

Cyngor Sir CEREDIGION County Council

Chief Executive's Department

Applications for dispensation made by Members in person at Ethics & Standards Committee meetings

This note has been prepared to assist Members who wish to attend in person at an Ethics & Standards Committee meeting in order to present an application for dispensation.

A Member who has a personal interest in a matter under discussion would ordinarily be expected to disclose that interest and leave the meeting. The Ethics & Standards Committee has therefore resolved to grant all Members dispensation to appear before the Committee to make an application for dispensation in person.

Please note that failure to comply with the following procedures may affect the Committee's ability to make a prompt and final decision.

- (1) Procedure
 - (a) A dispensation application form must be completed and submitted to the Monitoring Officer prior to the meeting in all cases, regardless of whether or not the Member will be attending the meeting in person. Copies of the form (available in electronic or paper format) can be obtained from the Monitoring Officer or the Standards Officer, whose contact details are noted below.
 - (b) At the meeting, the Member will be invited by the Chair to present their application to the Ethics & Standards Committee.
 - (c) Members of the Committee may address questions to the applicant in order to clarify any matters relating to the application.
 - (d) Applicants are not permitted to address any questions to the Committee.
 - (e) Applicants are asked to limit their presentation to a maximum of five minutes.
 - (f) After presenting the application and responding to questions from the Committee (if any), applicants must leave the meeting room and remain out of the meeting during the Committee's deliberations.
 - (g) Applicants will not be called back into the meeting after the Committee's deliberations to be advised of the decision. Applicants who wait until the meeting has ended will be advised of the Committee's decision in person by the Monitoring Officer or the Standards Officer. Applicants who are unable to wait until the meeting has ended will be advised of the outcome in writing.

(2) Please note that Members are not required to attend in person and may continue to use the Dispensation Application form only, if preferred.

(3) Further guidance

If you have any further queries in relation to the above procedures, please do not hesitate to contact the Monitoring Officer on 01545 572050 or the Standards Officer on 01545 572068.