINUTES OF SUB-COMMITTEES**

The Committee considered the minutes of the Assessment Sub-Committee meetings held on 10 December 2008, 14 January and 26 February 2009 and the Review Sub-Committee meetings held on 10 December 2008 and 10 February 2009.

RESOLVED: That the minutes of the meetings be noted.

**41. EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 7C of Part 1 of Schedule 12A of that Act and as, in all the circumstances of the case, the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

(Note: Independent Member Mr P Hanmer (who was in the Chair for the next item), Councillor Rice, Parish Councillor Kitson, Independent Adviser Mr M Dudfield and the Assistant Member Services Manager remained in the room for consideration of the next item.)

**42. LOCAL INVESTIGATION - LG5/6**

The Committee considered the report of the Council Secretary and Solicitor, as contained on pages 203 to 227 of the Book of Reports, which presented a copy of the final report arising from the local investigation in respect of an allegation by Parish Councillor Brookfield that Parish Councillor David Westley may have failed to comply with Halsall Parish Council's/West Lancashire District Council's Code of Conduct.

- RESOLVED:
- A. That the Investigating Officer's finding that Parish Councillor Westley has not failed to comply with the Code of Conduct for Members, be accepted.
  - B. That the reasons for the finding be agreed as set out in the Notice of Finding.
  - C. That if the subject member does not object to publication of the Notice of Finding in the Local Newspaper, it is appropriate to publish the notice on the Council's website, but not in any other publication.

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THE CHAIRMAN





**AGENDA ITEM: 5**

**STANDARDS COMMITTEE:  
19 MAY 2009**

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**Report of: Council Secretary and Solicitor**

**Contact: Mrs G L Rowe (Extn 5004)**  
**(Email [gill.rowe@westlanscdc.gov.uk](mailto:gill.rowe@westlanscdc.gov.uk))**  
**Mrs J Denning (Extn. 5384)**  
**(E-mail: [jacky.denning@westlanscdc.gov.uk](mailto:jacky.denning@westlanscdc.gov.uk) )**

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**SUBJECT: STANDARDS BOARD ONLINE ANNUAL RETURN 2008/09**

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District wide interest

**1.0 PURPOSE OF THE REPORT**

1.1 To advise Members of the response provided in the Standards Board Online Annual Return 2008/09.

**2.0 RECOMMENDATIONS**

2.1 That the contents of the Standards Board Annual Return 2008/09 be noted.

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**3.0 BACKGROUND**

3.1 On 20 April the Standards Board launched their online annual return questionnaire. The focus of the quarterly return is to collect case related data, the annual return provides Standards Committees with the opportunity to report on activities and arrangements for promoting and supporting high standards of ethical conduct.

3.2 Introduced via email to monitoring officers, it works in a similar way to the quarterly return. Monitoring officers log onto the form using a secure password and are then guided through a series of questions about the following topics:

- activities of standards committees
- the role of leaders in promoting high standards
- training
- communicating the complaints process and outcomes
- member-officer relations
- communicating the register of member interests
- officer conduct

3.3 The Standards Board have advised that any information collected from annual returns will be used to improve performance, champion the work of Standards Committees, and to ensure that they have an effective overview of local standards frameworks. In particular they will:

- Collect notable practice examples of Standards Committee activities which can then be disseminated. These activities and the local authorities that provide them will be showcased in their Annual Review document in a section about the local standards framework.
- Identify gaps in the local standards framework. An overview of the local standards framework will enable them to identify strengths and weaknesses of local arrangements. In turn, this will allow them to mitigate some risks by prompting where they should be producing guidance or seeking policy changes in response to emerging national trends. It will also help them to identify those authorities who could be experiencing difficulties and may require support and advice.

3.4 The annual return is a larger questionnaire than the quarterly return, so the Standards Board allocated a four-week submission window during which Standards Committees could submit their return. The deadline for submitting the completed return was Friday 15 May 2009, a copy is attached at Appendix 1.

#### **4.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY**

4.1 These matters relate to the promotion of high ethical standards at a local level.

#### **5.0 FINANCIAL AND RESOURCE IMPLICATIONS**

5.1 There are no financial or resource implications arising from this report other than officer time in completing the return.

#### **6.0 RISK ASSESSMENT**

6.1 The Standards Board procedures have been followed in relation to the submission of information for the Annual Return.

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#### **Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

#### **Equality Impact Assessment**

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

#### **Appendices**

Appendix 1 - Standards Board Annual Return – 11 May 2009



Appendix



Monday 11 May 2009



Confidence in local democracy

# Annual return

## Summary

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show all

<b>Section 1</b>	Independent overview		show <input checked="" type="checkbox"/>
<b>Section 2</b>	Standards committee - annual report		show <input checked="" type="checkbox"/>
<b>Section 3</b>	Standards committee - promoting standards		show <input checked="" type="checkbox"/>
<b>Section 4</b>	Standards committee - training		show <input checked="" type="checkbox"/>
<b>Section 5</b>	Leadership		show <input checked="" type="checkbox"/>
<b>Section 6</b>	Complaints		show <input checked="" type="checkbox"/>
<b>Section 7</b>	Member officer - relations		show <input checked="" type="checkbox"/>
<b>Section 8</b>	Registering member interests		show <input checked="" type="checkbox"/>
<b>Section 9</b>	Officer conduct		show <input checked="" type="checkbox"/>
<b>Section 10</b>	Optional questions		show <input checked="" type="checkbox"/>

## Independent overview

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Does the standards committee have Terms of Reference?

Yes

What help do members receive on following the Code of Conduct?

Annual Code of Conduct Training Session held for All Standards Committee Members, District and Parish Councillors and training pack circulated to all, including those who can't attend. Code of Conduct is part of the Induction Training for District Councillors. Ad hoc advice on the Code of Conduct regularly given to both Parish & District Members.

Does the standards committee have a forward work plan?

Yes

If yes, who outside of the standards committee is involved in agreeing the forward work plan? Please explain below.

The Monitoring Officer, Chief Executive and Leader.

Is the standards committee given a role in reviewing amendments to the Authority's Constitution (or Standing Orders where appropriate)?

No

**Standards committee meetings.**

Please use the table below to indicate how many times between 01/04/2008 and 31/03/2009 the standards committee has met and for what reasons.


Reason for meeting	Number of times met between 01/04/2008 and 31/03/2009
General meeting of whole standards committee	4
Training	4
Assessment sub-committee	9
Review sub-committee	4
Consideration meeting	1
Hearing	0
Other	0



**Standards committee - annual report**

Does the standards committee produce an annual report on its own work?

No



**Standards committee - promoting standards**

What else does the standards committee do to communicate the role of the standards committee and the importance of high standards internally within the authority to members and officers?

Standards Committee Members attend the Annual Code of Conduct Training Seminar and are introduced to Members and Officers in attendance. Those in attendance are given an overview and the work of the Committee. The work of the

Committee is also regularly highlighted in the Chief Executive's weekly newsletter to Members and Officers, called '7 Days'. A programme of visits are ongoing for Standards Committee Members to Parish Councils.

What else has the standards committee done to promote confidence in local democracy to the wider public?

Press releases and information provided on the internet

Has the authority, or the standards committee in particular, considered how it will monitor and ensure high standards of behaviour when the authority is working in partnership with other organisations?

Yes

Please provide examples.

The Constitution for the Edge Hill University/West Lancs District Council Forum provides for the Code of Conduct to apply - 7 principles for the holders of public office is part of the constitution. Lancashire Local and the Local Strategic Partnership also contain within their constitution Standards and Propriety aspects. Appropriate terms and conditions are also established in Partnership Contracts.



**Standards committee - training**

Between 01/04/2008 and 31/03/2009, has the authority assessed the training and development needs of members in relation to their responsibilities on standards of conduct?

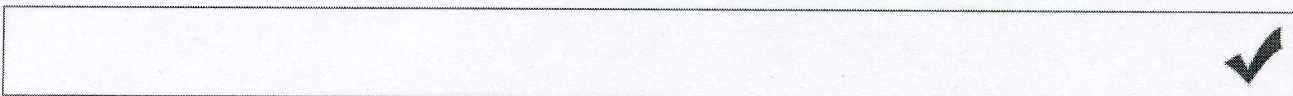
Yes

What training needs were identified?

Code of Conduct Training for all District and Parish Councillors, Training on Initial Assessment, Review and Hearing processes, Planning Code Training.

Please provide a list of training and development opportunities that have been provided to members and officers in the period from 01/04/2008 and 31/03/2009, that are relevant to ensuring high standards. Your list should include any training that relates to the operation of the local standards framework, e.g. local assessment, hearings etc.

12 September 2008 - Standards Committee Training - Assessment of Complaints and Standards Committee Hearings 11 November 2008 - Standards Committee Training - Local Filter of Complaints 20 November 2008 - Code of Conduct Training - District and Parish Councillors 19 February 2009 - Planning Code of Good Practice - All Members and relevant officers



**Leadership**

How often has the standards committee, or its chair, met the chief executive to discuss ethical issues in the last 12 months (from 01/04/2008 to 31/03/2009)?

One

Please also provide an overview of what the meetings were about.

An informal discussion.

How often has the standards committee, or its chair, met the leader of the council to discuss ethical issues in the last 12 months (from 01/04/2008 to 31/03/2009)?

One

Please also provide an overview of what the meetings were about.

The challenges of handling standards locally.

How often has the standards committee, or its chair, met the other party group leaders to discuss ethical issues in the last 12 months (from 01/04/2008 to 31/03/2009)?

Three

Please also provide an overview of what the meetings were about.

The Leader of the Labour Group is a Member of the Standards Committee

Does the standards committee, or its chair, have regular access to the monitoring officer? How regular?

Regularly at Standards Committee, at Chairman's Briefings which are normally held prior to any Committee meeting informally via e-mail and on the phone and at training sessions.

How many times in the last 12 months (from 01/04/2008 to 31/03/2009) has the standards committee chair been invited to address a full authority meeting?

None

Does the monitoring officer sit on the Corporate Management Team, or equivalent?

Yes

Has an executive member (or senior member where appropriate) been given portfolio responsibility for standards?

Yes

[Empty box with a checkmark icon in the bottom right corner]

**Complaints**

Can the public access information, from the authority website, about how to make a complaint against a member?

Yes

What else has the authority done to advertise the complaint process on member conduct to the general public?

Included a notification on the Public Notice Board outside the building including information on the Web Site. Notified via e-mail all members of staff and all Parish Councils.

Has the authority sought feedback from any of those people involved in an allegation of member misconduct about their satisfaction with the member conduct complaint process (for example the complainant, witnesses or person against whom the allegation was made)? Please choose from responses below.

No, have not sought feedback

How does the authority communicate the outcome of investigations into member conduct to:

a) members

By letter to the subject member. By inclusion of statistics at the next meeting of the Standards Committee. By publishing the Notice of Finding.

b) officers

By letter to the relevant Parish Clerk. By publishing the Notice of Finding. By inclusion of statistics at the next meeting of the Standards Committee.

c) the general public

Public Notice in a Local Newspaper. On the Council's web site.

How does the authority communicate the outcome of allegations into member conduct which have NOT resulted in an investigation (for example those allegations which have not been referred for investigation and those allegations which have resulted in other action) to:

a) members

By letter to the subject member. By inclusion of statistics on the next meeting of the Standards Committee. By e-mail to the Leader and Opposition Leader and Standards Committee.

b) officers

By e-mail to the Chief Executive and Deputy Chief Executive. By letter to the relevant Parish Clerk.

c) the general public

By inclusion of statistics on the next meeting of the Standards Committee. By maintaining a register which can be viewed at the Council Offices.

[Empty box with a checkmark in the bottom right corner]

**Member officer relations**

Does the authority have a protocol for relations between members and officers?

Yes

How is the protocol communicated to officers and members?

The protocol is included in the Council's Constitution.

What is the mechanism for reviewing the effectiveness of this protocol?

The Protocol is intended to be a 'live' document and can be reviewed from time to time to reflect changing circumstances.

Does the authority include training on the importance of high standards of behaviour in the inductions of new members and officers?

Yes

Does the authority have informal mechanisms for dealing with member/officer and member/member disputes?

Yes

Please provide details of any mechanisms and, if possible, provide an example where this has been used.

Boardly discussion involving the Chief Executive, CSS, Member concerned and Leader or the relevant Political Group.

[Empty box with a checkmark in the bottom right corner]

**Registering member interests**

Is the member register of interests accessible to the public on the authority website?

No

Please briefly explain whether there is any particular reason why not.

Our understanding is that this is in accordance with SBE Guidance (2007) and there is a risk of breaching the Data Protection Principles if details of the register are published on the internet without the Members' concerned prior permission.

Is the register of gifts and hospitality available to the public on the authority website?

No

What does the authority do to signal to members the importance of declaring interests and completing the register of interests and the register of gifts and hospitality?

An item is included on every committee agenda 'Declarations of Interests' with a Check List to assist Members in deciding if they have an interest. Members are sent a reminder annually of their requirement to ensure that their register of interest form is up-to-date. Newly elected members are written to advising them of the 28 day deadline for completing their register of interest form.

**Officer conduct**

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Does the authority have a code of conduct for senior officers?

Yes

Does the authority compile a register of senior officers' interests?

Yes

If yes, is the register of senior officers' interests available to the public on the authority website?

No

Does the authority compile a register of senior officers' gifts and hospitality?

Yes

If yes, is the senior officers' register of gifts and hospitality available to the public on the authority website?

No

**Optional questions**

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The following questions are optional; you do not have to complete them if you do not wish to. However, this information would be useful to us in helping us to raise ethical standards.

On what issues, if any, would you appreciate more support or guidance on from the Standards Board for England?

Refined Guidance with worked examples complying with the Regulations and not conflicting with any other Guidance given.

The Standards Board for England, the Improvement and Development Agency and the Audit Commission have developed a toolkit that authorities can use to assess the ethical governance arrangements in their authority, and also to identify improvements.

Has your authority used the ethical governance toolkit?

No

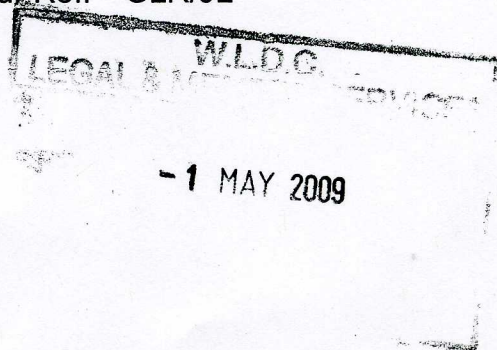
If no, has your authority considered using the ethical governance toolkit?

Yes

28 April 2009

Gillian Rowe  
West Lancashire DC  
PO Box 16  
52 Derby St  
Ormskirk  
West Lancashire  
L39 2DF

Our Ref:  
Your Ref: GLR/JL



Dear Gillian,

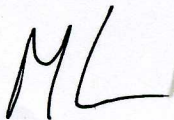
**Standards Committees - Local Determinations and Costs**

Thank you for your letter of 23 February to Hazel Blears about the local assessment of allegations of misconduct against members and co-opted members of local authorities in England. Your letter has been passed to me for response because I work in the team that deals with the conduct regime. I apologise for the length of time it has taken to respond to your letter.

We appreciate West Lancashire District Council's hard work in implementing the provisions of the Standards Committee (England) Regulations 2008 and the new devolved conduct regime for members and co-opted members of local authorities in England.

I acknowledge that devolving responsibility for the initial assessment of misconduct allegations, and in most cases the investigation and determination of such allegations, to standards committees will have resource implications on local authorities. The Government has therefore, in accordance with the new burdens principle, included an extra £2.3 million per annum in the Local Government Finance settlement to reflect the estimated additional cost to authorities.

Yours sincerely,



**Mark Coram**





**STANDARDS COMMITTEE  
(REVIEW SUB COMMITTEE)**

**AGENDA ITEM 9**  
**HELD: 28 APRIL 2009**  
Start: 10.30am  
Finish 11.30am

**PRESENT:**

Members: Independent Member Professor Chester  
Councillor Rice  
Parish Councillor A Cheetham

Officers: Legal Services Manager (Mr. T. Broderick)  
Senior Member Services Officer (Mrs. S. Griffiths)

**28. APPOINTMENT OF CHAIRMAN**

RESOLVED: That Professor Chester be appointed Chairman for the meeting.

**29. APOLOGIES**

There were no apologies for absence.

**30. MEMBERSHIP OF THE SUB-COMMITTEE**

Members noted the termination of membership of Independent Member Mr. Paul Hanmer and the appointment of Independent Member Professor Chester for this meeting.

**31. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**32. REVIEW OF COMPLAINT OF BREACH OF CODE OF CONDUCT LG5/35**

The Review Sub-Committee considered the report of the Council Secretary and Solicitor to review a decision of the Assessment Sub-Committee taken on 26 February 2009 when no findings of fact were made.

The Sub-Committee also considered the review report at Appendix 5 and the recommendations therein.

The Sub-Committee noted that it may assist Halsall Parish Council to consider making an application for Quality Parish Council status.

RESOLVED: A. That the original decision of the Assessment Sub-Committee in relation to allegations 1, 2, 3, 4 and 5 be upheld.

- B. That in relation to allegation 6, the original decision of the Assessment Sub-Committee, not to refer the complaint for investigation or other action be upheld as the additional information provided (including the partial letter), does not address the lack of clarity previously noted by the Assessment Sub-Committee and a formal investigation would not be in the public interest.
- C. That the Review Decision Notice now agreed be issued.