



Leicester  
City Council

## **MEETING OF THE STANDARDS COMMITTEE**

**DATE: TUESDAY, 13 NOVEMBER 2018**  
**TIME: 5:30 pm (or after the Standards Hearing Sub-Committee, whichever is later)**  
**PLACE: Meeting Room G.03 - City Hall, 115 Charles Street, Leicester, LE1 1FZ**

### **Members of the Committee**

Councillor Dr Barton (Chair)  
Councillor Shelton (Vice-Chair)  
Councillor Dr Moore  
Councillor Rae Bhatia  
One Unallocated Non-Grouped Place

Ms Fiona Barber (Independent Member)  
Mr Mike Galvin (Independent Member)  
Ms Jayne Kelly (Independent Member)  
Ms Alison Lockley (Independent Member)  
Mr Simon Smith (Independent Member)

### **Standing Invitees:**

Mr Michael Edwards (Independent Person)  
Mr David Lindley (Independent Person)

Members of the Committee are summoned to attend the above meeting to consider the items of business listed overleaf.

for the Monitoring Officer

**Officer contact: Matthew Reeves**  
*Democratic Support, Leicester City Council*  
City Hall, 115 Charles Street, Leicester, LE1 1FZ  
(Tel. 0116 454 6352)

## Information for members of the public

### Attending meetings and access to information

You have the right to attend formal meetings such as full Council, committee meetings & Scrutiny Commissions and see copies of agendas and minutes. On occasion however, meetings may, for reasons set out in law, need to consider some items in private.

Dates of meetings and copies of public agendas and minutes are available on the Council's website at [www.cabinet.leicester.gov.uk](http://www.cabinet.leicester.gov.uk), from the Council's Customer Service Centre or by contacting us using the details below.

### Making meetings accessible to all

Wheelchair access – Public meeting rooms at the City Hall are accessible to wheelchair users. Wheelchair access to City Hall is from the middle entrance door on Charles Street - press the plate on the right hand side of the door to open the door automatically.

Braille/audio tape/translation - If you require this please contact the Democratic Support Officer (production times will depend upon equipment/facility availability).

Induction loops - There are induction loop facilities in City Hall meeting rooms. Please speak to the Democratic Support Officer using the details below.

Filming and Recording the Meeting - The Council is committed to transparency and supports efforts to record and share reports of proceedings of public meetings through a variety of means, including social media. In accordance with government regulations and the Council's policy, persons and press attending any meeting of the Council open to the public (except Licensing Sub Committees and where the public have been formally excluded) are allowed to record and/or report all or part of that meeting. Details of the Council's policy are available at [www.leicester.gov.uk](http://www.leicester.gov.uk) or from Democratic Support.

If you intend to film or make an audio recording of a meeting you are asked to notify the relevant Democratic Support Officer in advance of the meeting to ensure that participants can be notified in advance and consideration given to practicalities such as allocating appropriate space in the public gallery etc.

The aim of the Regulations and of the Council's policy is to encourage public interest and engagement so in recording or reporting on proceedings members of the public are asked:

- ✓ to respect the right of others to view and hear debates without interruption;
- ✓ to ensure that the sound on any device is fully muted and intrusive lighting avoided;
- ✓ where filming, to only focus on those people actively participating in the meeting;
- ✓ where filming, to (via the Chair of the meeting) ensure that those present are aware that they may be filmed and respect any requests to not be filmed.

### Further information

If you have any queries about any of the above or the business to be discussed, please contact Matthew Reeves, **Democratic Support on (0116) 454 6356 or email [Matthew.Reeves@leicester.gov.uk](mailto:Matthew.Reeves@leicester.gov.uk)** or call in at City Hall, 115 Charles Street, Leicester, LE1 1FZ.

For Press Enquiries - please phone the **Communications Unit on 454 4151**

# **PUBLIC SESSION**

## **AGENDA**

### **FIRE / EMERGENCY EVACUATION**

If the emergency alarm sounds, you must evacuate the building immediately by the nearest available fire exit and proceed to the area outside the Ramada Encore Hotel on Charles Street as directed by Democratic Services staff. Further instructions will then be given.

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

Members are asked to declare any interests they may have in the business to be discussed.

### **3. TERMS OF REFERENCE**

To note the Terms of Reference for the Committee.

### **4. MEMBERSHIP OF THE COMMITTEE**

The Monitoring Officer to report that the current membership of the Committee is as follows:-

Councillors:

Chair: Councillor Barton  
Vice Chair: Councillor Shelton  
Councillor Moore  
Councillor Rae Bhatia

Independent Members:

Ms Fiona Barber  
Mr Mike Galvin  
Ms Jayne Kelly  
Ms Alison Lockley  
Mr Simon Smith

Standing Invitees:

Mr Michael Edwards (Independent Person)  
Mr David Lindley (Independent Person)

## **5. DATES OF MEETINGS 2018/19**

The Monitoring Officer to report, that following the meeting of Council on 17 May 2018, the dates of Committee meetings for 2018-19 were reserved on the following dates:-

Tuesday 13 November 2018 5.30pm  
Tuesday 2 April 2019 5.30pm

All meetings will be held at City Hall.

## **6. MINUTES OF PREVIOUS MEETING**

**Appendix A**  
**(Pages 1 - 6)**

The minutes of the meeting of the Standards Committee, held on 28 November 2017, are attached to these papers and Members are asked to confirm that they are correct.

## **7. COMPLAINTS POLICY & PROCEDURE FOR MANAGING VEXATIOUS CUSTOMERS**

**Appendix B**  
**(Pages 7 - 22)**

The Director of Finance submits a report which presents the Complaints Policy & Procedure for Managing Vexatious Customers. The Committee is asked to note and comment where appropriate on the proposed complaints policy and procedure for handling vexatious customers.

## **8. CODE OF CONDUCT FOR EMPLOYEES**

**Appendix C**  
**(Pages 23 - 42)**

The Head of Human Resources submits a report which presents the Code of Conduct for Employees. The Committee is asked to receive the report and recommend any changes.

## **9. ANY OTHER URGENT BUSINESS**

## **10. PRIVATE SESSION**

### MEMBERS OF THE PUBLIC TO NOTE

Under the law, the Committee is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

The Committee is recommended to consider the following reports in private on the grounds that they contain 'exempt' information as defined by the Local Government (Access to Information) Act 1985, as amended and consequently that the Cabinet makes the following resolution:-

"that the press and public be excluded during consideration of the following reports in accordance with the provisions of Section 100A(4) of the Local

Government Act 1972, as amended, because they involve the likely disclosure of 'exempt' information, as defined in the Paragraphs detailed below of Part 1 of Schedule 12A of the Act and taking all the circumstances into account, it is considered that the public interest in maintaining the information as exempt outweighs the public interest in disclosing the information.

Paragraph 1

Information relating to any individual.

Paragraph 2

Information which is likely to reveal the identity of an individual.

Paragraph 7a

Information which is subject to any obligation of confidentiality.

Paragraph 7c

The deliberations of a standards committee or of a sub-committee of a standards committee established under the provisions of Part 3 of the Local Government Act 2000 in reaching any finding on a matter referred under the provisions of section 60(2) or (3), 64(2), 70(4) or (5) or 71(2) of that Act.

**11. HEARING PANEL RECOMMENDATIONS -  
COMPLAINT 2018/05**

**B1  
(Pages 43 - 62)**

The Monitoring Officer submits a report.