

**BROMSGROVE DISTRICT COUNCIL**

**STANDARDS COMMITTEE**

**7TH FEBRUARY 2008**

**PROPOSED WORK PROGRAMME**

Responsible Portfolio Holder	Councillor Roger Smith
Responsible Head of Service	Claire Felton, Monitoring Officer and Head of Legal, Equalities and Democratic Services

**1. SUMMARY**

1.1 This report sets out a proposed Work Programme for the Standards Committee.

**2. RECOMMENDATION**

2.1 It is recommended that, subject to any amendments made to it by the Committee, the Work Programme be approved.

**3. BACKGROUND**

3.1 The Standards Committee has not previously established a work programme.

3.2 It is felt that a work programme would be 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;
- (c) the rising profile of standards committees and, in particular, the changes which are due to be brought about with the introduction of the local assessment of complaints of breaches by councillors of the 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 all future Standard Committee agendas, save for those meetings which are dedicated to Member investigations.
- 3.4 Officers will update the Work Programme, as appropriate, in between meetings. Any amendments to the Work Programme will be referred to the next relevant meeting of the Committee for approval. Members of the Committee are welcome to contact officers, at any time, with suggested changes.
- 3.5 The Committee is asked to consider the proposed Work Programme and to comment on this accordingly.

**4. FINANCIAL IMPLICATIONS**

- 4.1 None.

**5. LEGAL IMPLICATIONS**

- 5.1 None.

**6. COUNCIL OBJECTIVES**

- 6.1 The Work Programme is linked to the Council's Improvement Objective, Priority - Customer Service.
- 6.2 A Work Programme will assist in informing Members, officers and the community of the work being undertaken by the Committee in ensuring that the Council is an ethical organisation, which is proactively working towards improvement.

**7. RISK MANAGEMENT**

- 7.1 None.

**8. CUSTOMER IMPLICATIONS**

- 8.1 None.

**9. EQUALITIES AND DIVERSITY IMPLICATIONS**

- 9.1 None.

**10. VALUE FOR MONEY IMPLICATIONS**

- 10.1 None.

## 11. OTHER IMPLICATIONS

Procurement Issues - None
Personnel Implications - None
Governance/Performance Management - A work programme will assist the Committee in being proactive in fulfilling its role in ethical governance.
Community Safety including Section 17 of Crime and Disorder Act 1998 - None
Policy - None
Environmental - None

## 12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	No
Chief Executive	No
Executive Director (Partnerships and Projects)	No
Executive Director (Services)	No
Assistant Chief Executive	No
Head of Service	Yes
Head of Financial Services	No
Head of Legal, Equalities & Democratic Services	Yes (as Head of Service)
Head of Organisational Development & HR	No
Corporate Procurement Team	No

## 13. WARDS AFFECTED

All Wards

**14. APPENDICES**

Appendix 1 - Proposed Standards Committee Work Programme

**15. BACKGROUND PAPERS**

None.

**CONTACT OFFICER**

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**PROPOSED STANDARDS COMMITTEE WORK PROGRAMME**

<b>Meeting date</b>	<b>Item for consideration</b>
3rd April 2008	<ul style="list-style-type: none"><li>• First Annual Report of the Standards Committee 2007/08 - latest draft</li><li>• Establish a training programme for Parish Councils, to include:<ul style="list-style-type: none"><li>(i) Local Assessments</li><li>(ii) Equality and Diversity</li><li>(iii) Any other relevant matters</li></ul></li><li>• Re-appointment of Parish Councils' Representatives (current terms of office expire at the end of the 2008 Municipal Year - recommendations to be considered by full Council on 23rd April 2008)</li></ul>
12th June 2008	<ul style="list-style-type: none"><li>• First Annual Report of the Standards Committee 2007/08 - final draft</li><li>• Ombudsman Complaint Statistics 2007/08</li><li>• Review of operation/effectiveness of the Members' Code of Conduct (new Code came into force on 19th July 2007)</li><li>• Appointment of Independent Member (Mr. Allard's term of office expires on 31st October 2008 - Appointments Committee recommendation to be considered by full Council on 17th September 2008)</li></ul>
14th August 2008	[No business currently scheduled as holiday commitments may necessitate cancellation of this meeting]
16th October 2008	<ul style="list-style-type: none"><li>• Review of Member Development Programme</li><li>• Update on training programme for Parish Councils</li><li>• Review of the Council's Confidential Reporting Code ("whistle blowing" policy - Code approved by Cabinet on 7th March 2007)</li></ul>

11th December 2008	<ul style="list-style-type: none"> <li>• Review of the operation of the Committee, including the local assessment process and training needs of Committee members</li> <li>• Review of the Council's Protocols on Member-Officer and Member-Member Relations</li> <li>• Ombudsman Complaint Statistics - six month update</li> </ul>
5th February 2009	<ul style="list-style-type: none"> <li>• Calendar of Meetings</li> </ul>
2nd April 2009	<ul style="list-style-type: none"> <li>• Annual Report of the Standards Committee 2008/09 - initial draft</li> <li>• Review of Member Development Programme</li> <li>• Review of training programme for Parish Councils</li> </ul>
No fixed date	
<p>NB: All meetings will consider regular items such as:</p> <ul style="list-style-type: none"> <li>• Minutes of previous meetings;</li> <li>• Monitoring Officer's Update Report; and</li> <li>• Parish Councils' Representative Update Report.</li> </ul>	