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Date: 26th August 2015

Dear Sir/Madam,

A meeting of the **Investigating and Disciplinary Committee** will be held in the **Rhymney Room - Penallta House, Tredomen, Ystrad Mynach** on **Tuesday, 1st September, 2015** at **5.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

Chris Burns
INTERIM CHIEF EXECUTIVE

A G E N D A

	Pages
1 To receive apologies for absence.	
2 Declarations of interest- Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.	
To approve and sign the following minutes:-	
3 Investigating and Disciplinary Committee held on the 21st January 2015 (minute no.s 1-5).	1 - 2

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Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



- 4 To receive and consider the following items which in the opinion of the proper officer are exempt items taking into account consideration of the public interest test and that the press and public should be excluded from this part of the meeting. The public interest test is attached.
The following items contain exempt information by virtue of Paragraph 12 of Schedule 12a of the Local Government Act, 1972 (As Amended).

The following item contains exempt information by virtue of Paragraph 12 of Schedule 12a of the Local Government Act, 1972 (As Amended).

- 5 To consider referral(s) under Caerphilly County Borough Council Disciplinary Procedure for Statutory Officers (verbal update).

Circulation:

Councillors D.G. Carter, W. David (Chair), J.A. Pritchard, S. Morgan, D. Rees, J. Taylor and R. Woodyatt

For information substitutes Councillors R.W. Gough, D. Havard and Ms R. Passmore

And Appropriate Officers



INVESTIGATING AND DISCIPLINARY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON 21ST JANUARY 2015 AT 5:00PM

PRESENT:

Councillors:

W. David, N. George, S. Morgan, Ms J. Pritchard, D. Rees, R. Woodyatt, Ms. R. Passmore and R Gough (attending as substitute for J. Taylor)

Together with:

L. Donovan (HR Service Manager), A. Price (Interim Head of Democratic Services and Deputy Monitoring Officer) and E. Sullivan (Democratic Services Officer).

1. APOLOGIES

An apology for absence was received from Councillor J. Taylor.

2. DECLARATIONS OF INTEREST

There were no declarations of interest received at the beginning or during the course of the meeting.

3. MINUTES - 15TH SEPTEMBER 2014

RESOLVED that the minutes of the Investigation and Disciplinary Committee held on 15th September 2014 (minute nos. 1 - 7), be approved as correct record and signed by the Chair.

The Interim Deputy Monitoring Officer confirmed that although the committee had agreed at its last meeting that it would not sit again unless significant new information had been received, it had become necessary at this time to consider and review the referrals and provisions previously accepted in order to adhere to the Council's Disciplinary Procedure for Statutory Officers.

4. EXEMPT MATTER

Members considered the public interest test certificate from the Proper Officer and concluded that on balance the public interest in maintaining the exemption outweighed the public interest in disclosing the information. By a show of hands this was unanimously agreed and it was:

RESOLVED that in accordance with Section 100A(4) of the Local Government Act 1972 the public may be excluded from the remainder of the meeting because of the likely disclosure to them of exempt information as identified in paragraph 12 of Schedule 12A of the Local Government Act 1972 (As Amended).

5. TO CONSIDER REFERRAL(S) UNDER THE COUNCIL'S DISCIPLINARY PROCEDURE FOR STATUTORY OFFICERS (VERBAL UPDATE)

Members received a verbal update and were advised that the following the conclusion of the external investigation the Investigating and Disciplinary Committee would be required to meet in order to consider any preliminary investigation report and whether or no to formally instruct the Designated Independent Person. It was moved and seconded that the Committee Clerk subject to Members availability, secure the earliest possible date following the conclusion of the external investigation for this meeting and by a show of hands this was unanimously agreed.

Members reviewed the referrals previously accepted. Having fully considered the issues involved it was moved and seconded that the provisions previously agreed continue unchanged pending the outcome of the ongoing external investigations and that the parties concerned be informed of the decision of the committee and by a show of hand this was unanimously agreed.

RESOLVED that the referrals and provisions previously accepted continue unchanged.

The meeting closed at 5:25 p.m.

Approved as a correct record, and subject to any amendments or corrections agreed and recorded in the minutes of the next meeting, they were signed by the Chair.

CHAIR



INVESTIGATING AND DISCIPLINARY COMMITTEE 1ST SEPTEMBER 2015

PUBLIC INTEREST TEST – EXEMPTION FROM DISCLOSURE OF DOCUMENTS SCHEDULE 12A LOCAL GOVERNMENT ACT 1972

**SUBJECT: TO CONSIDER REFERRAL(S) UNDER CAERPHILLY COUNTY
BOROUGH COUNCIL DISCIPLINARY PROCEDURE FOR STATUTORY
OFFICERS**

REPORT BY: INTERIM DEPUTY MONITORING OFFICER

I have considered grounds for exemption of information to be presented to the Committee and make the following recommendations to the Proper Officer:-

EXEMPTIONS APPLYING TO THE REPORT:

Information relating to a particular individual(s) (para 12).

FACTORS IN FAVOUR OF DISCLOSURE:

There is a public interest in the way in which the Council deals with staffing issues.

PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:

The reports contains detailed information regarding personal information which affects a particular individual/s and the affairs of that individual/s.

MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:

That paragraph 12 should apply. My view on the Public Interest Test is that whilst there is a need to ensure transparency and accountability of a Public Authority for decisions taken in relation to staffing issues, this must be balanced against the fact that these matters have not yet been concluded at this stage outweigh the need for the information to be made public.

The information is not affected by any other statutory provision, which requires the information to be publicly registered. The information contains personal data of staff members which is protected by the Data Protection Act 1998.

On that basis I feel that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.

RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:

On that basis I feel that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, and that the report should be exempt.

Date: 6 August 2015

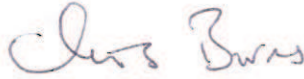
Signed:



Post: Interim Deputy Monitoring Officer

I accept/do not accept recommendation made above.

Signed:



Proper Officer

Date:

10/8/15