

# **Assessment Sub-Committee**

## **AGENDA**

**DATE:**            **Wednesday 7 December 2011**

**TIME:**            **2.00 pm**

**VENUE:**         **Committee Room 5,  
Harrow Civic Centre**

### **MEMBERSHIP**     (Quorum 3)

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**Chairman:**     Mr J Coyle (Independent)

**Councillors:**

Mano Dharmarajah

Paul Osborn

**Note:** Pursuant to Regulation 8 of The Standards Committee (England) Regulations 2008 and the Standards Board for England's Guidance, 'Local Assessment of Complaints', this meeting will be held in private, with attendance restricted to the members of the Sub-Committee and those officers advising the Sub-Committee only.

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**1. APPOINTMENT OF THE CHAIRMAN**

To note that the Independent Member, Mr James Coyle , will serve as Chairman of the Sub-Committee for this meeting.

**2. DECLARATIONS OF INTEREST**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Sub Committee;
- (b) all other Members present in any part of the room.

**3. MINUTES (Pages 1 - 2)**

That the minutes of the meeting held on 16 November 2011 be taken as read and signed as a correct record.

**4. ASSESSMENT SUB-COMMITTEE - TERMS OF REFERENCE (Pages 3 - 24)**

Report of the Director of Legal and Governance Services.

**5. COMPLAINT - BREACH OF CODE OF CONDUCT**

The report on behalf of the Monitoring Officer and all relevant information will be circulated at the meeting.