

# **STANDARDS ADVISORY COMMITTEE**

## **AGENDA**

**Tuesday 4 December 2012 at 4.30 pm at the  
Council Chamber, West Somerset House, Williton**

1. **Apologies for Absence**

2. **Minutes**

To note the minutes of the last meeting of the Standards Advisory Committee held on 25 September 2012, which were adopted by the Council at its meeting held on 24 October 2012 – **SEE ATTACHED.**

3. **Declarations of Interest**

To receive and record any declarations of interest in respect of any matters included on the agenda for consideration at this meeting.

4. **Public Participation**

The Chairman to advise the Committee of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public wishing to speak at this meeting there are a few points you might like to note.

A three-minute time limit applies to each speaker and you will be asked to speak before Councillors debate the issue. There will be no further opportunity for comment at a later stage. Your comments should be addressed to the Chairman and any ruling made by the Chair is not open to discussion. If a response is needed it will be given either orally at the meeting or a written reply made within five working days of the meeting.

5. **The Localism Act 2011 – Implementing the new Ethical Standards Regime**

A. **Parish and Town Council training**

The Monitoring Officer to report on the two training sessions for Town and Parish Councils that were held on 29<sup>th</sup> and 31<sup>st</sup> October 2012; following the holding of these sessions a further briefing note was produced in regard to the Code of Conduct - **SEE ATTACHED.**

B. **Registration of Interest forms and adoption of Code of Conduct**

The Monitoring Officer to report on the latest position in regard to the adoption of a new Code of Conduct by Parish and Town Councils in West Somerset and the completion of Register of Interest forms by District, Parish and Town Councillors in the area.

6. **Independent Persons Workshop**

The Monitoring Officer to report on the Independent Persons Workshop that he and Louise Somerville-Williams attended on Thursday 22 November 2012, at the East Devon District Council offices.

**7. Monitoring Officer's Update**

To consider a progress report from the Monitoring Officer on activities undertaken during the months of September, October and November 2012 – **SEE ATTACHED.**

**8. Dates of Future Meetings**

5 March 2012, 4.30 pm in the Council Chamber, West Somerset House

**Note:** other 'meetings' of the Advisory Committee may be convened to act as consultee with the Monitoring Officer when undertaking an initial assessment in response to the receipt of any formal complaints relating to allegations of a breach of a Code of Conduct.

## RISK SCORING MATRIX

Report writers score risks in reports uses the scoring matrix below

**Risk Scoring Matrix**

<b>Likelihood</b>	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
	4	Likely	Low (4)	Medium (8)	Medium (12)	High (16)	Very High (20)
	3	Possible	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	2	Unlikely	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Catastrophic
<b>Impact</b>							

<b>Likelihood of risk occurring</b>	<b>Indicator</b>	<b>Description (chance of occurrence)</b>
1. Very Unlikely	May occur in exceptional circumstances	< 10%
2. Slight	Is unlikely to, but could occur at some time	10 – 25%
3. Feasible	Fairly likely to occur at same time	25 – 50%
4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily / weekly / monthly)	> 75%

- Mitigating actions for high ('High' or above) scoring risks are to be reflected in Service Plans, managed by the Group Manager and implemented by Service Lead Officers;
- Lower scoring risks will either be accepted with no mitigating actions or included in work plans with appropriate mitigating actions that are managed by Service Lead Officers.