

STANDARDS COMMITTEE

24th October 2013

WORK PROGRAMME

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| Relevant Portfolio Holder | Councillor John Fisher, 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

The Committee is asked to RESOLVE that

subject to any amendments, 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:

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- (a) to ensure the Committee is fulfilling its role 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.
- 3.5 The Work Programme 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, where necessary 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.

Customer / Equalities and Diversity Implications

- 3.8 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 |
|---|---|
| 23rd January 2014 | <ul style="list-style-type: none"> • <i>Dispensations report – for outside bodies.</i> |
| 17th April 2014 | <ul style="list-style-type: none"> • Annual Review of the Operation of the Standards Committee and its Sub-Committees. • Calendar of meetings 2014/15. |
| July 2014 (2014/15 Municipal Year meeting dates to be set) | <ul style="list-style-type: none"> • Role of non-voting Independent Observer on the Committee – further 12-month review (as part of Monitoring Officer's report – Minute 6 of 25th July 2013 Standards Committee meeting refers). • Dispensations report – for Council Tax Setting, Rent Setting, Budget Setting, Members' Allowances, Members' Speaking Rights etc (report to go to first meeting of the Committee following Borough Council Elections). |
| October 2014 (2014/15 Municipal Year meeting dates to be set) | |
| Date to be agreed | <ul style="list-style-type: none"> • Review of the operation of the Protocol on Member-Officer relations (following consideration by the Constitution Review Working Party). • Review of the operation of the Protocol on Member-Member relations (following consideration by the Constitution Review Working Party). |
| <p>Note: All meetings of the Committee will include regular items such as:</p> <ul style="list-style-type: none"> • 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

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|---------------------------|---|
| <p>Terms of Reference</p> | <p>The Standards Committee will have the following roles and functions:</p> <ul style="list-style-type: none">a. promoting and maintaining high standards of conduct by Councillors and any co-opted members of Council bodies;b. assisting the Councillors and co-opted members to observe the Members' Code of Conduct;c. advising the Council on the adoption or revision of the Members' Code of Conduct;d. monitoring the operation of the Members' Code of Conduct;e. advising, training or arranging to train Councillors and co-opted members on matters relating to the Members' Code of Conduct;f. granting dispensations to Councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct;g. dealing with any report from the Monitoring Officer following an investigation into a complaint concerning the Members' Code of Conduct;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;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;j. monitoring, and reviewing the operation of the Protocol on Member-Officer relations; andk. monitoring and reviewing the operation of the Protocol on Member-Member Relations. |
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