EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee:	Standards Committee	Date:	26 July 2005
Place:	Civic Offices, High Street, Epping	Time:	7.30 - 8.40 pm
Members Present:	Dr D Hawes (Independent Member) (Chairman), Mrs D Borton (Epping Forest Council Appointee), Ms M Marshall (Independent Member), K Percy (Deputy Parish or Town Council Representative), J Salter (Parish or Town Council Representative), Mrs P Smith (Epping Forest Council Appointee) and G Weltch (Independent Member)		
Other Councillors:	(none)		
Apologies:	(none)		
Officers Present:	G Lunnun (Democratic Services Manager), Ms C O'Boyle (Head of Legal, Administration and Estates) and I Willett (Head of Research and Democratic Services)		

14. MINUTES

RESOLVED:

That the minutes of the Committee meeting held on 28 June 2005 be taken as read and signed by the Chairman as a correct record.

15. MATTERS ARISING

(a) Ethical Governance – Tool Kit (Minute 2(a))

The Committee noted that further consideration would be given to this matter later in the year as part of the budget-making process for 2006/07.

16. DECLARATIONS OF INTEREST

No declarations of interest were made pursuant to the Council's Code of Member Conduct.

17. POLICY ON USE OF COUNCIL FACILITIES BY MEMBERS

The Committee considered a draft protocol on the use of member facilities including guidance on the use of IT by members.

The Deputy Monitoring Officer advised that the Council's Code of Conduct required members, when using or authorising the use by others of the resources of the authority, to act in accordance with the authority's requirements but currently there was no explanatory protocol in being.

Members noted that a number of comments had already been received as a result of the draft protocol being circulated to Council officers. Also, some District Councillors had responded after receiving the draft protocol with the agenda for this meeting.

The Committee discussed the draft protocol and made a number of amendments.

RESOLVED:

(1) That the draft protocol be revised to take account of the views expressed and the revised draft be submitted to the next meeting of the Committee for further consideration;

(2) That the Head of ICT be invited to attend the next meeting to discuss the guidance on the use of IT by members and the Council's e-mail user policy; and

(3) That the Head of Research and Democratic Services clarify the policy on the use by political parties of properties controlled by the Council.

18. DATES OF FUTURE MEETINGS

The Committee noted that the District Council calendar for 2005/06 provided for meetings of the Committee on 18 October 2005, 25 February 2006 and 11 April 2006.

19. CHIEF FINANCE OFFICER

The Monitoring Officer reported that there had been a change in the District Council's Chief Finance Officer.

RESOLVED:

That Mr R Palmer, Chief Finance Officer, be invited to attend a future meeting of the Committee to explain the duties of that role.

CHAIRMAN