



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE STANDARDS COMMITTEE

WEDNESDAY 19TH MAY 2010, AT 6.00 P.M.

CONFERENCE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Independent Members: Mrs. G. Bell, Mr. N. A. Burke and Ms. K. J. Sharpe
Councillors: Those Members of the Council appointed following the Annual Meeting of the Council on 12th May 2010
Mr. J. Cypher (Alvechurch Parish Council) and Mr. I. A. Hodgetts (Romsley Parish Council)
Observer: Mr. S. H. Malek (Non-voting Deputy Parish Councils' Representative)

AGENDA

1. Election of Chairman for the ensuing municipal year
2. Election of Vice-Chairman for the ensuing municipal year
3. To receive apologies for absence and notification of substitutes
4. Declarations of Interest
5. To confirm the accuracy of the minutes of the meeting of the Standards Committee held on 24th March 2010 (to follow)
6. Monitoring Officer's Report (Pages 1 - 8)
[To receive a report from the Monitoring Officer on any matters of relevance to the Committee.]
7. Parish Councils' Representatives' Report
[To receive an oral report from the Parish Councils' Representatives on any matters of relevance to the Committee.]

8. Composition of Standards Committee (Pages 9 - 16)

[To note the decision of Annual Council on 12th May 2010 regarding an increase in the number of elected Members on the Standards Committee.]

9. Membership of Assessment and Review Sub-Committees (Pages 17 - 26)

[To review the process for selecting substitutes to Sub-Committees and to appoint Committee members to the Standards Sub-Committees.]

10. Documentation Accompanying Reports to Assessment and Review Sub-Committees (Pages 27 - 32)

[To review the documentation currently available to Assessment and Review Sub-Committees when assessing complaints against Members.]

11. Monitoring the Operation of the Members' Code of Conduct (Pages 33 - 36)

[To decide how the operation of the Members' Code of Conduct should be monitored.]

12. Publications

[To note any publications which the Committee may find of interest.]

13. Work Programme (Pages 37 - 42)

[To consider the future Work Programme of the Committee.]

14. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting

15. Exclusion of the Public

[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:

"That under Section 100 I of the Local Government Act 1972, as amended, it/they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act, as amended, the relevant paragraphs of that part being (...to be specified by the Chairman at the meeting), and that it is in the public interest to do so."; and/or

"That under Section 100 A of the Local Government Act 1972, as amended, it/they involve the likely disclosure of confidential information which would be in breach of an obligation of confidence."]

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

11th May 2010

This page is intentionally left blank

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

MONITORING OFFICER'S REPORT

Relevant Portfolio Holder	Councillor Geoff Denaro
Relevant Head of Service	Claire Felton

1. SUMMARY OF PROPOSALS

- 1.1 The Standards Committee has requested the Monitoring Officer to report to each meeting of the Standards Committee on a number of items, and this report sets out the latest position in relation to key items.
- 1.2 Any further updates will be reported orally at the meeting.

2. RECOMMENDATIONS

That the Committee note the report and comment on any aspects of this as appropriate.

3. BACKGROUND

Member Investigations and Associated Matters

- 3.1 Since the last meeting of the Standards Committee Complaint Reference 94/09 (which the Assessment Sub-Committee previously decided should be referred to the Monitoring Officer for local investigation) has been referred back to the Assessment Sub-Committee under Regulation 16 (1) of the Standards Committee (England) Regulations 2008 (see paragraph 3.3 below for further details). The Sub-Committee determined that the remit of the investigation should be extended to include an additional matter. Once the investigation has been concluded the Investigating Officer's Final Report will be referred to the Standards Committee for consideration in the usual manner.
- 3.2 Further to the assessment, on 3rd March 2010, of Complaint References 95/09 and 106/09 to 110/09, for which it was determined the allegations should be referred to Standards for England ("SfE") for investigation, SfE confirmed its acceptance of all of the cases. However, it subsequently stopped its investigation into these matters and has directed the Monitoring Officer to take other action, namely to ensure that the allegations are included in the ongoing local investigations relating to Complaint References 05/09 to 91/09 (the complaints arising from the meeting of Full Council on 29th July 2009). A report must be submitted to SfE within 3 months advising what action has been taken or will be taken to comply with this direction.

STANDARDS COMMITTEE

19th May 2010

Complaints for Local Assessment

- 3.3 Since the Standards Committee meeting in March one Assessment Sub-Committee meeting has taken place. This considered 3 matters; 2 complaints connected with previously linked complaints (Complaint References 03/09 and 04/09) and a referral back to the Sub-Committee, by the Monitoring Officer, under Regulation 16 (1) of the Standards Committee (England) Regulations 2008.
- 3.4 In the first 2 cases it was determined that no further action should be taken and no requests for review of those decisions have been received to date. Regarding the Regulation 16 referral, this related to a complaint which had previously been referred to the Monitoring Officer for local investigation. Part way through the investigation into this the Investigating Officer received information which led the Monitoring Officer to believe that the matter was materially more serious than had initially appeared to be the case at the time of assessment. The matter was therefore referred back to the Sub-Committee for further consideration. The Sub-Committee decided that the remit of the investigation should be extended to include an additional planning-related matter.
- 3.5 The Committee is reminded that details of only those complaints which have been assessed by the relevant Sub-Committee appear in this report. Any complaints which have yet to be assessed and/or for which Sub-Committee decision notices have still to be issued are not included as the Subject Members concerned will, at this stage, not be aware of the complaints.
- 3.6 A table showing the cumulative complaint statistics since the introduction of local assessment is attached at Appendix 1 to this report.

Member Training

- 3.7 Members are advised of the following training matters:
- (i) Gillian Bell, newly appointed Independent Member on the Standards Committee, received her mandatory standards training with the Monitoring Officer and Deputy Monitoring Officer on 21 April 2010;
 - (ii) refresher training for all relevant board/committee members is being arranged in order to meet the requirements set out in the Council's Constitution for all members to be suitably trained for the boards/committees on which they sit; and
 - (iii) Heads of Service will also be looking at any additional mandatory training required by Members in their respective areas for the year ahead.

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

Annual Report of the Standards Committee 2009/10

- 3.8 Work on the Annual Report will shortly commence and a copy of the draft Report will be circulated to all members of the Committee for comment once available.

4. KEY ISSUES

The Committee is asked to note the information contained within the report and to comment on any aspects of this as it sees fit.

5. FINANCIAL IMPLICATIONS

None

6. LEGAL IMPLICATIONS

The Local Government Act 2000 introduced primary legislation to enable the implementation of a Members' Code of Conduct, and this was amended by the Local Government and Public Involvement in Health Act 2007 insofar as it related to the application of the Members' Code of Conduct to their private lives. Further details have been provided by the Local Authorities (Model Code of Conduct) Order 2007 and the Relevant Authorities (General Principles) Order 2001. The local assessment regime was introduced by the LGPIHA 2007, and further expanded in the Standards Committee (England) Regulations 2008 which also set out the rules and procedures governing the investigation and determination of complaints.

7. POLICY IMPLICATIONS

None

8. COUNCIL OBJECTIVES

This item does not link directly with any Council objectives.

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

- 9.1 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.

STANDARDS COMMITTEE

19th May 2010

9.2 These risks are being managed as follows:

- Risk Register: Legal, Equalities and Democratic Services
Key Objective Ref No: 3
Key Objective: Effective ethical governance

10. CUSTOMER IMPLICATIONS

None

11. EQUALITIES AND DIVERSITY IMPLICATIONS

None

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

None

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

None

14. HUMAN RESOURCES IMPLICATIONS

None

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

The Standards Committee is responsible for promoting and maintaining high standards of behaviour among Members and its work is therefore key to the ethical governance arrangements in place within the Council.

16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998

None

17. HEALTH INEQUALITIES IMPLICATIONS

None

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

18. LESSONS LEARNT

None

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

None

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	No
Chief Executive	No
Executive Director (S151 Officer)	No
Executive Director – Leisure, Cultural, Environmental and Community Services	No
Executive Director – Planning & Regeneration, Regulatory and Housing Services	No
Director of Policy, Performance and Partnerships	No
Head of Service	Yes
Head of Resources	No
Head of Legal, Equalities & Democratic Services	Yes
Corporate Procurement Team	No

21. WARDS AFFECTED

All wards

22. APPENDICES

Appendix 1 Local Assessment Statistics

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

23. BACKGROUND PAPERS

Member complaint files

AUTHOR OF REPORT

Name: Claire Felton
E Mail: c.felton@bromsgrove.gov.uk
Tel: (01527) 881429

Local Assessment Statistics

Appendix 1

Period ¹	Number of complaints assessed	Reviews conducted	No further action	Referred for other action	Referred for local investigation	Joint referred for local investigation / no further action	Joint no further action / referred for other action ⁴	Referred to Standards for England for investigation	Final determinations
Total	125²	15³	35³	3³⁺⁴	72⁵	3	1	11⁶	1⁵

(See explanatory notes overleaf)

Nature of complaints	Number of complaints
Register of Members' Interests (failure to declare in full/failure to complete and return within required 28 days of adoption of the Code of Conduct)	2
Failure to treat others with respect	1
Acted in a manner which brought office/the Council into disrepute	4
Bullying / intimidation of Council officers	2
Combined brought office into disrepute / improper use of position / prevention of access to information to which a person is entitled by law	1
General inappropriate behaviour relating to actions at a meeting of the Council's Planning Committee	5
Inappropriate articles appearing in Parish Council newsletter	2
Disclosure of confidential information	2
Inappropriate remarks about another elected Member in local press	1
Various matters relating to inappropriate behaviour during meeting of the Full Council	87
Failure to declare prejudicial interest	5
Combined failure to declare prejudicial interest / failure to treat others with respect / brought Council into disrepute / improper use of position	1
Combined failure to failure treat others with respect / brought Council into disrepute / general inappropriate behaviour during a meeting of the Joint Overview and Scrutiny Board	10
Vexatious and politically driven complaints against a Member amounting to an abuse of the role and function of the Standards Committee	2

Explanatory notes

- ¹ The statistics detailed cover the period since the introduction of local assessment in May 2008 to 11th May 2010 (the date of preparation of this report).
- ² In 2 cases the Monitoring Officer has used her discretion under Regulation 16(1)(a)(ii) of the Standards Committee (England) Regulations 2008 to refer a matter back to the Assessment Sub-Committee for reconsideration. These have been counted as 2 complaints for statistical purposes.
- ³ Of the 15 reviews conducted to date 13 have resulted in a decision of no further action, with 2 matters having been referred to the Monitoring Officer for other action.
- ⁴ Other action has been successfully completed by the Monitoring Officer/Subject Members in two cases and is currently to be actioned by the Monitoring Officer on 2 parish-related matters.
- ⁵ The final determination of 1 of the complaints referred for local investigation has taken place which resulted in a 2 month suspension of the Subject Member, such suspension to cease on receipt of a suitable written apology from the Subject Member. Two further (related) complaints did not progress past the consideration meeting stage as the Standards Committee accepted the Investigating Officer's finding of no failure by the Subject Member to follow the Code of Conduct. All remaining investigations have yet to be concluded.
- ⁶ Of the 11 cases referred to Standards for England for investigation all have been accepted for investigation. In 5 cases the investigations have been completed and in each case it was the Ethical Standards Officer's finding that there was no failure on the part of the Subject Member to follow the Code of Conduct. In the remaining 6 cases Standards for England has stopped its investigation and directed the Monitoring Officer to take other action, namely to ensure that the allegations are included in associated ongoing local investigations.

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

COMPOSITION OF STANDARDS COMMITTEE

Relevant Portfolio Holder	Councillor Geoff Denaro
Relevant Head of Service	Claire Felton

1. SUMMARY OF PROPOSALS

- 1.1 The Committee agreed at its last meeting to suggest that the number of elected Members on the Standards Committee was increased from 3 to 4. A report will be presented to Annual Council on 12th May 2010 recommending this increase.

2. RECOMMENDATIONS

That the Committee notes the decision of Council on the composition of the Standards Committee.

3. BACKGROUND

- 3.1 Currently the Standards Committee comprises:
- 3 elected members
 - 3 independent members
 - 2 parish representatives.
- 3.2 In order to ensure fairness, and in order to spread the sub-committee workload it was agreed that a report would be presented to full Council recommending that the number of elected members of the Standards Committee be increased to 4, thereby increasing the membership of the Committee as a whole to 9.
- 3.3 A report has been prepared and is attached as Appendix 1 for the Committee's information.

4. KEY ISSUES

- 4.1 Officers will report orally on the outcome of the decision of the Council at the meeting.

5. FINANCIAL IMPLICATIONS

- 5.1 None

STANDARDS COMMITTEE

19th May 2010

6. LEGAL IMPLICATIONS

- 6.1 The Local Government Act 2000 sets out the requirements for the composition of Standards Committees which has been expanded in the Standards Committee (England) Regulations 2008.

7. POLICY IMPLICATIONS

- 7.1 None.

8. COUNCIL OBJECTIVES

- 8.1 N/a

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

No significant risks arising from this report have been identified, but any minor risks arising are being managed as follows:

Risk Register: Legal, Equalities and Democratic Services

Key Objective Ref No: 2

Key Objective: Effective ethical governance

10. CUSTOMER IMPLICATIONS

- 10.1 If the Committee decides to change its policy the revised policy will be included in the Guidance issued by the Council on complaints against Members, which is available on the Council's website and is sent out to members of the public and organisations on request.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

- 11.1 None

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

- 12.1 N/a

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

13.1 N/a

14. HUMAN RESOURCES IMPLICATIONS

14.1 None

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

15.1 None

16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998

16.1 None

17. HEALTH INEQUALITIES IMPLICATIONS

17.1 None

18. LESSONS LEARNT

18.1 These are set out in the report.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

19.1 N/a

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	No
Executive Director (S151 Officer)	No
Executive Director – Leisure, Cultural, Environmental and Community Services	No

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

Executive Director – Planning & Regeneration, Regulatory and Housing Services	No
Director of Policy, Performance and Partnerships	No
Head of Service	Yes
Head of Resources	No
Head of Legal, Equalities & Democratic Services	Yes
Corporate Procurement Team	No

21. WARDS AFFECTED

All wards

22. APPENDICES

Appendix 1 Report to Council for consideration on 12 May 2010

23. BACKGROUND PAPERS

None

AUTHOR OF REPORT

Name: Debbie Warren
E Mail: d.warren@bromsgrove.gov.uk
Tel: (01527) 881609

BROMSGROVE DISTRICT COUNCIL**COUNCIL****12th May 2010****MEMBERSHIP OF THE STANDARDS COMMITTEE**

Relevant Portfolio Holder	Geoff Denaro
Relevant Head of Service	Claire Felton

1. SUMMARY OF PROPOSALS

- 1.1 This report asks the Council to consider increasing the number of members of the Standards Committee by including an additional elected Member.

2. RECOMMENDATIONS

- 2.1 That the membership of the Standards Committee be increased from 8 to 9, the additional member being an elected Member; the Committee therefore to comprise:

- 4 elected Members, being 2 Members of the controlling political group and 2 Members who are not members of the controlling political group;
- 3 Independent Members;
- 2 Parish Representatives

3. BACKGROUND

- 3.1 The current composition of the Standards Committee includes 3 elected Members, being 2 from the controlling political group and 1 who is not a member of the controlling political group. In the past, the Leader of the Opposition or his/her nominee has filled the seat allocated to the opposition groups.
- 3.2 The Standards Committee has 4 sub-committees, Assessment Sub-Committees A and B and Review Sub-Committees A and B, and it is a statutory requirement that an elected Member must sit at each and every sub-committee meeting.

4. KEY ISSUES

- 4.1 In the interests of fairness and the efficient working of the Committee and Sub-Committees it is proposed that it would be beneficial to increase the number of elected Members of the Committee.

BROMSGROVE DISTRICT COUNCIL**COUNCIL****12th May 2010**

- 4.2 Council is therefore being requested to increase the number of elected Members on the Standards Committee to 4, to include 2 members who are not of the controlling political group.

5. FINANCIAL IMPLICATIONS

- 5.1 None

6. LEGAL IMPLICATIONS

- 6.1 Section 102 of the Local Government Act 1972 as amended gives local authorities the power to appoint committees.

- 5.1 The requirement for political balance in section 15 of the Local Government and Housing Act 1989 does not apply to standards committees or their sub-committees.

The Standards Committee (England) Regulations 2008 set out the statutory requirements for the composition of standards committees and their sub-committees.

7. POLICY IMPLICATIONS

- 7.1 This requires full Council approval.

8. COUNCIL OBJECTIVES

- 8.1 N/a

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

No significant risks arising from this report have been identified, but any minor risks arising are being managed as follows:

Risk Register: Legal, Equalities and Democratic Services

Key Objective Ref No: 2

Key Objective: Effective ethical governance

10. CUSTOMER IMPLICATIONS

- 10.1 N/a

BROMSGROVE DISTRICT COUNCIL**COUNCIL****12th May 2010****11. EQUALITIES AND DIVERSITY IMPLICATIONS**

11.1 None

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

12.1 N/a

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

13.1 N/a

14. HUMAN RESOURCES IMPLICATIONS

14.1 None

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

15.1 Governance implications are set out in the report

16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998

16.1 None

17. HEALTH INEQUALITIES IMPLICATIONS

17.1 None

18. LESSONS LEARNT

18.1 N/a

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

19.1 N/a

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
------------------	-----

BROMSGROVE DISTRICT COUNCIL**COUNCIL****12th May 2010**

Chief Executive	Yes
Executive Director (S151 Officer)	No
Executive Director – Leisure, Cultural, Environmental and Community Services	No
Executive Director – Planning & Regeneration, Regulatory and Housing Services	No
Director of Policy, Performance and Partnerships	No
Head of Service	Yes
Head of Resources	No
Head of Legal, Equalities & Democratic Services	Yes
Corporate Procurement Team	No

21. WARDS AFFECTED

All wards

22. APPENDICES

None

23. BACKGROUND PAPERS

None

24. KEY**AUTHOR OF REPORT**

Name: Claire Felton
 E Mail: c.felton@bromsgrove.gov.uk or
 Tel: (01527) 881429

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

MEMBERSHIP OF ASSESSMENT AND REVIEW SUB-COMMITTEES

Relevant Portfolio Holder	Councillor Geoff Denaro
Relevant Head of Service	Claire Felton

1. SUMMARY OF PROPOSALS

- 1.1 Members are requested to review the process for selecting substitutes to Sub-Committees and to appoint Committee Members to the Standards Sub-Committees.

2. RECOMMENDATIONS

That the Committee:

- 2.1 amends the process for selecting substitutes as set out in paragraph 4.3; and**
- 2.2 decides on membership of the sub-committees for the forthcoming municipal year in accordance with Appendix 1.**

3. BACKGROUND

- 3.1 At the Standards Committee meeting on 23rd September 2009 consideration was given to a report which requested the Committee to consider revising the constitution of its sub-committees in the light of its previous request to the Monitoring Officer ("MO") to develop a scheme for determining how substitutes were selected. It was resolved that the sub-committees of the Standards Committee be restructured with immediate effect with fixed membership with the creation of the following:

Assessment (District Councillor Complaints) Sub-Committee A <ul style="list-style-type: none">• (IM1)• (DC1)• (PR1)	Review (District Councillor Complaints) Sub-Committee A <ul style="list-style-type: none">• (IM2)• (IM3)• (DC3)
Assessment (District Councillor Complaints) Sub-Committee B <ul style="list-style-type: none">• (IM2)• (IM3)• (DC3)	Review (District Councillor Complaints) Sub-Committee B <ul style="list-style-type: none">• (IM1)• (DC2)• (PR2)

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

Assessment (Parish Councillor Complaints) Sub-Committee A <ul style="list-style-type: none">• (IM1)• (DC1)• (PR1)	Review (Parish Councillor Complaints) Sub-Committee A <ul style="list-style-type: none">• (IM3)• (DC3)• (PR2)
Assessment (Parish Councillor Complaints) Sub-Committee B <ul style="list-style-type: none">• (IM2)• (DC2)• (PR2)	Review (Parish Councillor Complaints) Sub-Committee B <ul style="list-style-type: none">• (IM1)• (DC1)• (PR1)
IM - Independent Member DC - District Councillor PR - Parish Representative	

- (b) that Sub-Committees A and B sit in strict rotation;
- (c) that substitutes be permitted as follows:
- (i) if an Independent Member is unable to attend a sub-committee meeting which they are scheduled to attend, he or she should be responsible for requesting another member of the Standards Committee to sit in his or her place subject to 2 provisos; firstly that if the Independent Member is unable to sit on an assessment sub-committee the substitute cannot be a member of the Standards Committee who would sit on the relevant review sub-committee; secondly that if the Independent Member is due to chair the meeting, the substitute must be another Independent Member. If no other Independent Member is able to substitute but an Independent Member is required then officers will arrange for an Independent member from a neighbouring authority to sit;
- (ii) If an elected Member is unable to attend a sub-committee meeting which they are scheduled to attend, he or she is responsible for arranging for a substitute to take his or her place. In the first instance the elected Member should seek to find another member of the Standards Committee to sit in his or her place subject to 2 provisos; firstly that if the elected member cannot sit on an assessment (District Councillor Complaints) Sub-Committee the substitute cannot be the

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

elected Member who would sit on the relevant Review Sub-Committee; and secondly, that the elected Member must bear in mind the requirement for there to be at least 1 elected Member on each Sub-Committee. If no member of the Standards Committee is able to substitute for the elected Member, the Member will be provided with a list of all elected Members who are not members of the Standards Committee but who have been trained in Standards Committee business and must select the substitute from that list; and

(iii) if a Parish Representative is unable to attend a sub-committee meeting which they are scheduled to attend he or she should arrange for the Deputy Parish Representative to attend in their place;

(d) that no substitutes be permitted on the parent Standards Committee except in relation to Consideration Meetings and Final Determination Hearings in which cases the substitution provisions set out in (c) above will apply;

(e) that the above be reviewed after 6 months of operation.

3.2 At its last meeting the Committee agreed to continue with the operation of the fixed membership sub-committee system.

3.3 A report is being considered by full Council at the Annual Meeting on 12th May 2010 at which Council is being requested to consider increasing the number of elected Members on the Standards Committee, and if agreed this will have an impact on the membership of the Sub-Committees.

3.4 Officers have also identified that there needs to be a little more flexibility in the process for selecting substitutes than previously agreed, and minor alterations to that process are suggested.

4. KEY ISSUES

4.1 The key issues for the Committee are:

4.1.1 to review the operation of the system for substitutes;

4.1.2 to agree the membership of the sub-committees for the forthcoming municipal year.

STANDARDS COMMITTEE

19th May 2010

- 4.2 Officers consider that the fixed membership system has worked well in that it has removed the need for a subjective decision to be taken by officers as to the composition of any sub-committee, has spread the sub-committee workload more evenly among the members of the Committee and has ensured clarity in the process for the selection of substitutes.
- 4.3 However, officers recommend a slight alteration to the process for appointing substitutes as follows; proposed alterations are shown in bold type:
- (i) if an Independent Member is unable to attend a sub-committee meeting which they are scheduled to attend, he or she should be responsible for requesting another member of the Standards Committee to sit in his or her place subject to 2 provisos; firstly that if the Independent Member is unable to sit on an assessment sub-committee the member **should seek to avoid if at all possible selecting** a member of the Standards Committee who would sit on the relevant review sub-committee; secondly that if the Independent Member is due to chair the meeting, the substitute must be another Independent Member. If no other Independent Member is able to substitute but an Independent Member is required then officers will arrange for an Independent Member from a neighbouring authority to sit;
 - (ii) If an elected Member is unable to attend a sub-committee meeting which they are scheduled to attend, he or she is responsible for arranging for a substitute to take his or her place. In the first instance the elected Member should seek to find another member of the Standards Committee to sit in his or her place subject to 2 provisos; firstly that if the elected member cannot sit on an assessment Sub-Committee the member **should seek to avoid if at all possible selecting** a Member of the Standards Committee who would sit on the relevant review sub-committee; and secondly, that the elected Member must bear in mind the requirement for there to be at least 1 elected Member on each Sub-Committee **and must ensure that this requirement is met**. If no member of the Standards Committee is able to substitute for the elected Member, the Member will be provided with a list of all elected Members who are not members of the Standards Committee but who have been trained in Standards Committee business and must select the substitute from that list.

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

- 4.4 At the time of writing this report it is not known if the Council will agree to the Standards Committee's suggestion of increasing the size of the Standards Committee. Assuming it is agreed officers have proposed table of membership of the sub-committees for the forthcoming municipal year which is attached as Appendix 1. Names of elected District Council Members have not been included as at the date of writing it is not known who they will be but these can be agreed at the meeting.

5. FINANCIAL IMPLICATIONS

- 5.1 None

6. LEGAL IMPLICATIONS

- 6.1 The Local Government Act 2000 introduced primary legislation to enable the implementation of a Members' Code of Conduct, and this was amended by the Local Government and Public Involvement in Health Act 2007 insofar as it related to the application of the Members' Code of Conduct to their private lives. The local assessment regime was introduced by the LGPIHA 2007, and further expanded in the Standards Committee (England) Regulations 2008 which also set out the rules and procedures governing the investigation and determination of complaints.

7. POLICY IMPLICATIONS

- 7.1 Any alterations to the procedure or policy relating to the local assessment of complaints does not need full Council approval.

8. COUNCIL OBJECTIVES

- 8.1 N/a

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

No significant risks arising from this report have been identified, but any minor risks arising are being managed as follows:

Risk Register: Legal, Equalities and Democratic Services
Key Objective Ref No: 2
Key Objective: Effective ethical governance

STANDARDS COMMITTEE

19th May 2010

10. CUSTOMER IMPLICATIONS

10.1 None.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

11.1 None

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

12.1 N/a

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

13.1 N/a

14. HUMAN RESOURCES IMPLICATIONS

14.1 None

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

15.1 None

16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998

16.1 None

17. HEALTH INEQUALITIES IMPLICATIONS

17.1 None

18. LESSONS LEARNT

18.1 None.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

19.1 N/a

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	No
Executive Director (S151 Officer)	Yes
Executive Director – Leisure, Cultural, Environmental and Community Services	No
Executive Director – Planning & Regeneration, Regulatory and Housing Services	No
Director of Policy, Performance and Partnerships	No
Head of Service	Yes
Head of Resources	No
Head of Legal, Equalities & Democratic Services	Yes
Corporate Procurement Team	No

21. WARDS AFFECTED

All wards

22. APPENDICES

Appendix 1 Table of proposed membership of sub-committees

23. BACKGROUND PAPERS

None

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

AUTHOR OF REPORT

Name: Debbie Warren
E Mail: d.warren@bromsgrove.gov.uk
Tel: (01527) 881609

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

APPENDIX 1

Proposed table of membership of Sub-Committees

Assessment (District Councillor Complaints) Sub-Committee A <ul style="list-style-type: none">• (IM1)• (DC1)• (PR1)	Review (District Councillor Complaints) Sub-Committee A <ul style="list-style-type: none">• (IM2)• (DC2)• (PR2)
Assessment (District Councillor Complaints) Sub-Committee B <ul style="list-style-type: none">• (IM3) (Chairman)• (DC3)• (IM1)	Review (District Councillor Complaints) Sub-Committee B <ul style="list-style-type: none">• (IM2)• (DC4)• (PR1)
Assessment (Parish Councillor Complaints) Sub-Committee A <ul style="list-style-type: none">• (IM3)• (DC2)• (PR1)	Review (Parish Councillor Complaints) Sub-Committee A <ul style="list-style-type: none">• (IM1)• (DC1)• (PR2)
Assessment (Parish Councillor Complaints) Sub-Committee B <ul style="list-style-type: none">• (IM2)• (DC4)• (PR2)	Review (Parish Councillor Complaints) Sub-Committee B <ul style="list-style-type: none">• (IM3)• (DC3)• (PR1)
IM1 – Gillian Bell IM2 – Noel Burke IM3 – Kimara Sharpe PR1 – Cllr J Cypher PR2 – Cllr I Hodgetts	DC1 – tbc DC2 – tbc DC3 – tbc DC4 - tbc

This page is intentionally left blank

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

DOCUMENTATION ACCOMPANYING REPORTS TO ASSESSMENT AND REVIEW SUB-COMMITTEES

Relevant Portfolio Holder	Councillor Geoff Denaro
Relevant Head of Service	Claire Felton

1. SUMMARY OF PROPOSALS

- 1.1 The Committee has previously decided on the documentation available to Assessment and Review Sub-Committees when assessing a complaint that a Member might have failed to follow the Code of Conduct. Having run the local assessment system for 2 years Members are requested to review the current process.

2. RECOMMENDATIONS

That the Committee decides whether to revise its policy on the documentation made available to Assessment and Review Sub-Committees

3. BACKGROUND

- 3.1 Local assessment of complaints was introduced in May 2008. On the advice of Standards for England it was agreed by the Committee that Assessment and Review Sub-Committees would be presented with the complaint accompanied by a short standard report and any publicly-available documentation which related to the facts in issue. Publicly-available documentation was specifically defined as including tape recordings of formal Council and Committee meetings and transcripts thereof. Officers have interpreted "publicly available documents" as documents which are available to all members of the public, such as agendas, reports, minutes of meetings, extracts from the Register of Interests, information at the Land Registry, Companies House etc. The only caveat to that is when a complainant refers to a document in the complaint but does not supply a copy of it, officers will invite the complainant to provide it for the benefit of the assessment process.
- 3.2 Since that decision was made by the Standards Committee in 2008 on the documentation to be made available to Assessment Sub-Committees, Standards for England has revised its guidance which now provides that officers may provide the Assessment Sub-Committee with:

STANDARDS COMMITTEE

19th May 2010

“any further information that the officer has obtained to assist the assessment sub-committee with its decision – this may include:

- a) obtaining a copy of a declaration of acceptance of office form and an undertaking to observe the Code
- b) minutes of meetings
- c) a copy of a member’s entry in the register of interests
- d) information from Companies House or the Land Registry
- e) other easily obtainable documents

Officers may also contact complainants for clarification of their complaint if they are unable to understand the document submitted.

Pre-assessment enquiries should not be carried out in such a way as to amount to an investigation. For example, they should not extend to interviewing potential witnesses, the complainant, or the subject member. Officers should not seek opinions on an allegation rather than factual information as this may prejudice any subsequent investigation. They should also ensure their report does not influence improperly the assessment sub-committee’s decision or make the decision for it.”

4. KEY ISSUES

- 4.1 Members are requested to consider whether the Committee should revise its policy on what documentation should accompany a report to an Assessment Sub-Committee relating to a complaint.
- 4.2 The request arises from a recent request from an Assessment Sub-Committee for clarification from the Standards Committee as to whether the policy could be revised to enable officers to provide the Sub-Committee with Assessment Criteria forms completed at a previous Sub-Committee meeting in relation to an earlier complaint. In that case officers took the view that these forms did not fall within the definition of publicly-available documentation. However, such documentation might fall within the Standards for England definition of “other easily obtainable documents”.
- 4.3 To date, the Monitoring Officer and her team have interpreted the Committee’s policy literally so as to avoid a situation whereby she and her officers are effectively carrying out a mini-investigation before a complaint has been assessed by deciding what information might be relevant and then locating it. Officers consider that this works well, although recognising that Members of Sub-Committees can find this frustrating at times. Members

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

will recall, of course, that the purpose of assessment and review is simply to determine whether or not the complaint discloses a potential breach of the Code of Conduct which merits investigation.

- 4.4 If Members are minded to broaden the Standards Committee's policy to the wider wording suggested by Standards for England, namely "easily obtainable information", Members are requested to give clear guidance to the Monitoring Officer as to the extent to which she is expected to identify and search for relevant documents, and whether these should include documents which would not be available to members of the public or elected Members; Members will recognise that the current system removes the need for the Monitoring Officer to exercise discretion or subjectivity in the preparation of the report, but that widening the scope will require her to do so. This might potentially compromise the impartiality of the Monitoring Officer. The Committee is requested to bear this in mind when reaching its decision.

5. FINANCIAL IMPLICATIONS

- 5.1 None

6. LEGAL IMPLICATIONS

- 6.1 The Local Government Act 2000 introduced primary legislation to enable the implementation of a Members' Code of Conduct, and this was amended by the Local Government and Public Involvement in Health Act 2007 insofar as it related to the application of the Members' Code of Conduct to their private lives. The local assessment regime was introduced by the LGPIHA 2007, and further expanded in the Standards Committee (England) Regulations 2008 which also set out the rules and procedures governing the investigation and determination of complaints.
- 6.2 The Local Government Act 2000 s57(5) enables Standards for England to issue guidance to local authorities. This guidance is not mandatory.

7. POLICY IMPLICATIONS

- 7.1 Any alterations to the procedure or policy relating to the local assessment of complaints does not need full Council approval.

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

8. COUNCIL OBJECTIVES

8.1 N/a

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

No significant risks arising from this report have been identified, but any minor risks arising are being managed as follows:

Risk Register: Legal, Equalities and Democratic Services

Key Objective Ref No: 2

Key Objective: Effective ethical governance

10. CUSTOMER IMPLICATIONS

10.1 If the Committee decides to change its policy the revised policy will be included in the Guidance issued by the Council on complaints against Members, which is available on the Council's website and is sent out to members of the public and organisations on request.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

11.1 None

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

12.1 N/a

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

13.1 N/a

14. HUMAN RESOURCES IMPLICATIONS

14.1 None

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

15.1 None

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998

16.1 None

17. HEALTH INEQUALITIES IMPLICATIONS

17.1 None

18. LESSONS LEARNT

18.1 These are set out in the report.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

19.1 N/a

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	No
Executive Director (S151 Officer)	No
Executive Director – Leisure, Cultural, Environmental and Community Services	No
Executive Director – Planning & Regeneration, Regulatory and Housing Services	No
Director of Policy, Performance and Partnerships	No
Head of Service	Yes
Head of Resources	No
Head of Legal, Equalities & Democratic Services	Yes

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

Corporate Procurement Team	No
----------------------------	----

21. WARDS AFFECTED

All wards

22. APPENDICES

None

23. BACKGROUND PAPERS

None

AUTHOR OF REPORT

Name: Debbie Warren
E Mail: d.warren@bromsgrove.gov.uk
Tel: (01527) 881609

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

MONITORING THE OPERATION OF THE MEMBERS' CODE OF CONDUCT

Relevant Portfolio Holder	Councillor Geoff Denaro
Relevant Head of Service	Claire Felton

1. SUMMARY OF PROPOSALS

- 1.1 The Council's Constitution tasks the Standards Committee with the role of monitoring the operation of the Members' Code of Conduct and therefore this is included on the Committee's Work Programme each year. Members are requested to decide on how this should be done.

2. RECOMMENDATIONS

That the Committee decides how to undertake monitoring of the operation of the Members' Code of Conduct.

3. BACKGROUND

- 3.1 The Articles of Constitution of the Council task the Standards Committee with the role of monitoring the effectiveness of the Code of Conduct. In previous years the Committee has simply discussed this at a meeting in a fairly brief manner.

4. KEY ISSUES

- 4.1 Members are requested to consider how they wish to monitor of the operation of the Code Conduct. This could be done in a number of ways, including a general discussion at a Committee meeting or, in view of the unprecedented number of complaints received this year, the Committee might wish to consider conducting a more thorough review of the operation and effectiveness of the Code of Conduct by way of a scrutiny-type task group.
- 4.2 If the Committee is minded to consider the latter option, then Members are asked to bear in mind the significant impact the current caseload of complaints is having on officer resources.
- 4.3 Alternatively, Members may wish to consider carrying out this exercise following the conclusion of the current investigations and, if relevant, final determinations, as these might highlight areas of conduct or parts of the Code of Conduct which might require training or guidance.

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

5. FINANCIAL IMPLICATIONS

5.1 There are unlikely to be any financial implications.

6. LEGAL IMPLICATIONS

6.1 The Local Government Act 2000 sets out the requirements for the composition of Standards Committees which has been expanded in the Standards Committee (England) Regulations 2008.

7. POLICY IMPLICATIONS

7.1 None.

8. COUNCIL OBJECTIVES

8.1 N/a

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

No significant risks arising from this report have been identified, but any minor risks arising are being managed as follows:

Risk Register: Legal, Equalities and Democratic Services

Key Objective Ref No: 2

Key Objective: Effective ethical governance

10. CUSTOMER IMPLICATIONS

10.1 None.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

11.1 None

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

12.1 N/a

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

13.1 N/a

14. HUMAN RESOURCES IMPLICATIONS

14.1 None

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

15.1 None

16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998

16.1 None

17. HEALTH INEQUALITIES IMPLICATIONS

17.1 None

18. LESSONS LEARNT

18.1 None.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

19.1 N/a

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	No
Executive Director (S151 Officer)	No
Executive Director – Leisure, Cultural, Environmental and Community Services	No

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

Executive Director – Planning & Regeneration, Regulatory and Housing Services	No
Director of Policy, Performance and Partnerships	No
Head of Service	Yes
Head of Resources	No
Head of Legal, Equalities & Democratic Services	Yes
Corporate Procurement Team	No

21. WARDS AFFECTED

All wards

22. APPENDICES

None

23. BACKGROUND PAPERS

None

AUTHOR OF REPORT

Name: Debbie Warren
E Mail: d.warren@bromsgrove.gov.uk
Tel: (01527) 881609

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

WORK PROGRAMME

Relevant Portfolio Holder	Councillor Geoff Denaro
Relevant Head of Service	Claire Felton

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. BACKGROUND

- 3.1 The Standards Committee established a Work Programme at its meeting on 7th February 2008.
- 3.2 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;
 - (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 elected Members, and is an organisation which relates to the community and improves the service it provides; and
 - (c) the rising profile of standards committees and, in particular, the changes brought about by the introduction of the local assessment of complaints of alleged breaches by district and parish councillors of the Members' Code of Conduct, under the Local Government and Public Involvement in Health Act 2007.
- 3.3 The Work Programme will appear as a regular item on Standards Committee agendas.

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

- 3.4 Officers will update the Work Programme, as appropriate, in between meetings and any amendments to this will be referred to the next meeting of the Committee for approval. Members of the Committee are welcome to contact officers, at any time, with suggested changes to the Work Programme.

4. KEY ISSUES

The Committee is asked to consider the Work Programme and to comment on this accordingly.

5. FINANCIAL IMPLICATIONS

None

6. LEGAL IMPLICATIONS

None

7. POLICY IMPLICATIONS

None

8. COUNCIL OBJECTIVES

The Work Programme is linked to the Council's Improvement Objective.

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

None

10. 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 proactively working towards improvement.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

None

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

None

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

None

14. HUMAN RESOURCES IMPLICATIONS

None

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

None

16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998

None

17. HEALTH INEQUALITIES IMPLICATIONS

None

18. LESSONS LEARNT

None

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

None

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	No
Chief Executive	No
Executive Director (S151 Officer)	No

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

Executive Director – Leisure, Cultural, Environmental and Community Services	No
Executive Director – Planning & Regeneration, Regulatory and Housing Services	No
Director of Policy, Performance and Partnerships	No
Head of Service	Yes
Head of Resources	No
Head of Legal, Equalities & Democratic Services	Yes
Corporate Procurement Team	No

21. WARDS AFFECTED

All wards

22. APPENDICES

Appendix 1 Work Programme

23. BACKGROUND PAPERS

None

AUTHOR OF REPORT

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

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

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 July 2010	
22nd September 2010	<ul style="list-style-type: none">• Annual Ombudsman Complaint Statistics (<i>final report for period ending 31st March 2010 and to include comparison with neighbouring authorities</i>)• Parish Councils' Training Programme - 6 month update
24th November 2010	
26th January 2011	<ul style="list-style-type: none">• 2011 Review of terms of office of Parish Councils' Representatives on the Standards Committee (<i>to be completed prior to June 2011 & CALC nominations to full Council - Min. 125/08 (i) of 29th April 2009 Council meeting refers. To go to January or March meeting.</i>)
23rd March 2011	<ul style="list-style-type: none">• Ombudsman Complaint Statistics (<i>interim update for period ending 31st September 2010</i>)• Parish Councils' Training Programme - 6 month update• Annual Review of the Operation of the Standards Committee• Calendar of meetings 2011/12

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

19th May 2010

May 2011 (Date to be confirmed)	<ul style="list-style-type: none">• Appointment of Chairman and Vice-Chairman• Standards Committee Annual Report 2010/11• Sub-Committee appointments• Annual Review of the Operation and Effectiveness of the Members' Code of Conduct
Date to be confirmed	<ul style="list-style-type: none">• Review of Planning Services Code of Practice/ Planning Committee Procedure Rules/Public Speaking at Planning Committee Meetings guidance (Min. 125/08 (ii) of 29th April 2009 Council meeting refers - Annual Review to be added into Work Programme on completion of this Review)• 'Planning Ahead' training session (for members of the Standards Committee - as developed by Standards for England in partnership with the Planning Advisory Service)• Draft Procedure for Processing Applications for Dispensations (Min. 21/09 (c) of 22nd July 2009 Standards Committee meeting refers)• Annual Review of Council Protocols on Member-Officer and Member-Member Relations
<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 Councils' Representatives' Report; and• Work Programme.	