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18 October 2021

STANDARDS ASSESSMENT PANEL

A meeting of the Standards Assessment Panel will be held in the **Blue & Pink Rooms at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Monday 25 October 2021 at 2.30 pm** and you are requested to attend.

Members: Councillors Bennett, Daniells and Haywood

Independent Person: Sandra Prail

PLEASE NOTE: Subject to Covid-19 Risk Assessments members of the public are advised of the following:

- a) There will be limited public access to this meeting and admission will be by ticket only, bookable from Committee Services. Attendees will be asked to sit in an allocated seat in the public gallery on a first come first served basis. Only one ticket will be available per person.
- b) It is recommended that all those attending take a lateral flow test prior to the meeting.
- c) All those attending the meeting will be required to wear face coverings and maintain safe distancing when in the building/meeting room.
- d) Members of the public must not attend any face to face meeting if they or a member of their household have Covid-19 symptoms.

For further information on the items to be discussed, please contact Committees@arun.gov.uk.

A G E N D A

1. ELECTION OF CHAIR

The Assessment Panel will elect one of its three members to be the Chair for this meeting.

2. URGENT ITEMS

The Chair will announce any urgent items that due to special circumstances need to be dealt with.

3. DECLARATIONS OF INTEREST

These are to be made by Members of the Assessment Panel in respect of items on the agenda for this meeting.

4. EXCLUSION OF THE PRESS AND PUBLIC

Members of the public and representatives of the press are hereby notified that the Panel may determine that this hearing should be held in private having regard to:

- (a) The rules on confidential and exempt information as defined by Schedule 12A of the Local Government Act 1972 and whether
- (b) In all the circumstances of the case, the public interest in maintaining any exemption outweighs the public interest in disclosing the information.

Should this be the case, the public and the press will be excluded from the meeting during consideration of agenda items 5 onwards for consideration of Complaints, 1, 2 and 3 for the reason that it is likely in view of the nature of the business to be transacted that there would be disclosure to the public of “exempt information” being information of the nature described in Paragraph 1 (Information Relating to Any Individual) of Part 1 of Schedule 12A to the Act and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

5. COMPLAINT 1 - COMPLAINT REFERENCE 20/12

The procedure to be followed is:

- Investigating Officer's Report
- Questions from Complainant
- Questions from Subject Member
- Questions from Panel
- Concluding remarks from Investigating Officer, Complainant and Subject Member

(for Members and Officers only – an Exempt pack of supporting documentation will be provided separately to this agenda)

6. COMPLAINT 2 - COMPLAINT REFERENCE 20/12

The procedure to be followed is:

- Investigating Officer's Report
- Questions from Complainant
- Questions from Subject Member
- Questions from Panel
- Concluding remarks from Investigating Officer, Complainant and Subject Member

(for Members and Officers only – an Exempt pack of supporting documentation will be provided separately to this agenda)

7. COMPLAINT 3 - COMPLAINT REFERENCE 20/12

The procedure to be followed is:

- Investigating Officer's Report
- Questions from Complainant
- Questions from Subject Member
- Questions from Panel
- Concluding remarks from Investigating Officer, Complainant and Subject Member

(for Members and Officers only – an Exempt pack of supporting documentation will be provided separately to this agenda)

Note: Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link [PART 8 - CP - Section 5 Filming Photographic Protocol.pdf \(arun.gov.uk\)](#).