

### DRAFT STANDARDS COMMITTEE WORK PLAN 2009/10

| ITEM  | MILESTONES | DATES OF MEETINGS  | COMMENTS  | STATUS   |
|---|------------|--|---|--|
| 1. Annual report to Council by Chairman of Standards Committee                    |            | <ul style="list-style-type: none"> <li>• 15<sup>th</sup> February 2010.</li> </ul> | Suggested that this coordinated with the Standards Board Annual report and presented in April. For 2008/9 Chairman presented report to June Council. <b>February 2010 – a special meeting may be required to met Standards For England’s deadlines.</b> | <ul style="list-style-type: none"> <li>• Complete</li> </ul>         |
| 2. Introduction of new code of conduct.   |            |  | We are expecting the new code towards the end of the year. <b>February 2010 – still awaited. No further indication of when it might be issued.</b>  | <ul style="list-style-type: none"> <li>• Not yet started.</li> </ul> |
| 3. Introduction of system for obtaining feedback on the management of complaints. |            |  | I propose that this is put before you at your February meeting. <b>February 2010 – it has not been possible to put this in place for this meeting.</b>  | <ul style="list-style-type: none"> <li>• Not yet started</li> </ul>  |

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| 4. Review of training needs – District and Parish Councillors | <ul style="list-style-type: none"> <li>• District Councillors</li> <li>• Parish Councillors</li> <li>• Monitoring of attendance</li> </ul>   | <ul style="list-style-type: none"> <li>• progress reports at each meeting</li> </ul>  | <ul style="list-style-type: none"> <li>• It is proposed that the training include gifts and hospitality, confidentiality plus a questions opportunity. <b>February 2010 - this will be commenced when the Parish/Town Council training is completed.</b></li> <li>• Training package to be developed and delivered by 31<sup>st</sup> March 2010. Standards for England have provided some training materials which we intend to use. Training starts in the Parishes mid October. <b>February 2010 – by the time of the meeting we are due to have trained 9 out of the 14 Parishes.</b></li> </ul> | <ul style="list-style-type: none"> <li>• Ongoing</li> </ul>  |
| 5. Annual Reports -   | <ul style="list-style-type: none"> <li>• Year end number of complaints against District and Parish Councillors received by the Standards Board</li> <li>• Gifts and hospitality Registers</li> </ul> | <ul style="list-style-type: none"> <li>• 22<sup>nd</sup> June 2009.</li> <li>• 3<sup>rd</sup> August 2009.</li> <li>• 22<sup>nd</sup> June 2009.</li> </ul> | <ul style="list-style-type: none"> <li>• Done</li> <li>• Done in October.</li> <li>• Done.</li> </ul>  | <ul style="list-style-type: none"> <li>• Complete</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• RIPA</li> <li>• RIPA consultation response</li> </ul> | <ul style="list-style-type: none"> <li>• 22<sup>nd</sup> June 2009</li> </ul>      | <ul style="list-style-type: none"> <li>• Not done. However a report outlining the government's response was considered at the December meeting.</li> <li>•</li> </ul>   |   |
| 6. Review of Standards Committee Investigations Procedure | <ul style="list-style-type: none"> <li>•</li> </ul>  | <ul style="list-style-type: none"> <li>• 14<sup>th</sup> December 2009.</li> </ul> | <ul style="list-style-type: none"> <li>• Following the introduction of local assessment this needs review. Work has been halted on this to accommodate other aspects of the work plan. <b>February 2010 – This is no longer needed as a result of changes in the local assessment regime and the Standards for England investigations toolkit.</b></li> </ul> | <ul style="list-style-type: none"> <li>• Completed.</li> </ul>      |
| 7. Review of Standards Committee Hearings Procedure       | <ul style="list-style-type: none"> <li>•</li> </ul>  | <ul style="list-style-type: none"> <li>• 14<sup>th</sup> December 2009.</li> </ul> | <ul style="list-style-type: none"> <li>• Following the introduction of local assessment this needs review. Work has been halted on this to accommodate other aspects of the work plan.</li> </ul>   | <ul style="list-style-type: none"> <li>• Not yet started</li> </ul> |
| 8. Recruitment of 5 independent co-opted members to       | <ul style="list-style-type: none"> <li>•</li> </ul>  | <ul style="list-style-type: none"> <li>• 14<sup>th</sup> December 2009.</li> </ul> | <ul style="list-style-type: none"> <li>• The Deputy Monitoring officer has updated members earlier in the agenda. <b>February 2010 –</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Ongoing</li> </ul>         |

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| Standards Committee  |   |   | <b>applications have now been received. A further update will be given at this meeting.</b>  |  |
| 9. Planning probity work   | <ul style="list-style-type: none"> <li>To be determined in 2009/2010</li> </ul> | <ul style="list-style-type: none"> <li></li> </ul>                            | <ul style="list-style-type: none"> <li>I will consult the Development Control Manager as to when he thinks this will be carried out.<br/><b>February 2010 – the new Head of Service starts this month and in due course I will consult him.</b></li> </ul>                       | <ul style="list-style-type: none"> <li>Ongoing</li> </ul>            |
| 10. Review of guidance to members involved with the Planning process | <ul style="list-style-type: none"> <li>To be determined in 2009/2010</li> </ul> | <ul style="list-style-type: none"> <li></li> </ul>                            | <ul style="list-style-type: none"> <li>I will consult the Development Control Manager as to when he thinks this will be carried out.<br/><b>February 2010 – the new Head of Service starts this month and in due course I will consult him.</b></li> </ul>                       | <ul style="list-style-type: none"> <li>Ongoing</li> </ul>            |
| 11. Review of Constitution   | Finalisation of the 2009/10 Constitution Review                                 |   |  | <ul style="list-style-type: none"> <li>Partially complete</li> </ul> |
|  | Contracts Standing orders   | <ul style="list-style-type: none"> <li>3<sup>rd</sup> August 2009.</li> </ul> | <ul style="list-style-type: none"> <li>Work is continuing on a review of Contracts Standing orders but unfortunately these are not ready for this meeting due to pressures with other work. These will be presented to the next meeting as they are not yet complete.</li> </ul> | <ul style="list-style-type: none"> <li>Ongoing</li> </ul>            |
|  | Financial Regulations   | <ul style="list-style-type: none"> <li>3<sup>rd</sup> August 2009.</li> </ul> | <ul style="list-style-type: none"> <li>The Director of Resources is reviewing Financial Regulations but</li> </ul>   | <ul style="list-style-type: none"> <li>Ongoing</li> </ul>            |

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|      | review                            |  | <p>unfortunately these are not ready for this meeting.</p> <p><b>February 2010 – in respect of both the above 2 items these have not yet been completed due to pressures with other work. These will be completed for the May meeting.</b></p>                   |  |
|      | Budget and Policy Framework       | <ul style="list-style-type: none"> <li>• 22<sup>nd</sup> June 2009</li> </ul>      | <ul style="list-style-type: none"> <li>• Done.</li> </ul>  | <ul style="list-style-type: none"> <li>• Complete</li> </ul>         |
|      | Review of member Job Descriptions | <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> August 2009.</li> </ul>    | <ul style="list-style-type: none"> <li>• Members Job Descriptions are on the agenda for this meeting.</li> </ul> <p><b>February 2010 – on the agenda of this meeting.</b></p>  | <ul style="list-style-type: none"> <li>• Ongoing</li> </ul>          |
|      | Delegation Scheme                 | <ul style="list-style-type: none"> <li>• 14<sup>th</sup> December 2009</li> </ul>  | <p>Since the major restructure of senior management approved in August, the delegation scheme will need reviewing. This is an additional part of the review.</p> <p><b>February 2010 – this is ongoing but not complete yet for presentation to members.</b></p> | <ul style="list-style-type: none"> <li>• Ongoing</li> </ul>          |
|      | Constitution Review 2010/11       | <ul style="list-style-type: none"> <li>• 15<sup>th</sup> February 2010.</li> </ul> | <ul style="list-style-type: none"> <li>• Members to determine which aspects should be reviewed in 2010/11. <b>February 2010 – update to be given to meeting</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Not yet started.</li> </ul> |

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| 12. Development of the Annual Standards Committee work plan for 2010 to 2011 |   | <ul style="list-style-type: none"> <li>10<sup>th</sup> May 2010.</li> </ul>      | <ul style="list-style-type: none"> <li><b>February 2010 – members’ suggestions are welcome.</b></li> </ul>   | <ul style="list-style-type: none"> <li>Not yet started</li> </ul> |
| 13. Partnership Governance arrangements and the ethical framework?           | <ul style="list-style-type: none"> <li>Scoping report</li> </ul>                  | <ul style="list-style-type: none"> <li>3<sup>rd</sup> August 2009.</li> </ul>    | <ul style="list-style-type: none"> <li>This is not yet ready. Work has been halted on this to accommodate other aspects of the work plan.</li> </ul>   | <ul style="list-style-type: none"> <li>Ongoing</li> </ul>         |
| 14. Review of Standards Committee relationship with Parish Councils.         | <ul style="list-style-type: none"> <li>discussion paper</li> </ul>                | <ul style="list-style-type: none"> <li>14<sup>th</sup> December 2009.</li> </ul> | <ul style="list-style-type: none"> <li>Previously deferred to 2009/10 work plan.</li> </ul>  | <ul style="list-style-type: none"> <li>Not yet started</li> </ul> |
| 15. Monitoring Officer Protocol with the Parish and Town Councils            |   | <ul style="list-style-type: none"> <li>14<sup>th</sup> December 2009.</li> </ul> | <ul style="list-style-type: none"> <li>Previously deferred to 2009/10 work plan. This has been commenced but is not yet ready for members to consider a draft.</li> </ul>                                    | <ul style="list-style-type: none"> <li>Ongoing</li> </ul>         |
| 16. Consideration of further publicity required for the Standards Committee  |   | <ul style="list-style-type: none"> <li>12<sup>th</sup> October 2009..</li> </ul> | <ul style="list-style-type: none"> <li>A preliminary paper will be presented to this meeting or the next. Preliminary report presented to May 2009 meeting. No further progress for this meeting.</li> </ul> | <ul style="list-style-type: none"> <li>Ongoing</li> </ul>         |
| 17. Annual consideration of publicity requirements for the                   | <ul style="list-style-type: none"> <li>16<sup>th</sup> September 2008.</li> </ul> | <ul style="list-style-type: none"> <li>12<sup>th</sup> October 2009.</li> </ul>  | <ul style="list-style-type: none"> <li>A preliminary paper will be presented to this meeting or the next. Preliminary report presented to May 2009 meeting. No further progress</li> </ul>                   | <ul style="list-style-type: none"> <li>Ongoing</li> </ul>         |

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| Local Assessment of complaints against members procedures  |   |   | for this meeting. <b>February 2010 – member suggestions are requested on the best way of advertising this.</b>   |   |
| 18. Ethical governance audit <ul style="list-style-type: none"> <li>• initial report</li> <li>• commencement of audit</li> </ul> | <ul style="list-style-type: none"> <li>• Initial report on proposals and resources implications for inclusion in the budget process including feasibility and costs of carrying out the audit and consideration of the ethical governance toolkit when produced</li> <li>• Approval of project plan</li> <li>• Commencement of audit</li> </ul> | <ul style="list-style-type: none"> <li>• 15th February 2010.</li> </ul> | <ul style="list-style-type: none"> <li>• There is a need to review the need for this. No work has been carried out on this in the light of the work that has had to be done to introduce the new local assessment system. In addition the toolkit has been revised. This should be looked at later in the year.</li> </ul> | <ul style="list-style-type: none"> <li>• Not yet started</li> </ul> |
| 19. Review of Constitution User Guide  |   |   | <ul style="list-style-type: none"> <li>• The Head of Democratic Services is to review this.</li> </ul>   | <ul style="list-style-type: none"> <li>• Not yet started</li> </ul> |