

**To: Members of Cottenham Parish Council**

You are hereby summoned to attend a meeting of the Standards Committee  
To be held in the Village Hall, Recreation Ground, Cottenham on **Wednesday 2<sup>nd</sup> August 2017 at 7.30pm**

**AGENDA**

The Public and Press are invited to attend

**17S/001. Election of Chair**

**17S/002. Chairman's Introduction and Apologies**

*Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.*

**17S/003. Any Questions from the Public or Press – Standing orders to be suspended**

*Public question time is dealt with prior to the start of the meeting and doesn't form part of the formal business of the Council. Time is limited to 30 minutes and each member of the public is asked to restrict their comments and/or questions to 3 minutes in order to allow other people to speak without the public session exceeding its allotted time. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting. However, anyone wishing to do so must speak to the clerk prior to the meeting as there is policy which must be followed.*

**17S/004. To accept Declarations of Interest and Dispensations – i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate. (NB this does not preclude any later declarations).**

**17S/005. Minutes – To resolve that the minutes (circulated to members) of the Committee meeting held on 22<sup>nd</sup> June 2015 be signed as a correct record.**

**17S/006. Terms of Reference – To review the Terms of Reference for the Standards Committee**

**17S/007. Pecuniary and non-pecuniary interests – To review Code of Conduct for clarity of definition and consequences**

**17S/008. Dignity at work – To review CPC's Risk Assessment, Complaints Procedure and Grievance & Disciplinary Policy etc. to ensure they provide adequate protection of staff from harassment.**

**17S/009. Code of Conduct Sub-Committee membership – To consider the nominee list of non-Councillor residents, two of whom are to be appointed by the Standards Committee as ad-hoc co-opted members to form, with 3 members of the Standards Committee, a 5-member Code of Conduct Sub-Committee in the event of a complaint about actions by a Councillor**

**17S/010. Complaints Sub-Committee membership – To consider the nominee list of non-Councillor residents, two of whom are to be appointed by the Standards Committee as ad-hoc co-opted members to form, with 3 members of the Standards Committee, a 5-member Complaints Sub-Committee in the event of a complaint about actions by the Council**

**17S/011. Date of next meeting**

**17S/012. Close of meeting**

