



## Standards Committee Report

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**Report of:** Interim Director of Legal and Governance

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**Date:** 22 January 2015

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**Subject:** Work Programme

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**Author of Report:** Dave Ross, Democratic Services

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### **Summary:**

The report provides details of a proposed work programme for the Committee

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### **Recommendations:**

That the Committee:-

(a) considers the Work Programme and identifies any further items for inclusion;  
and

(b) approves the work programme.

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### **Background Papers:**

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**Category of Report:** OPEN

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## Statutory and Council Policy Checklist

<b>Financial Implications</b>
NO Cleared by:
<b>Legal Implications</b>
NO Cleared by:
<b>Equality of Opportunity Implications</b>
NO Cleared by:
<b>Tackling Health Inequalities Implications</b>
NO
<b>Human rights Implications</b>
NO:
<b>Environmental and Sustainability implications</b>
NO
<b>Economic impact</b>
NO
<b>Community safety implications</b>
NO
<b>Human resources implications</b>
NO
<b>Property implications</b>
NO
<b>Area(s) affected</b>
NONE
<b>Relevant Cabinet Portfolio Leader</b>
Cabinet Member for Finance and Resources
<b>Is the item a matter which is reserved for approval by the City Council?</b>
NO
<b>Press release</b>
NO

**WORK PROGRAMME**

**1. Purpose of Report**

1.1 To consider an outline work programme for the Committee and to identify any further items for inclusion.

**2. Work Programme**

2.1 It is intended that there will be at least four general meetings of the Committee during the year with additional meetings arranged to deal with any Standards complaints as necessary.

2.2 The work programme is based around the attached terms of reference and will be developed during the year. There is a separate report on the agenda proposing that Member Development is included in the Committee's remit and the Work Programme will be amended to reflect any such changes that are approved.

2.3 An outline programme is set out below and Members are asked to identify any further items for inclusion.

<b>Date</b>	<b>Items</b>	<b>Officer</b>
11 March 2015	To review: <ul style="list-style-type: none"> <li>• Members' Code of Conduct</li> <li>• Protocols relating to Councillor and Officer Behaviour</li> <li>• Procedures relating to Gifts and Hospitality</li> </ul>	Gillian Duckworth/Jason Dietsch/Dave Ross
	Annual Standards Report to Council	Dave Ross
	Work Programme	Dave Ross
	Update on Standards Complaints	Dave Ross
24 June 2015	Annual training session on the Code of Conduct etc.	Gillian Duckworth
	Work Programme	Dave Ross
September 2015	Annual Report on Complaints to the Ombudsman	Jenny Callaghan
	Work Programme	Dave Ross
	Update on Standards Complaints	Dave Ross
December 2015	Review of the Whistleblowing Policy	Gillian Duckworth

	Work Programme	Dave Ross
	Update on Standards Complaints	Dave Ross
March 2016	Annual Standards Report to Council	Dave Ross
	Work Programme	Dave Ross
	Update on Standards Complaints	Dave Ross
	To review: <ul style="list-style-type: none"> <li>• Members' Code of Conduct</li> <li>• Protocols relating to Councillor and Officer Behaviour</li> <li>• Procedures relating to Gifts and Hospitality</li> </ul>	Gillian Duckworth/Dave Ross
June 2016	Annual training session on the Code of Conduct etc.	Gillian Duckworth
	Work Programme	Dave Ross

### 3. **Recommendation**

#### 3.1 That the Committee:-

- (a) considers the Work Programme and identifies any further items for inclusion; and
- (b) approves the work programme.

**Interim Director of Legal and Governance**

## **Appendix - Standards Committee Terms of Reference**

- (a) Promoting and maintaining high standards of conduct by Councillors, Co-opted Members Representatives on Committees and Sub-Committees.
- (b) Assisting Councillors, Co-opted Members and Representatives to observe the Councillors' Code of Conduct.
- (c) Advising the Council on the adoption or revision of the Councillors' Code of Conduct and Protocols relating to Councillor and Officer behaviour.
- (d) Monitoring the operation of the Councillors' Code of Conduct.
- (e) Advising, training or arranging to train Councillors, Co-opted Members and Representatives on matters relating to the Members' Code of Conduct.
- (f) Discharging the functions of, hearing complaints against Councillors concerning the Members' Code of Conduct referred to them by the Monitoring Officer.
- (g) The exercise of the above functions in relation to the Parish Councils wholly or mainly in its area and the Members of those Parish Councils.
- (h) Advising the Council on the adoption and revision of its Whistle-blowing Policy and monitoring the operation of that Policy.
- (i) Monitoring and reviewing procedures relating to gifts, hospitality and personal interests, for Councillors and officers.
- (j) Monitoring the Council's response to complaints to the Ombudsman.
- (k) Undertaking such other functions as the Council may delegate to the Committee.

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