

## **Meeting of the Audit and Standards Committee**

**Monday 6<sup>th</sup> December, 2021 at 6.00pm  
in Committee Room 3, Council House,  
Priory Road, Dudley.**

### **Agenda - Public Session (Meeting open to the public and press)**

1. Apologies for absence.
2. To report the appointment of any substitute members serving for this meeting of the Committee.
3. To receive any declarations of interest under the Members' Code of Conduct.
4. To confirm and sign the minutes of the meeting held on 20<sup>th</sup> September, 2021 as a correct record.
5. Financial Regulations (Pages 1-39)
6. Members' Code of Conduct and Standards Arrangements (Pages 40-65)
7. Review of the Employee Code of Conduct (Pages 66-90)
8. To consider any questions from Members to the Chair where two clear days notice has been given to the Monitoring Officer (Council Procedure Rule 11.8).
9. Under the provisions of Part I of Schedule 12A to the Local Government Act 1972, the Monitoring Officer has decided that there will be no advance disclosure of the following reports because the public interest in disclosing the information is outweighed by the public interest in maintaining the exemption from disclosure. The submission of these reports complies with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.
10. Resolution to exclude the public and press.

Chair to move:

“That the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information relating to any individuals under Part I of Schedule 12A to the Local Government Act 1972, as amended.”

## **Agenda - Private Session**

**(Meeting not open to the public and press)**

11. Suspensions under the provisions of the Employee Improvement and Disciplinary Procedure or relevant Schools Disciplinary Procedure (Pages 91-96)
12. Annual Audit Report of the Chief Executive (Pages 97-160)



**Chief Executive**  
**Dated: 25<sup>th</sup> November, 2021**

### **Distribution:**

#### **Members of the Audit and Standards Committee:**

Councillor A Taylor (Chair)

Councillor J Roberts (Vice-Chair)

Councillors S Ali, P Atkins, D Borley, J Cowell, P Dobb, M Evans, B Gentle

**Please note the following concerning meetings at Dudley Council House:**

#### **Covid-19 Secure Working**

##### **Hands**

- Hand sanitiser and antibacterial wipes are available at various locations in the Council House. Please ensure you sanitise your hands when arriving and leaving the building. Hand washing facilities are also available on site.

## **Face**

- All persons entering or working in the Council House are requested to wear face masks when moving around the building. Please remember to bring and use your own face masks. Face masks may be safely removed when you are seated in the meeting.

## **Space**

- Please be respectful of everyone's personal space and preferences when you attend the Council House.
- Seating in the public gallery is subject to limits on capacity and will be allocated on a 'first come' basis.

## **If you are unwell**

- Do not attend the Council House if you feel unwell; if you have tested positive for Covid-19; if you are self-isolating or if you suspect that you are symptomatic.
- You are advised to undertake a lateral flow test 48 hours before attending. If the test is positive, do not attend the meeting.

## **Toilets**

- Toilet facilities are available on site and are subject to safety measures that are in place. All the toilets have hand washing facilities.

## **No smoking**

- There is no smoking on the Council House premises in line with national legislation. It is an offence to smoke in or on the premises. You cannot use e-cigarettes and/or similar vaping devices.

## **In Case of Emergency**

- In the event of the alarms sounding, please leave the building by the nearest exit. There are Officers who will assist you in the event of this happening, please follow their instructions.

## **Submitting Apologies for Absence**

- Elected Members can submit apologies by contacting Democratic Services (see our contact details below). Members wishing to appoint a substitute should notify Democratic Services as soon as possible in advance of the meeting. Any substitute Members must be eligible to serve on the meeting in question (for example, he/she must have received the training required by the Council).

## **Private and Confidential Information**

- Any agendas containing reports with 'exempt' information should be treated as private and confidential. It is your responsibility to ensure that information containing private and personal data is kept safe and secure at all times. Confidential papers should be handed to Democratic Services for secure

disposal. If you choose to retain the documents, you should ensure that the information is securely stored and destroyed within six months.

### **General**

- Public Wi-Fi is available in the Council House.
- The use of mobile devices or electronic facilities is permitted for the purposes of recording/reporting during the public session of the meeting. The use of any such devices must not disrupt the meeting – Please turn off any ringtones or set your devices to silent.
- Information about the Council and our meetings can be viewed on the website [www.dudley.gov.uk](http://www.dudley.gov.uk)

### **If you need advice or assistance**

- If you (or anyone you know) requires assistance to access the venue, or if you have any other queries, please contact Democratic Services - Telephone 01384 815238 or E-mail [Democratic.Services@dudley.gov.uk](mailto:Democratic.Services@dudley.gov.uk)