

Appendix C

Meeting Notes

Reference: Local Investigation SBE 21159.08

Date of meeting: 6th June 2008

Attendees: Mrs Deborah Warren (Senior Solicitor and Deputy Monitoring Officer) and Vanessa Brown (Investigating Officer)

Purpose: to establish the process by which a Councillor should register their interest.

Meeting notes recorded by Vanessa Brown

The following matters were discussed:-

1. Mrs. Warren confirmed that at its Council Meeting on the 18th July 2007, the Council adopted the new Code of Conduct. Under cover of a letter dated 11th July 2007 all Councillors were given prior notice of the proposal and invited to familiarise themselves with the new Code as there were some important new changes. In addition a copy of the new Code was included along with details of training available. The letter very clearly stated that it was a statutory requirement that each Councillor complete and return the form within 28 days of the new Code being adopted and a copy of the Register of Interests Form was enclosed with that letter.
2. Mrs. Warren confirmed that two training sessions on the new Code were provided for all Councillors during June and July and at the training session each Councillor was provided with a copy of the Standards Board guidance booklet.
3. On the 21st December 2007 a letter was sent to each of the Councillors who had failed to complete and return a Register of Interests form following the implementation of the new Code of Conduct on the 18th July 2007 requesting them to do so.
4. Mrs Warren also confirmed that all Council agendas since the 18th July 2007 have included a statement under the "Declaration of Interests" item to remind members of the need to keep their Register of Interests up to date.
5. In February 2008 Mrs. Warren was contacted by June Griffiths (Acting Leader at the time) who requested details of Conservative members who had failed to return their Register of Interests form. The details were provided and most of the outstanding forms were swiftly returned. The

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Monitoring Officer was also advised that some of the forms had still not been returned.

6. Mrs Warren arranged to have an entry made in the March 2008 addition of the Members' Bulletin to remind members of the importance of providing up to date Register of Interests forms.
7. Mrs. Warren was able to confirm that the Register of Interests forms are documents to which the public have access and they can be viewed at the Council offices or via the internet on the Bromsgrove District Council web site.
8. Mrs Warren was able to confirm to Vanessa Brown that Councillor Whittaker would have been provided with the documentation referred to above i.e. letter of the 11th July 2007 with enclosures and the reminder letter of the 21st December 2007.
9. From the records held Mrs. Warren was able to provide the Register of Interests Form provided by Councillor Whittaker signed on the 19th February 2008 but not received by the Monitoring Officer until 3rd April 2008.

Mrs. Warren provided a copy of the following documents:-

- Copy letter dated the 11th July 2007.
- Copy letter dated 21st December 2007.
- Copy of the Member's Bulletin for 19th March 2008.
- Copy of Councillor Whittaker's Register of Interest form dated 19th February 2002 received on the 21st February 2002.
- Copy of Councillor Whittaker's Register of Interest form dated 19th February 2008 received 3rd April 2008.

I, Deborah Warren, Senior Solicitor and Deputy Monitoring Officer confirm that I have read the above and agree it is an accurate note of the discussions that took place on the 6th June 2008.

D Warren
Deborah Warren (Senior Solicitor and Deputy Monitoring Officer)

Dated...25.06.08