

# **STANDARDS COMMITTEE**

**25th July 2012**

## **WORK PROGRAMME**

Relevant Portfolio Holder	Councillor Mark Bullivant
Portfolio Holder Consulted	Councillor Mark Bullivant
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, including how often the Committee should meet.

### **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.
- 3.5 A Work Programme is beneficial to the Committee for the following reasons:

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- (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 in this. The meeting dates listed are those which were detailed in the corporate calendar of Council meetings for the 2012/13 Municipal Year and are based on the former Standards Committee's cycle of meetings. The former Standards Committee met six times a year, whereas various other Council Committees meet on a quarterly cycle, with meeting dates being added and/or removed as appropriate dependent on the business to be conducted. A copy of the Committee's Terms of Reference, which were approved by Full Council on 19th June 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 Chairman 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 Improvement Objective

**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.

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**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

**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.]

<b>Meeting date</b>	<b>Item(s) for consideration</b>
19th September 2012	
28th November 2012	
23rd January 2013	
20th March 2013 (final meeting of the municipal year)	<ul style="list-style-type: none"><li>• Annual Review of the Operation of the Standards Committee and any of its Sub-Committees.</li><li>• Calendar of meetings 2013/14</li></ul>
June 2013 (date to be determined)	
July 2013 (date to be determined)	<ul style="list-style-type: none"><li>• 12 month review of new standards regime, including Parish Councils' Representative roles on the Committee.</li></ul>
September 2013 (date to be determined)	
November 2013 (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 Councils' Representatives Report;</li><li>• Relevant Member complaint/investigation updates; and</li><li>• Work Programme.</li></ul>	

**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 impose sanctions as delegated by Full Council or make 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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