

**MINUTES OF THE MEETING OF THE COUNCILLOR CONDUCT COMMITTEE
HELD ON WEDNESDAY, 2 DECEMBER 2015**

COUNCILLORS

PRESENT Claire Stewart, Elaine Hayward, Donald McGowan and Joanne Laban, Christine Chamberlain (Independent Person) and Sarah Jewell (Independent Person)

OFFICERS: Asmat Hussain (Assistant Director Legal and Governance), Ellie Green (Trading Standards) and Andy Higham (Head of Development Management) Penelope Williams (Secretary)

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WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies for lateness were received from Councillor McGowan and Christine Chamberlain.

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SUBSTITUTE MEMBERS

There were no substitute members.

308

DECLARATION OF INTERESTS

There were no declarations of interest.

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CHANGE IN THE ORDER OF THE AGENDA

Members agreed to change the order in which items were considered on the agenda. Item 6 was taken before item 4. The minutes reflect the order of the original agenda.

310

DISPENSATION FORM

The Committee received a draft form for the recording of dispensations.

NOTED

1. The adoption of the form for recording dispensations would formalise the process and enable a more uniformed approach to be taken.
2. Dispensations are reported to the committee annually.

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3. Four years is the maximum period for a dispensation to remain in place.
4. Space for a reference number would be included to the form.
5. The form will be added to the Members Portal.

AGREED that the form with the above amendment would be used for recording all dispensations in future.

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MEMBERS INFORMATION SECURITY POLICY

This item was postponed for discussion at the next meeting.

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PLANNING AND LICENSING CODES OF CONDUCT

The Committee received reports on the Planning and Licensing Codes of Conduct.

NOTED

1. Ellie Green, Principal Trading Standards Officer, reported that the Licensing and Gambling Code of Conduct had been revised, looking at the Councillors' main Code of Conduct and Planning Code, removing duplication, and using Plain English.
2. Andy Higham, Head of Development Management, reported that he had streamlined the Planning Code of Practice in a similar way.
3. The possibility of merging both codes had been considered but it had been decided that it would be better to keep them separate to avoid confusion about the different roles. Although there were some similarities most of the information within each code was only relevant to that area.
4. All new members of the planning committee receive training when taking up their new positions. Other regular sessions were held throughout the year. A record was kept. Information about the training available including a yearly schedule could be included within the Planning Code of Practice. Sessions open to all members could also be held.
5. Further refinements would be made taking account of the comments made at the meeting. The revised codes would be circulated to committee members for further comment before being sent for consideration at the Member and Democratic Services Group.

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AGREED to note the proposed changes to the Planning Code of Practice and the Licensing Code of Conduct.

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REVIEW OF MEMBER EXPENSES

The Committee received a report on members expenses outlining the expenses paid to members in pursuance of their duties and provides some comparator information.

NOTED

1. The information on expenses listed in the appendices covers the financial, rather than the municipal year.
2. Enfield has a similar level of expenses to comparator authorities.
3. Expenses information in the report is already in the public domain.
4. More details were requested on Councillor Goddard's 2013/14 expenses.

AGREED to note the information in the report.

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UPDATE ON COUNCILLOR COMPLAINTS

Asmat Hussain, Monitoring Officer updated the committee on the complaints currently under consideration.

- Two complaints had been received which had both been discussed with Christine Chamberlain, Independent Person.
- Both had been accepted as valid complaints and were being referred for independent investigation.
- If a committee hearing is required to consider the complaints, a date will be found towards the end of January 2016.

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MINUTES OF MEETING HELD ON 17 SEPTEMBER 2015

The minutes of the meeting were received and agreed as a correct record.

316

WORK PROGRAMME 2015/16

The Committee received and noted the updated work programme.

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DATES OF FUTURE MEETINGS

The Committee noted the date agreed for the next meeting:

- Thursday 24 March 2015.