



Standards Committee Report

Report of: The Monitoring Officer/Director of Legal and Governance

Date: 17 September 2015

Subject: Work Programme

Author of Report: Dave Ross, Democratic Services

Summary:

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

Recommendations:

That the Committee:-

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

(b) approves the work programme.

Background Papers:

Category of Report: OPEN

Statutory and Council Policy Checklist

| |
|---|
| Financial Implications |
| NO Cleared by: |
| Legal Implications |
| NO Cleared by: |
| Equality of Opportunity Implications |
| NO Cleared by: |
| Tackling Health Inequalities Implications |
| NO |
| Human rights Implications |
| NO: |
| Environmental and Sustainability implications |
| NO |
| Economic impact |
| NO |
| Community safety implications |
| NO |
| Human resources implications |
| NO |
| Property implications |
| NO |
| Area(s) affected |
| NONE |
| Relevant Cabinet Portfolio Lead |
| Councillor Ben Curran (Finance and Resources) |
| Is the item a matter which is reserved for approval by the City Council? |
| NO |
| Press release |
| 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 of the Sub-Committees 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.
- 2.3 An outline programme is set out below and Members are asked to identify any further items for inclusion.

| Date | Items | Officer |
|------------------|---|-----------------------------|
| | | |
| 10 December 2015 | Review of the Whistleblowing Policy | Gillian Duckworth |
| | Member Development Programme | Gillian Duckworth |
| | To review: <ul style="list-style-type: none"> • Members' Code of Conduct • Protocols relating to Councillor and Officer Behaviour • Procedures relating to Gifts and Hospitality | Gillian Duckworth/Dave Ross |
| | Update on Standards Complaints | Dave Ross |
| | Work Programme | Dave Ross |
| | | |
| 17 March 2016 | Review of the Standards Complaints Procedure | Gillian Duckworth/Dave Ross |
| | Update on Standards Complaints | Dave Ross |
| | Work Programme | Dave Ross |
| | | |
| 16 June 2016 | Annual Standards Report to Council | Dave Ross |
| | Update on Standards Complaints | Dave Ross |
| | Work Programme | Dave Ross |
| | Annual training session on the Code of Conduct etc. | Gillian Duckworth |

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.

Gillian Duckworth
Monitoring Officer/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.

This page is intentionally left blank