

STANDARDS COMMITTEE AGENDA

**Tuesday 19 June 2012 at 4.30 pm at the
Council Chamber, West Somerset House, Williton**

1. **Apologies for Absence**

2. **Appointment of Chairman**

To elect a Chairman of the Committee.

3. **Appointment of Vice Chairman**

To elect a Vice Chairman of the Committee.

4. **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.

5. **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.

6. **Minutes**

To approve the minutes of the meeting held on 13 March 2012 – **SEE ATTACHED.**

7. **The Localism Act 2011 – Preparing for the Implementation of the New Ethical Standards Regime**

To consider Report No. WSC 81/12 – prepared by the Monitoring Officer – **SEE ATTACHED.**

The purpose of the report is for the Committee to make recommendations to the West Somerset Council to assist preparations for the implementation of the new ethical standards regime in the light of the Localism Act 2011 which are to commence on 1 July 2012 or such later date, which may be stipulated by the Secretary of State.

8. **Communicating with Town and Parish Councils**

To consider how and what to communicate to town and parish Councils in the light of discussions relating to the previous item on the agenda.

9. **Monitoring Officer's Update**

To consider a progress report from the Monitoring Officer on activities undertaken since the last meeting – **SEE ATTACHED.**

10. **Dates of Future Meetings**

The Monitoring Officer to report.

RISK SCORING MATRIX

Report writers score risks in reports uses the scoring matrix below

Risk Scoring Matrix							
Likelihood (Probability)	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
Impact (Consequences)							

Likelihood of risk occurring	Indicator	Description (chance of occurrence)
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.

