

**COMMISSION FOR STANDARDS IN PUBLIC LIFE
10th MEETING OF 2016
MINUTES
7 DECEMBER 2016
COMMISSIONS SECRETARIAT**

PRESENT: Rosie Whittaker-Myles	Chairman
Sheenah Hislop	Member
Pastor Shian O'Connor	Member

SECRETARIAT MEMBERS PRESENT:

Deborah Bodden	Manager, Commissions Secretariat
Sheila Alvarez	Administrator/Analyst, Commissions Secretariat
Lise Hurlstone	Administrator/Analyst, Commissions Secretariat

1. Meeting called to order

The meeting was called to order at 2:17pm. The Chairman thanked all for attending and opened the meeting with a prayer.

2. Confirmation of Previous Minutes

The minutes of the meeting of 9 November 2016 were approved.

3. Outstanding Business

a. Procurement Legislation

The Commission discussed the procurement legislation that was passed during the last sitting of the Legislative Assembly. The Secretariat reviewed the Law, following the Committee Stage amendments and Members were updated on the same. A commencement date has not been set for this legislation.

b. Draft Educational Material

The Commission approved the draft educational pamphlets with minor changes. The Secretariat is to finalise the educational pamphlets and upload them on the CSPL website. Government Information Services ("GIS") will be asked to format the pamphlets and to obtain quotes on the cost of printing the materials. In addition the Secretariat will source appropriate display holders.

c. Policies and Procedures Manual

The Commission is currently reviewing the Policies and Procedures Manual. It was agreed that members will finalise their review of the document and submit their feedback to the Chairman via email.

d. Standards in Public Life Regulations

i. Drafting Instructions

The Commission was informed that to date the Secretariat has not received a response from the Office of the Premier regarding the proposed timeline for the drafting instructions for the Regulations. The Secretariat will continue to follow-up on this matter.

ii. Section 20(3) of the Law

The Commission was informed that to date the Secretariat has not received a response from the Attorney General's Office regarding the Commission's comments on s.20(3) of the Law. The Secretariat will continue to follow-up on this matter.

e. Ministerial Code of Conduct

The Commission discussed the Cabinet Secretary's response to their query on the status of the Ministerial Code of Conduct which he indicates is due to be finalised during the first quarter of 2017. The Secretariat will draft a response thanking the Cabinet Secretary for the update and request a copy of the working draft Code of Conduct as it stands now.

f. Website

The Commission was updated that all of the content on the CSPL website has been approved and that the website is ready to 'go live'. Once members approve the Policies and Procedures Manual, the Secretariat will upload the document to the site. Members agreed to review the live site and advise the Secretariat when a press release can be issued to the public advising that it has been launched.

4. Any Other Business

The Chairman highlighted the recent findings of the Gender Equality Tribunal ("the Tribunal") concerning a matter at the Prison Service wherein a 'conflict of interest' occurred between the Head of Department and a candidate on an interview panel that was disclosed, but not properly recorded. Members agreed that public officials need to be sensitised to the requirements under the Standards in Public Life Law when it commences, as it relates to 'conflicts of interest'. The Secretariat was asked to request a copy of the Tribunal's findings so that the Commission can agree next steps.

5. Action List

Members were asked to:

- a.** Finalise their review of and provide feedback to the Chairman on the draft Policies and Procedures Manual as detailed above.

The Secretariat was asked to:

- a. Make the requested final changes to the educational material, upload them to the CSPL website and get quotes on printing and display holders;
- b. Follow-up on the letter to the Premier as detailed above;
- c. Follow-up on the letter to the Attorney General as detailed above;
- d. Draft a response letter to the Cabinet Secretary as detailed above;
- e. Give permission to Netclues to 'go live' with the CSPL website; and
- f. Request a copy of the Gender Equality Report as detailed above.

6. Items to be discussed at the next meeting

- a. Educational Material
- b. Draft Policies and Procedures Manual
- c. Standards in Public Life Regulations Drafting Instructions
- d. Section 20(3) of the Law
- e. Ministerial Code of Conduct
- f. CSPL Website
- g. Gender Equality Tribunal Findings

7. Next meeting

The next meeting will be held on 11 January 2017 at 2:15pm.

8. Adjournment

The meeting was adjourned at 3:10pm.



Rosie Whittaker-Myles

CHAIRMAN

COMMISSION FOR STANDARDS IN PUBLIC LIFE

