

**4th MEETING (EXTRAORDINARY) OF THE
COMMISSION FOR STANDARDS IN PUBLIC LIFE
8 AUGUST 2023 @ 10:00AM
MINUTES
VIA ZOOM**

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| PRESENT: | Dr. Sonia Bush | Chairman |
| | J. Rosalie Twohey | Member |
| | Keith Blake | Member |

COMMISSIONS SECRETARIAT MEMBERS PRESENT:

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| Marilyn Conolly | Manager |
| Sheila Watler | Administrator/Analyst |

1. Meeting Called to Order

The meeting was called to order at 10:06am. The Chairman welcomed all in attendance and opened with a prayer.

2. Confirmation of Previous Minutes

The minutes of 29 May 2023 were approved and will be uploaded to the CSPL website.

3. New Business

a. CSPL-COMP-2023-001

Members considered the matter which was received on 7 June 2023 and agreed to make initial enquiries with the relevant public authority involved. Due to the Secretariat’s limited resources, it was further agreed that an investigative officer should be hired to assist the CSPL with its review of the matter.

On that basis, the Secretariat will assist in preparing a Terms of Reference (ToR) to hire an investigative officer in accordance with sections 18 and 19 of the Standards in Public Life (SPL) Act. The Secretariat will also research this matter and provide Members with copies of similar investigatory job descriptions to further assist with preparing the ToR. In the interim, the complainant will be informed that the matter is being considered by the CSPL and that they will be updated on its progress.

4. Any Other Business

a. No other business was discussed.

5. Action Items

Members:

a. Consider the ToR to hire an investigative officer as outlined in item 3. a. above.

The Secretariat:

- a. Upload the finalised version of the 29 May 2023 minutes to the CSPL website as outlined in item 2. above;
- b. Prepare correspondence to the relevant public authority as outlined in item 3.a. above;
- c. Prepare correspondence to the complainant as outlined in item 3.a. above;
- d. Prepare a draft ToR to hire an investigative officer as outlined in item 3.a. above and;
- e. Research relevant job descriptions and provide copies to Members as outlined in item 3. a. above.

6. Items to be Discussed at the Next Meeting

- a. Annual Reports
- b. Update on Amendments to SPL Act and Regs
- c. CSPL Policies and Procedures
- d. Update re Parliamentary Code of Conduct
- e. Elections Observer's Report
- f. United Nations Education for Justice (E4J) Programme
- g. Register of Interests
- h. Appointment of New CSPL Members
- i. Secretariat HR Update
- j. Correspondence from Anti-Corruption Commission ("ACC")
- k. Production Order

7. Date of the Next meeting

The next meeting is scheduled for 22nd August 2023 at 10am via Zoom.

8. Adjournment

The meeting adjourned at 10:32am.



Dr. Sonia Bush
CHAIRMAN
COMMISSION FOR STANDARDS IN PUBLIC LIFE