

At a Meeting of the **STANDARDS COMMITTEE** held in the **COUNCIL CHAMBER, KILWORTHY PARK, TAVISTOCK**, on **TUESDAY** the **25<sup>th</sup>** day of **OCTOBER 2011** at **11.40 am**

**Present**

West Devon Borough Council	Mr A Leech & Mr D Whitcomb
Parish/Town Councils	Mrs W Eldridge & Mrs J Morgan
Independent	Dr R Meyrick (Vice Chairman) & Mrs V Spence (Chairman)

**Officers**

Chief Internal Auditor  
Monitoring Officer  
Deputy Monitoring Officer  
Member Services Manager  
Borough Committee Secretary

**\*S 9 CONFIRMATION OF MINUTES**

The Minutes of the meeting held on 12 July 2011 were agreed and signed as a true record.

**\*S 10 UPDATE ON STANDARDS COMPLAINTS**

The Deputy Monitoring Officer presented a report (page 7 to the agenda) which set out the complaints which had been received for the Standards Committee's consideration between 1 April 2011 and 30 September 2011. There were a total of six complaints received during the period - four of these were subject to the results of investigations - and there was one still to be finalised from 2010/11. One complaint was against a Borough Councillor and the rest were against Parish Councillors.

It was **RESOLVED** that Members note the status of ongoing complaints made to the Standards Committee in relation to the Code of Conduct from 1 April 2011 to 30 September 2011.

**S 11 REVISION OF THE CONTRACT PROCEDURE RULES**

The Chief Internal Auditor presented a report (page 10 to the agenda) which requested Members to consider the revisions made to the Contract Procedure Rules and make a recommendation to Full Council on their adoption. The internal management changes; shared service agenda; the need for a standardised suite of procurement documents identified in the Council's 2010/11 Annual Governance Statement; and the introduction of the Bribery Act 2010 from 1 July 2011 had meant an update was necessary.

The Joint Steering Group approved a project plan to review the Shared Services Governance Arrangements which included producing one set of Council Procedure Rules for adoption by both Councils. The Chief Internal Auditor, the Legal team, the Head of Assets, the Property Services Manager and the shared Corporate Procurement Officer (South Hams/Teignbridge) reviewed the Contract Procedure Rules, adopting the South Hams/CIPFA model to reflect:

- Shared services (aligning of arrangements as far as can be done);
- Management review;
- The Bribery Act 2010
- Equivalent financial values within the Rules.

The key changes related to:

- Financial Limits
- Exemptions
- Shared Services
- Capital Programme
- Bribery Act 2010
- Documentation for signing & storage of contracts

It was **RESOLVED** that Members recommend that Council approves the revised Contract Procedure Rules including the exemption process and agrees its inclusion in the Council's Constitution

(The Meeting Closed at 12.07pm)