

6 March 2024

Tel: 01993 861000

e-mail: [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk)

## STANDARDS SUB-COMMITTEE

You are summoned to a meeting of the Standards Sub-Committee which will be held in Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Friday, 15 March 2024 at 10.00 am.**



Giles Hughes  
Chief Executive

To: Members of the Standards Sub-Committee

Councillors: Elizabeth Poskitt, Andrew Beaney, Joy Aitman, Michele Mead, David Jackson; and Andrew Colling (Independent Person)

Recording of Proceedings – The law allows the public proceedings of Council, Executive, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Democratic Services officers know prior to the start of the meeting.

# AGENDA

1. **Election of Chair**  
For the Sub-Committee to elect a Chair for the remainder of the municipal year.
2. **Apologies for Absence**  
To receive any apologies for absence.  
  
Apologies received from Councillor Poskitt.
3. **Declarations of Interest**  
To receive any declarations from Members of the Committee on any items to be considered at the meeting.
4. **Minutes of Previous Meeting (Pages 5 - 8)**  
To approve the minutes of the meeting held on 22 February 2023.
5. **Standards Sub-Committee Procedure Rules (Pages 9 - 16)**  
Purpose  
To note the Standards Sub-Committee Procedure Rules to be followed at this meeting, which form Part 5E of the Council's Constitution.
6. **Exclusion of the Press and Public**  
Purpose  
For the Sub-Committee to hear any representation and agree whether or not to enter into private session before determining the allegations of breaches of a Town Council Code of Conduct.  
  
If the Sub-Committee wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Sub-Committee to pass a resolution in accordance with the provisions of Section 100A of the Local Government Act 1972 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972. The Sub-Committee may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
7. **Determination of Allegation of Breach of the Code of Conduct by Town Councillor #1 (Pages 17 - 104)**  
Purpose  
To provide the Sub-Committee with the Investigating Officer's report and all associated evidence to enable them to sit as a Local Hearing Panel, to determine the allegation that a Town Councillor breached the Town Council's Code of Conduct for Members.  
  
Recommendations  
The Standards Sub-Committee is recommended to follow the Local Hearing Panel Procedure Rules approved for use at this meeting, consider all evidence before them, and:
  1. Determine whether the Town Councillor has breached the code of conduct;

2. If the Sub-Committee determine a breach of the Code, to consider and determine any sanctions that should be imposed upon the Town Councillor and any other appropriate action to be taken.

8. **Determination of Allegation of Breach of the Code of Conduct by Town Councillor #2**  
(Pages 105 - 184)

Purpose

To provide the Sub-Committee with the Investigating Officer's report and all associated evidence to enable them to sit as a Local Hearing Panel, to determine the allegation that the Town Councillor breached the Town Council's Code of Conduct for Members.

Recommendation

The Standards Sub-Committee is recommended to follow the Local Hearing Panel Procedure Rules approved for use at this meeting, consider all evidence before them, and:

1. Determine whether the Town Councillor has breached the Woodstock Town Council Code of Conduct;
2. If the Sub-Committee determine a breach of the Code, to consider and determine any sanctions that should be imposed upon the Town Councillor and any other appropriate action to be taken.

(END)