

# **STANDARDS COMMITTEE**

**12th December 2012**

## **WORK PROGRAMME**

Relevant Portfolio Holder	Councillor Phil Mould, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	
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 Under the Localism Act 2011 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.
- 3.4 A Work Programme is beneficial to the Committee for the following reasons:
- (a) to ensure the Committee is fulfilling its role and functions in accordance with the Council's Constitution and any prevailing legislation; and

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- (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.
- 3.5 A copy of the Work Programme, as approved at the first meeting of the new Standards Committee on 16th July 2012 is attached at Appendix 1. The Committee's Terms of Reference, which were approved by Full Council on 21st May 2012, are attached for Members' information at Appendix 2.
- 3.6 The Work Programme will appear as a regular item on all Standards Committee agendas.
- 3.7 Officers will update the Work Programme, as appropriate, in between meetings and in consultation with the Chair of the Committee. Any changes to this will be reported to the next meeting of the Committee, as appropriate. Members of the Committee are welcome to contact Officers at any time with suggestions for the Work Programme.
- 3.8 The Work Programme is linked to the Council's underpinning priority of being a well managed organisation.

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

- 3.9 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.

## **5. APPENDICES**

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

## **6. BACKGROUND PAPERS**

None

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7. **KEY**

Not applicable.

**AUTHOR OF REPORT**

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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.]

Meeting date	Item(s) for consideration
14th January 2013	<ul style="list-style-type: none"><li>• <b><i>Note: Meeting may be cancelled in view of additional meeting held on 12th December 2012.</i></b></li></ul>
8th 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>
June/July 2013 (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 Council Representative on the Committee.</li></ul>
September/October 2013 (date to be determined)	
December 2013 /January 2014 (date to be determined)	
March/April 2014 (date to be determined)	<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 2014/15</li></ul>
Date to be agreed	<ul style="list-style-type: none"><li>• Review of the operation of the Protocol on Member-Officer relations (following consideration by the Constitution Review Working Party).</li><li>• Review of the operation of the Protocol on Member-Member relations (following consideration by the Constitution Review Working Party).</li></ul>

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Note: All meetings of the Committee will include regular items such as:

- Minutes of previous meeting;
- Monitoring Officer's Report;
- Parish Council Representative's Report;
- Relevant Member complaint/investigation updates; and
- Work Programme.

**APPENDIX 2**

**STANDARDS COMMITTEE TERMS OF REFERENCE**

<p>Terms of Reference</p>	<p>The Standards Committee will have the following roles and functions:</p> <ul 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></ul>
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