

**BROMSGROVE DISTRICT COUNCIL**

**STANDARDS COMMITTEE**

**11TH DECEMBER 2008**

**WORK PROGRAMME**

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

**1. SUMMARY**

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

**2. RECOMMENDATION**

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 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 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 Standard Committee agendas.
- 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 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 Work Programme and to comment on this accordingly.

**4. FINANCIAL IMPLICATIONS**

None

**5. LEGAL IMPLICATIONS**

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**

None

**8. CUSTOMER IMPLICATIONS**

None

**9. EQUALITIES AND DIVERSITY IMPLICATIONS**

None

**10. VALUE FOR MONEY IMPLICATIONS**

None

**11. OTHER IMPLICATIONS**

Procurement Issues	None
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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
Head of Organisational Development & HR	No
Corporate Procurement Team	No

**13. WARDS AFFECTED**

All Wards

**14. APPENDICES**

Standards Committee Work Programme.

**15. BACKGROUND PAPERS**

None

**CONTACT OFFICER**

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## APPENDIX

### 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 appearing in bold italics.]

<b>Meeting date</b>	<b>Item for consideration</b>
5th February 2009	<ul style="list-style-type: none"><li>• Calendar of meetings - 2009/2010.</li><li>• Review of the effectiveness of the Code of Practice - Planning Services.</li><li>• Ombudsman Complaint Statistics - six month update (for period ending 31st September 2008).</li><li>• Training programme for parish councils.</li></ul>
2nd April 2009	<ul style="list-style-type: none"><li>• Review of Member training - ethical framework elements.</li></ul>
<p>Note: with effect from the 2009/10 Municipal Year meetings of the Standards Committee will take place on Wednesday evenings. The Calendar of Meetings for 2009/10 is to be considered by the Cabinet on 7th January 2009 and the Committee will be notified of the confirmed 2009/10 meeting dates at its meeting on 5th February 2009.</p>	
May 2009 (date to be agreed)	<ul style="list-style-type: none"><li>• Second Annual Report of the Standards Committee - 2008/09.</li><li>• Review of operation/effectiveness of the Members' Code of Conduct.</li><li>• 12 month review of the local assessment process, operation of the Committee and training needs of Committee members.</li></ul>
July 2009 (date to be agreed)	<ul style="list-style-type: none"><li>• Annual Ombudsman Complaint Statistics 2008/09 (for period ending 31st March 2009).</li></ul>
September 2009 (date to be agreed)	<ul style="list-style-type: none"><li>• Review of Member Training - ethical framework elements.</li><li>• Update on training programme for parish councils.</li></ul>
November 2009 (date to be agreed)	<ul style="list-style-type: none"><li>• Review of the Council's protocols on Member-Officer and Member-Member Relations.</li></ul>

January 2010 (date to be agreed)	• Ombudsman Complaint Statistics - six month update (for period ending 31st September 2009).
<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; and</li><li>• Parish Councils' Representatives' Report.</li></ul>	