

STANDARDS COMMITTEE

10th October 2013

WORK PROGRAMME

Relevant Portfolio Holder	Councillor Mark Bullivant
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

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 was therefore established in July 2012 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 roles 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 The Work Programme is attached at Appendix 1. The Committee's Terms of Reference, which were approved by Full Council on 19th June 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 Chairman 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 Improvement Objective.

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
9th January 2014	<ul style="list-style-type: none">• Review of the operation of the Protocol on Member-Officer relations (Minute No's 24/12 of 20th March 2013 and 8/13 of 11th July 2013 Standards Committee meetings refer).• Review of the operation of the Protocol on Member-Member relations (Minute No's 24/12 of 20th March 2013 and 8/13 of 11th July 2013 Standards Committee meetings refer).• <i>Dispensations report – for outside bodies (provisional).</i>
3rd April 2014	<ul style="list-style-type: none">• Annual Review of the Operation of the Standards Committee.• Calendar of meetings 2014/15.
July 2014 (2014/15 Municipal Year meeting dates to be set)	<ul style="list-style-type: none">• Election of Chairman for the ensuing municipal year• Election of Vice-Chairman for the ensuing municipal year
October 2014 (2014/15 Municipal Year meeting dates to be set)	
First meeting of the Committee after District Council Elections in 2015	<ul style="list-style-type: none">• <i>Dispensations report – for Council Tax Setting, Budget Setting, Members' Allowances, Members' Speaking Rights etc.</i>
Items for future meetings - dates to be determined	

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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 Councils' Representatives Report;
- Relevant Member complaint and/or 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">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 impose sanctions as delegated by Full Council or make 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;k. monitoring and reviewing the operation of the Protocol on Member-Member Relations.
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