

# Standards Committee

Mon 16 Jul  
2012  
7.00 pm

Council Chamber  
Town Hall  
Redditch



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- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:  
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**Debbie Parker-Jones  
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# STANDARDS COMMITTEE

Monday, 16th July, 2012

7.00 pm

Committee Room 2 Town Hall

## Agenda

### Membership:

Cllrs: Pat Witherspoon (Chair)  
Michael Braley (Vice-Chair)  
Phil Mould  
Debbie Taylor  
Derek Taylor

<b>1. Apologies</b>	To receive the apologies for absence and details of any Councillor nominated to attend the meeting in place of a member of the Committee.
<b>2. Declarations of Interest</b>	To invite Councillors to declare any interests they may have in items on the agenda.
<b>3. Minutes</b> (Pages 1 - 6) Chief Executive	To confirm as a correct record the minutes of the meeting of the Standards Committee held on 26th March 2012.  (Minutes attached)
<b>4. Monitoring Officer's Report</b> (Pages 7 - 10) Monitoring Officer	To receive a report from the Monitoring Officer on any matters of relevance to the Committee.  (Report attached)
<b>5. Localism Act 2011 - New Standards Regime - Managing Complaints</b> (Pages 11 - 18) Monitoring Officer	To consider a report on the appointment of sub-committees of the Standards Committee as part of the arrangements for managing standards complaints against elected and co-opted Members.
<b>6. Publications</b> Head of Legal, Equalities and Democratic Services	To note any publications which the Committee may find of interest.

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Monday, 16th July, 2012

<p><b>7. Work Programme</b></p> <p>(Pages 19 - 24)</p> <p>C Felton, Head of Legal, Equalities and Democratic Services</p>	<p>To consider the Committee's Work Programme.</p> <p>(Report attached)</p>
<p><b>8. Exclusion of the Public</b></p>	<p>Should it prove necessary, in the opinion of the Chief Executive, to exclude the public from the meeting at any point during the proceedings in relation to any item(s) of business on the grounds that either exempt and/or confidential information is likely to be divulged, the following resolution(s) will be moved:</p> <p>"That under Section 100 I of the Local Government Act 1972, as amended, it/they involve the likely disclosure of <u>exempt</u> information as defined in Part I of Schedule 12A to the Act, as amended, the relevant paragraphs of that part being (<i>...to be specified by the Chairman at the meeting</i>), and that it is in the public interest to do so.", and/or</p> <p>"That under Section 100 A of the Local Government Act 1972, as amended, it/they involve the likely disclosure of <u>confidential</u> information which would be in breach of an obligation of confidence."</p>



# STANDARDS

## Committee

26th March 2012

### MINUTES

#### Present:

Independent Members:

D Andrews (Chair)  
M Collins (Vice-Chair)  
B Warwick

Borough Councillor:

Alan Mason

#### Officers:

C Felton, C Flanagan and D Parker-Jones

#### Committee Services Officer:

I Westmore

#### 1. APOLOGIES

Apologies for absence were received on behalf of Borough Councillors Anita Clayton, Andy Fry, Jinny Pearce and Mark Shurmer and Parish Councillors Pam Eaton and Antonia Pulsford.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 3. MINUTES

**RESOLVED that**

**the minutes of the meeting of the Standards Committee held on 20th April 2011 be confirmed as a correct record and signed by the Chair.**

#### 4. MONITORING OFFICER'S REPORT

The Committee received a report from the Monitoring Officer outlining the latest local and national developments and the details

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Chair

# STANDARDS

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of complaints considered by the Committee since the previous meeting.

It was reported that the two outstanding complaints had been concluded. The first, complaint reference 02/2010, had been considered by the Determination Sub-Committee and it had been determined that the Code of Conduct had not been breached. The second, complaint reference 01/2011, had been considered by the Assessment Sub-Committee who had determined that the Code of Conduct had not been engaged in that instance and the matter was consequently closed.

The Monitoring Officer gave an update on the training that was to be provided to Members in preparation for the new Standards regime which was due to come into effect from 1st July 2012. Three sessions were scheduled for June, each of which was open to Members of the authority to attend. It was acknowledged that the training available to Standards members had been more robust over the past year than had been the case previously and the intention was to pursue a similar strategy in the coming municipal year. However, it was stressed that it was for elected Members to decide which training might be deemed mandatory. The attendance of sufficient numbers of elected Members at training sessions was raised as an issue. Officers highlighted the responsibility that lay upon themselves to make such training worthwhile and engaging, but were willing to explore any avenues to increase levels of attendance.

### **RESOLVED that**

**the report of the Monitoring Officer be noted.**

## **5. LOCALISM ACT 2011 - NEW STANDARDS REGIME**

The Committee received a report setting out the changes to the system of regulation of the standards of conduct for Members brought about by the Localism Act 2011. Members received a brief overview of the major differences that would result from the Act. It was stated that Officers had been engaged in drafting a new Code of Conduct and a process for managing standards complaints in collaboration with colleagues from other District Councils within Worcestershire and the County Council. A clear benefit of this approach, with the adoption of a common set of principles and guidelines, would be the clarity provided to dual-hatted Members in particular. The Committee then considered a series of recommendations in respect of the draft proposals.

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Members were in agreement that the authority should continue to operate a Standards Committee in order to promote and maintain high standards of conduct among elected Members. This was felt to be particularly important in the present climate wherein elected officials were expected to maintain, and be seen to maintain, exemplary standards of behaviour. The removal of the role of Independent Member on the Standards Committee was considered to be a retrograde step, as an independent component in the membership was seen as the most certain means of demonstrating an independence of view. As a means of emphasising the importance of the Standards regime the Committee advised that Members elected to the new Standards Committee should undertake the appropriate training and that this training be made mandatory. Following discussion of the matter, it was conceded that the inclusion of non-voting co-opted Independent Members would not be advisable. Aside from the lack of any voting rights or a statutory basis for their inclusion, their appointment alongside the newly created role of Independent Person had the potential for confusion. Members were in agreement that normal proportionality rules should apply.

The Committee was very much in favour of a single Code of Conduct for the County of Worcestershire. Officers advised that the regulations providing the definition of what the different categories of interest covered had not been forthcoming as yet and this detail would be added to the draft Code when available. In response to a question, Officers clarified that the Principles of Public Life (the Nolan Principles) would be set out near the start of the general provisions of the draft Code of Conduct.

Officers explained that the District Council, as the principal Council, would retain responsibility for managing the standards of behaviour within the parishes within its area. For this reason it was proposed that there was some merit in co-opting non-voting Parish representatives onto a new Standards Committee. The clerks of local Parish Councils were to be actively involved in the new Standards process as a consequence.

The draft process for dealing with complaints against Councillors was detailed for the Committee. The process was similar in a number of respects to that which it was replacing, albeit with several significant differences. Paramount amongst these was the continual recourse throughout the draft process to local resolution of the complaint. This was an attempt to seek a fair and reasonable solution to a complaint without the need for a formal hearing and where it did not appear to be in the Council's interest to proceed to that final stage. It was accepted that there would be a greater onus placed on the Monitoring Officer to determine what was fair and

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## Committee

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reasonable. However, it was stressed that any such decisions taken by the Monitoring Officer would follow consultation with the Independent Person. The flexibility afforded the Monitoring Officer throughout the process was bolstered by the ability to dispose of complaints more swiftly than was possible under the former regime, which had been exceedingly bureaucratic. To this end, it was suggested that timeframes for responses to requests for information or answers to questions be built into the process to prevent excessive time slippage from occurring. It was noted that the majority of the work under the draft process would be carried out by the Monitoring Officer and the Independent Person, with the involvement of the Standards Committee essentially confined to undertaking a final stage hearing. The Monitoring Officer also noted that the behaviour of Councillors in Redditch had never generated a significant number of complaints and there was no reason to imagine that would change. Finally, it was highlighted that the new process would be subject to an ongoing evaluation process and would be amended if circumstances dictated.

Members discussed the proposal to appoint to the Independent Person role. It was clarified that the current Independent Members were not eligible to apply for the position(s) and this was considered an extremely unfortunate outcome of the explicit shift from the old regime. There had been some discussion at a county-wide level of the appointment of a pool of Independent Persons from whom one could be selected on each occasion a complaint arose. However, there were considered to be weaknesses to this approach. It was suggested that there was merit in appointing an Independent Person or Persons who had a link to the Borough and an understanding of local issues in the broadest sense. The Monitoring Officer also highlighted the potential for favouritism or antagonism to be engendered amongst members towards specific Independent Persons should there be a pool from which to choose. The proposal favoured by the Committee was for the appointment of two Independent Persons for the Borough.

The Committee briefly considered the proposals being put forward for handling requests for dispensations. Members were essentially content to recommend the proposals contained within the report.

It was noted that the draft Code of Conduct and draft Process for dealing with complaints was to be the subject of ongoing consultation with Group Leaders and external parties and, as a result, the recommendations of the Committee were to be considered alongside a detailed report at the Annual Meeting of the Council on 21st May 2012.

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Subject to further, final agreement at the Annual Meeting of the Council, it be **RECOMMENDED** in principle that

- 1) an appropriate way of discharging the Council's duty to promote high standards of behaviour in public life would be through the setting up of a Standards Committee governed by the normal rules relating to political proportionality and comprising Members who have undertaken the appropriate mandatory Standards training;
- 2) the content of the Draft Code of Conduct at Appendix 1 to the report be approved;
- 3) the draft process for managing standards complaints at Appendix 2 to the report, and as subsequently amended by Officers, be approved;
- 4) co-opted non-voting Parish Representatives be appointed to a new Standards Committee;
- 5) adverts be placed and applicants be invited to apply to undertake the roles of two Independent Persons for the Borough of Redditch as required under the Localism Act 2011; and
- 6) the process for managing dispensations be as set out in paragraphs 3.33 – 3.37 of the report to the Standards Committee.

## **6. CHAIR'S / MEMBERS' REPORTS**

There were no reports from the Chair or Members of the Committee.

## **7. PARISH COUNCIL REPORT (IF ANY)**

There were no reports from the Parish Council representatives.

## **8. PUBLICATIONS**

There were no publications to consider.

The Meeting commenced at 7.00 pm  
and closed at 8.35 pm

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Chair



**REDDITCH BOROUGH COUNCIL****STANDARDS  
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**MONITORING OFFICER'S REPORT**

Relevant Portfolio Holder	Councillor Phil Mould, Portfolio Holder for Corporate Management
Portfolio Holder consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services and Monitoring Officer
Wards affected	All Wards
Ward Councillor consulted	N/A
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

- 1.1 This report sets out the position in relation to key matters which are of relevance to the Standards Committee.
- 1.2 It is proposed that a report of this nature be presented to each meeting of the Committee to ensure that Members are kept updated as to any relevant developments.
- 1.3 Any further updates arising after publication of this report will be reported orally at the meeting.

**2. RECOMMENDATIONS**

**The Committee is asked to RESOLVE that**

**the report of the Monitoring Officer be noted and commented upon as appropriate.**

**3. KEY ISSUES****Financial Implications**

- 3.1 There are no financial implications arising out of this report.

**Legal Implications**

- 3.2 The Localism Act became law on 15th November 2011. Chapter 7 of Part 1 of the Localism Act 2011 introduced a new standards regime effective from 1st July 2012. The Act places a requirement on authorities to promote and maintain high standards of conduct by Members and co-opted (with voting rights) Members of an authority. The Act also requires the authority to have in place arrangements under which allegations that either a district or parish

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councillor has breached his or her Code of Conduct can be investigated, together with arrangements under which decisions on such allegations can be made. The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 were laid before Parliament on 8th June 2012 and also came into force on 1st July.

**Service / Operational Implications**

New Standards Regime

- 3.3 A new standards regime which introduced fundamental changes to the system of regulation of the standards of conduct for elected Members and co-opted Members (with voting rights) came into force on 1st July 2012.
- 3.4 Under the new regime Members are still required to comply with a Code of Conduct and the authority has established arrangements under which complaints that a Member (at either parish or district level) has failed to comply with his or her Code of Conduct can be dealt with.
- 3.5 A report detailing the changes and setting out proposals on how the new regime might be implemented, including the granting of dispensations, was considered by Full Council on 21st May 2012. Following publication of the Disclosable Pecuniary Interests Regulations on 8th June the revised Code of Conduct and arrangements for managing standards complaints are being referred back to Full Council on 23rd July for ratification.
- 3.6 Under the new regime all Redditch Borough Councillors and Feckenham Parish Councillors are required to complete a new Register of Members' Disclosable Pecuniary Interests form. A copy of the new form was sent to all Members and the Clerk to Feckenham Parish Council on 21st June for completion. Members have been asked to complete and return their form as soon as possible, and by the end of July at the latest. The Monitoring Officer and Deputy Monitoring Officer are providing assistance to Members on any specific queries in relation to the registration of interests.
- 3.7 A separate report detailing proposals for the appointment of sub-committees of the Standards Committee as part of the arrangements under which allegations that a Member has failed to comply with their Code of Conduct can be investigated, and decisions made on such allegations, appears separately in this agenda.

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Independent Persons

- 3.8 The Localism Act requires that the arrangements put in place to deal with complaints against Members must include provision for the appointment by the authority of at least one Independent Person whose views are to be sought, and taken into account, by the authority before it makes its decision on a complaint allegation that it has decided to investigate, and whose views may be sought by the authority or subject Member in certain circumstances. The authority intends to appoint two such Independent Persons.
- 3.9 Following a formal recruitment and selection process interviews in this regard will take place in July, with any recommendations for final appointments to be approved by Full Council.

Parish Representative and Independent Observer on the Standards Committee

- 3.10 Full Council has agreed that the composition of the Standards Committee will include one Feckenham Parish Council Representative and one Independent Observer. Both roles are non-statutory, non-voting co-opted positions, with the Independent Observer position being for a transitional period and subject to annual review. The arrangements for parish involvement will also be reviewed after 12 months to monitor effectiveness. Appointments to both positions are currently pending.

Member Training

- 3.11 The 2012/13 programme of Member training has been established and a number of Members have completed various elements of both essential and non-essential training. Various "mop-up" sessions are being arranged for Members who have been unable to attend certain essential sessions.
- 3.12 Three sessions on the new Code of Conduct for Members took place in June. All three sessions were attended by representatives of the Economic Crime Unit of West Mercia Constabulary, who will be responsible for conducting any investigations into possible criminal breaches of the Code of Conduct. Further standards training sessions/workshops will be arranged as necessary.

**Customer / Equalities and Diversity Implications**

- 3.13 Any process for managing standards of behaviour for elected and co-opted Councillors must be accessible to the public. It is therefore proposed that

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an impact assessment will be carried out on the complaints process when established, to ensure accessibility.

3.14 In addition, it is proposed that the new arrangements will be publicised on the Council's website and that Officers will work to ensure that members of the public are made aware of the process for making a complaint through all existing community engagement events.

**4. RISK MANAGEMENT**

The main risks associated with the details included in this report are:

- Risk of challenge to Council decisions; and
- Risk of complaints about elected Members.

**5. APPENDICES**

None

**6. BACKGROUND PAPERS**

Chapter 7 of the Localism Act 2011  
Standards report to Full Council on 21st May 2012

**AUTHOR OF REPORT**

Name: Debbie Parker-Jones  
E Mail: d.parkerjones@redditchandbromsgrove.gov.uk  
Tel: 01527 881411

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**LOCALISM ACT 2011 - NEW STANDARDS REGIME – MANAGING COMPLAINTS**

Relevant Portfolio Holder	Councillor Phil Mould, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services and Monitoring Officer
Ward(s) Affected	All Wards
Ward Councillor(s) Consulted	N/A
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

- 1.1 The Localism Act 2011 introduced fundamental changes to the system of regulation of the standards of conduct of elected and co-opted members, including a requirement for councils to have arrangements for managing standards complaints against those members.
- 1.2 The process for handling standards complaints was submitted to the Annual Meeting of the Council on 21st May 2012. This report sets out the proposals for the appointment of sub-committees where required under those arrangements.

**2. RECOMMENDATIONS**

The Committee is asked to RESOLVE that

- 1) **the Standards Committee appoints (i) Assessment Sub-Committees to determine whether a complaint against a member/co-opted member merits formal investigation and (ii) a Hearings Sub-Committee to consider a complaint referred by the Monitoring Officer, following an investigation; and**
- 2) **Sub-Committees be established from amongst the membership of the Committee as set out in Appendix 1 to this report.**

**3. KEY ISSUES**

**Financial Implications**

- 3.1 None.

**Legal Implications**

- 3.2 Under sections 28(6) and (7) of the Localism Act 2011, the Council must have in place arrangements under which allegations that a Member or co-opted Member

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of the authority (or Parish Council within the authority's area) has failed to comply with that authority's Code of Conduct can be investigated and decisions made on such allegations.

**Service / Operational Implications**

- 3.3 The Localism Act fundamentally changed the way in which standards of conduct for elected and co-opted Councillors are regulated.
- 3.4 The Council retained a statutory duty to promote and maintain high standards of conduct for its elected and co-opted Members the Localism Act required the Council to have in place arrangements for managing standards complaints.
- 3.5 At the Annual Meeting of the Council on 21 May 2012, the Council adopted "Arrangements for Managing Standards Complaints under the Localism Act 2011".
- 3.6 Also at the Annual Meeting, the Council approved the composition of the Standards Committee for the year, including the composition of Sub-Committees to be chaired by a Labour Chair for Hearings about a Conservative Member and Conservative Chair for Hearings about a Labour Member. This is attached at Appendix 2
- 3.7 The general thrust of the arrangements are for local resolution options to be used as far as possible, with the Leaders of Political Groups and the Chairmen of Parish Councils included in conjunction with the new Independent Person to encourage mediation and support measures to be used when the circumstances allow, and that investigations are reserved for those cases where there would appear to be no other practical or effective means of resolution. Where this occurs, it will be necessary to establish *an Assessment Sub-Committee* for a decision to be made as to whether a complaint merits a formal investigation.
- 3.8 A *Hearings Sub-Committee* may also be required after an Investigation has taken place and the Monitoring Officer, after consultation with the Independent Person, decides to refer the matter for a local hearing.
- 3.9 To achieve this effectively it is considered that establishing panels of members composed of sets of members with the chairman drawn for each party will also ensure a transparent and fair process for the selection of panels for hearings.

**Customer / Equalities and Diversity Implications**

- 3.12 Any process for managing standards of behaviour for elected and co-opted Councillors must be accessible to the public. It is therefore proposed that an impact assessment will be carried out on the complaints process when established, to ensure accessibility.

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- 3.13 In addition, it is proposed that the new arrangements will be publicised on the Council's website and that Officers will work to ensure that members of the public are made aware of the process for making a complaint through all existing community engagement events.

**4. RISK MANAGEMENT**

Recommending the inclusion of the proposals made in this report in the overall arrangements for the processing of complaints against members/co-opted members appended to the report will enable the Council to discharge its duty to consider and determine standards complaints and to discharge the duty to promote high standards in public life, at District and Parish level.

**5. APPENDICES**

Appendix 1 - Member Panels for Sub-Committee hearings.

Appendix 2 - Standards Committee, revised arrangements as approved at the Annual Meeting on 21 May 2012

**6. BACKGROUND PAPERS**

Relevant sections of the Localism Act 2011.

**AUTHOR OF REPORT**

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Tel: 01527 534112



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**APPENDIX 1**

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Sub-Committee 1

Councillor Pat Witherspoon (Chair), and Councillors Michael Braley and Phil Mould;

Sub-Committee 2

Councillor Debbie Taylor (Chair), and Councillors Michael Braley and Pat Witherspoon;

Sub-Committee 3

Councillor Michael Braley (Chair), and Councillors Phil Mould and Debbie Taylor;

Sub-Committee 4

Councillor Phil Mould (Chair), and Councillors Derek Taylor and Pat Witherspoon;

Sub-Committee 5

Councillor Pat Witherspoon (Chair), and Councillors Debbie Taylor and Derek Taylor; and

Sub-Committee 6

Councillor Derek Taylor (Chair), and Councillors Phil Mould and Derek Taylor.

In accordance with the provision agreed by the Council that a complaint against a Labour Member would be heard by a Sub-Committee chaired by a Conservative Member, and a complaint against a Conservative Member by a Sub-Committee chaired by a Labour Member, Sub-Committees 1, 2, 4 and 5 will deal with complaints against Conservative Members and Sub-Committee 3 and 6 with complaints against Labour Members, both groups of Sub-Committee operating in rotation.



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**APPENDIX 2**

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**STANDARDS COMMITTEE**

Chair: **Councillor Pat Witherspoon**  
Vice –Chair: **Councillor Michael Braley**

RBC Councillors: (5 = 3 +2)  
(plus - 2 non-voting Parish Council co-optees;  
and  
2012/13 transitional arrangement -  
1 non-voting Independent Observer co-optee.)

(LAB) Phil Mould, Debbie Taylor  
(CON) Derek Taylor

(Continuity of membership is recommended, so far as practical, for training / expertise purposes. Quasi-judicial training is required for the conduct of any Hearings.)

Mandatory Training to be renewed / updated at least every 4 years, or when significant legal, policy or procedural change occurs.)

Named (Not encouraged.)  
Substitutes: Must have received required training.)

[Hearings Sub-Committee arrangements are subject to further report:

Chairing of Sub-Committees will vary according to the circumstances of the Hearing:

Labour Chair for Hearing about Conservative member /  
Conservative Chair for Hearing about Labour member.)



## **STANDARDS COMMITTEE**

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### **WORK PROGRAMME**

Relevant Portfolio Holder	Councillor Phil Mould, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services and Monitoring Officer
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non-Key Decision	

#### **1. SUMMARY OF PROPOSALS**

Members are requested to consider the future Work Programme of the Standards Committee.

#### **2. RECOMMENDATIONS**

**That, subject to any amendments made to it by the Committee, the Work Programme be approved.**

#### **3. KEY ISSUES**

##### **Financial Implications**

- 3.1 There are no financial implications associated with the contents of this report.

##### **Legal Implications**

- 3.2 There are no legal implications associated with the contents of this report.

##### **Service / Operational Implications**

- 3.3 This is the first meeting of the new Standards Committee following changes introduced to the standards regime nationally on 1st July 2012 as a consequence of the Localism Act 2011.
- 3.4 Under the Localism Act the Council has a duty to promote and maintain high standards of conduct by elected Members and co-opted Members (with voting rights), at both district and parish level. A new Standards Committee has therefore been established to enable the Council to discharge its duties in this regard.

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- 3.5 A Work Programme is beneficial to the Committee for the following reasons:
- (a) to ensure the Committee is fulfilling its roles and functions in accordance with the Council's Constitution and any prevailing legislation; and
  - (b) to enable Officers to be proactive in supporting the Committee and for the Committee to be equally proactive in introducing change to ensure the Council is an ethical organisation, which promotes and maintains high standards of conduct of Members, and is an organisation which relates to the community and which continually strives to improve the service it provides.
- 3.6 A copy of the preliminary Work Programme drawn up by Officers is attached at Appendix 1. Members are asked to consider this and to determine if there are any other elements that they wish to have included. A copy of the Committee's Terms of Reference, which were approved by Full Council on 21st May 2012, are attached at Appendix 2 for Members' information.
- 3.7 The Work Programme will appear as a regular item on all future Standards Committee agendas.
- 3.8 Officers will update the Work Programme, as appropriate, in between meetings and in consultation with the Chair of the Committee. Any amendments to this will be reported to the next meeting of the Committee for approval, as necessary. Members of the Committee are welcome to contact Officers at any time with suggested changes to the Work Programme.
- 3.9 The Work Programme is linked to the Council's underpinning priority of being a well managed organisation.

### **Customer / Equalities and Diversity Implications**

- 3.10 In terms of customer implications, a Work Programme will assist in informing Members, Officers and the public of the work being undertaken by the Committee in ensuring that the Council is an ethical organisation, which is well managed and is proactively working towards improvement.

## **4. RISK MANAGEMENT**

There are no risk implications associated with the contents of this report.

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### 5. APPENDICES

Appendix 1 - Standards Committee Work Programme  
Appendix 2 - Standards Committee Terms of Reference

### 6. BACKGROUND PAPERS

None

### 7. KEY

Not applicable.

### AUTHOR OF REPORT

Name: Debbie Parker-Jones  
E Mail: d.parkerjones@bromsgroveandredditchbc.gov.uk  
Tel: 01527 881411

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**APPENDIX 1****STANDARDS COMMITTEE WORK PROGRAMME**

[Note: Any items that it is proposed should be removed from the Work Programme are denoted by a strikethrough, with any new additions and/or rescheduled items appearing in bold italics.]

<b>Meeting date</b>	<b>Item(s) for consideration</b>
8th October 2012	
14th January 2013	
8 April 2013	<ul style="list-style-type: none"> <li>• Annual Review of the Operation of the Standards Committee and its Sub-Committees.</li> <li>• Calendar of meetings 2013/14.</li> </ul>
July 2014 (date to be determined)	<ul style="list-style-type: none"> <li>• 12 month review of new standards regime, including roles of the Independent Observer and Parish Representative on the Committee.</li> </ul>
October 2014 (date to be determined)	
Date to be confirmed	<ul style="list-style-type: none"> <li>• Review of the operation of the Protocol on Member-Officer relations.</li> <li>• Review of the operation of the Protocol on Member-Member relations.</li> </ul>
<p>Note: All meetings of the Committee will include regular items such as:</p> <ul style="list-style-type: none"> <li>• Minutes of previous meeting;</li> <li>• Monitoring Officer's Report;</li> <li>• Parish Council Representative Report (once a Representative has been appointed);</li> <li>• Relevant Member complaint/investigation updates; and</li> <li>• Work Programme.</li> </ul>	

**STANDARDS  
COMMITTEE**

16th July 2012

**APPENDIX 2****STANDARDS COMMITTEE TERMS OF REFERENCE**

Terms of Reference	<p>The Standards Committee will have the following roles and functions:</p> <ol style="list-style-type: none"> <li>a. promoting and maintaining high standards of conduct by Councillors and any co-opted members of Council bodies;</li> <li>b. assisting the Councillors and co-opted members to observe the Members' Code of Conduct;</li> <li>c. advising the Council on the adoption or revision of the Members' Code of Conduct;</li> <li>d. monitoring the operation of the Members' Code of Conduct;</li> <li>e. advising, training or arranging to train Councillors and co-opted members on matters relating to the Members' Code of Conduct;</li> <li>f. granting dispensations to Councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct;</li> <li>g. dealing with any report from the Monitoring Officer following an investigation into a complaint concerning the Members' Code of Conduct;</li> <li>h. considering and determining allegations that a Councillor or co-opted Councillor may have failed to follow the Code of Conduct and where a breach of the Code is established making recommendations as to any sanctions to the appropriate person or body.</li> <li>i. the exercise of g – h above in relation to the Parish Councils in the Council's area and the members of those parish Councils;</li> <li>j. monitoring, and reviewing the operation of the Protocol on Member-Officer relations;</li> <li>k. monitoring and reviewing the operation of the Protocol on Member-Member Relations.</li> </ol>
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