

**Councillor Conduct Committee**

Tuesday, 1 July 2014 at 7.30 pm  
Room 3, Civic Centre, Silver Street, Enfield,  
EN1 3XA

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Councillors: Claire Stewart (Chair), Yasemin Brett, Elaine Hayward (Vice-Chair) and Joanne Laban

Independent Person: Christine Chamberlain

**AGENDA – PART 1**

**1. WELCOME AND APOLOGIES**

**2. DECLARATION OF INTERESTS**

Members are asked to declare any disclosable pecuniary, other pecuniary or non-pecuniary interests relating to items on the agenda.

**3. SUBSTITUTE MEMBERS**

Council agreed to the use of substitute members, for this committee on 29 January 2014.

Members are asked to note that Council will be appointing four substitute members for the Councillor Conduct Committee at the meeting to be held on 16 July 2014.

**4. PROCESSES FOR DEALING WITH COMPLAINTS (Pages 1 - 20)**

To receive a briefing from the Monitoring Officer on the processes for dealing with complaints.

Copies of the complaints procedure, complaints hearing procedure, complaints flowchart and complaint forms are attached.

**5. TERMS OF REFERENCE (Pages 21 - 22)**

To review the terms of reference for the committee.

**6. WORK PROGRAMME 2014-15 (Pages 23 - 24)**

To consider and agree the items to be included in the committee's work programme for 2014/15.

A draft work programme is attached.

**7. INDEPENDENT PERSON RECRUITMENT (Pages 25 - 26)**

To receive a briefing on the recruitment to the Council's vacant "Independent Person" post.

To confirm the arrangements for the "Independent Person" interviews.

**8. MEMBER TRAINING ON THE COUNCILLOR CODE OF CONDUCT**

To note that a training session on the Councillor Code of Conduct was held as part of the Induction Programme for new members on 5 June 2014. Twenty members attended.

The Monitoring Officer will be presenting another session on 30 June 2014 as part of the Labour Group meeting and a similar session will be available to the Conservative Group.

**9. COMPLAINTS UPDATE**

To receive a verbal update from the Monitoring Officer on the outstanding complaints received to date. Item 14 on the part 2 agenda also refers.

**10. COMPLAINT AGAINST A COUNCILLOR**

To receive an update from the Monitoring Officer regarding a complaint against a councillor. (Item No: 15 on the Part 2 agenda also refers.)

**11. MINUTES OF MEETING HELD ON 30 APRIL 2014 (Pages 27 - 36)**

To receive and agree the minutes of the meeting held on 30 April 2014.

**12. DATES OF FUTURE MEETINGS**

To agree the dates and times for future meetings of the committee as set out below:

- Tuesday 16 September 2014
- Wednesday 3 December 2014
- Tuesday 24 March 2014

**13. EXCLUSION OF PRESS AND PUBLIC**

To pass a resolution under Section 100A(4) of the Local Government Act 1972 excluding the press and public from the meeting for any items of business moved to part 2 of the agenda on the grounds that they involve the likely disclosure of exempt information as defined in those paragraphs of Part 1 of Schedule 12A to the Act (as amended by the Local Government (Access to Information) (Variation) Order 2006).