

# ASSESSMENT SUB-COMMITTEE

## MINUTES

### 16 NOVEMBER 2011

**Chairman:** \* Mr J Coyle

**Councillors:** \* Mano Dharmarajah \* Richard Romain

\* Denotes Member present

#### 36. Appointment of the Chairman

**RESOLVED:** That the Independent Member, Mr J Coyle, would serve as Chairman of the Sub-Committee for this meeting.

#### 37. Declarations of Interest

**RESOLVED:** To note that there were no declarations of interests made.

#### 38. Minutes

An officer reported that a complaint had been received in relation to the minutes of the meeting held on 27 September 2011 in that they did not detail the training that had been specified by the Sub-Committee. The officer advised that the minutes were not a verbatim record of the meeting and that she had advised the complainant that their comments would be forwarded to the Sub-Committee.

**RESOLVED:** That the minutes of the meeting held on 27 September 2011, be taken as read and signed as a correct record subject to the following amendments to the resolution:

- deletion of the words 'the training that they specified' and the addition of 'media and interpersonal training and training in holding voluntary groups and public bodies to account'.

## **RESOLVED ITEMS**

### **39. Assessment Sub-Committee - Terms of Reference**

**RESOLVED:** That the terms of reference of the Sub-Committee be noted.

### **40. Complaint - Breach of Code of Conduct**

Members considered a report from the Director of Legal and Governance Services, which set out details of a complaint from a Member that a Member had failed or may have failed to comply with the Authority's Code of Conduct.

The Sub-Committee fully considered and discussed the report, with each Member setting out their individual thoughts on its content.

**RESOLVED (Unanimously):** That the Monitoring Officer be requested to carry out an investigation.

(Note: The meeting, having commenced at 2.03 pm, closed at 2.45 pm).

(Signed) MR J COYLE  
Chairman