

# STANDARDS COMMITTEE

**10<sup>TH</sup> MAY 2010  
AT 1400 HOURS**

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## STANDARDS COMMITTEE

Minutes of a meeting of the Standards Committee of the Bolsover District Council held in Committee Room 1, Sherwood Lodge, Bolsover, on Monday 15<sup>th</sup> February 2010 at 1400 hours

### **PRESENT:-**

Independent Members: R. H. Bishop and J. Yates.

Parish Council Members: - T. Munro, K. Reid (left at 14:15pm) and H. Wright.

Members: - T. Connerton, H. Gilmour, V. P. Mills, A. M. Syrett and S. Wallis.

### Officers:-

S.E.A. Sternberg (Solicitor to the Council and Monitoring Officer), A. Turner, (Legal and Standards Officer), K. Shillito (Principal Solicitor) (from Min No.742 to Min No.744), P. Brown (Chief Executive's and Partnership Manager) (from Min No.743 to Min No.745) N. Price (Partnership and Communications Officer) (from Min No.743 to Min No.745) and K. Rodda (Democratic Services Officer).

J. Yates – Chair

### **737. 'ASSESSMENT MADE CLEAR -LOCAL ASSESSMENT OF COMPLAINTS'**

A DVD from the Standards Board was shown to the meeting before other agenda items were discussed.

### **738. APOLOGIES**

Apologies for absence were received from K. Belshaw (Independent Member)

### **739. URGENT ITEMS**

There were no urgent items of business to consider.

## STANDARDS COMMITTEE

### 740. DECLARATIONS OF INTEREST

Min No.	Councillor	Level of Interest
751	H. Gilmour	Personal and Prejudicial

### 741. MINUTES – 14<sup>TH</sup> DECEMBER 2009

Moved by Councillor H. Gilmour, seconded by T. Munro  
**RESOLVED** that the minutes of a meeting held on 14<sup>th</sup> December 2009 were agreed as a correct record.

### 742. MATTERS ARISING

- (i) Parish Councillors who have failed to submit a Registration of Interests Form.

The Monitoring Officer confirmed to the meeting that there were still 2 Town/ Parish Councillors who had not submitted a Register of Interests form.

### 743. MEMBERS JOB DESCRIPTIONS

The Principal Solicitor explained that at the last Standards meeting Members were given updated Job Descriptions and asked to bring comments and feedback to this meeting.

Discussions took place on whether the updated descriptions should be sent to all Members and it was agreed that they be forwarded to Cabinet and Scrutiny Committee for their comments in March.

The report was noted.

## STANDARDS COMMITTEE

### 744. DRAFT PARTNERSHIP PROTOCOL AND TOOLKIT

The Chief Executive's and Partnership Manager presented the item and informed the meeting how the Protocol was developed to provide a standard against which officers could judge the partnerships in which they were involved and how it offered a degree of support and direction for advice.

The main objective of the Partnership Protocol and Toolkit was to ensure that the Council identified, monitored and evaluated partnerships, through robust governance practices and management. The Chief Executive's and Partnership Manager explained that a review, utilising the toolkit, would be undertaken annually to demonstrate the Authority's methods of working in partnership and to maintain a Corporate Partnerships Register and supporting evidence within the Chief Executive's and Partnership Team.

The Monitoring Officer explained that the toolkit would be referred to Council for inclusion in the Constitution.

Moved and seconded

**RECOMMENDED** that the Draft Partnership Protocol and Toolkit be included in the Constitution.

(Council)

### 745. UPDATE ON CO-OPTED INDEPENDENT MEMBERS

The Legal and Standards Officer informed the meeting that it was hoped to recruit 5 further Independent Members; 11 had applied; interviews would take place in March and once appointed, they would take up their appointment after Annual Council.

Councillor Wallis asked if the unsuccessful applicants could be kept on file, and the Monitoring officer stated that she would look into this.

The report was noted.

### 746. UPDATE ON MEMBER COMPLAINTS

The Monitoring Officer confirmed that one complaint had been received in 2010 so far and a further complaint that had been received in 2008 was ongoing.

The report was noted.

## **STANDARDS COMMITTEE**

### **747. GUIDANCE FOR PARISH COUNCILS ON RECEIPT AND REPORTING OF LAC DECISION NOTICES.**

Guidance for Parish Councils on the receipt and reporting of Local Assessment Decision Notices were included in the agenda for information.

### **748. ONLINE GUIDES**

The Monitoring Officer explained that the Online Guides would be a useful addition to existing guidance and had been included in the agenda for member's information.

### **749. STANDARDS COMMITTEE WORK PLAN**

The Monitoring Officer presented the Standards Committee work plan and updated the meeting with regard to the following:

- The introduction of the new Code of Conduct taking place after the General Election
- Training for Parish Councils – 8 complete out of 14 and dates have been set in March and April for training the rest.

Members were also asked if they had any comments on what to review in the Constitution.

It was suggested that the DVD on 'Assessment made clear – Local Assessment of Complaints' Council's may be useful for Parish Council's and that it could be used after District/Parish Elections in May 2011.

The Work Plan was noted.

## STANDARDS COMMITTEE

### 750. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor A. M. Syrett, seconded by Councillor T. Connerton

**RESOLVED** that under Section 100(A) (4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

Councillor H. Gilmour declared a personal and prejudicial interest in the following item and left the meeting.

### 751. EXEMPT – PARAGRAPH 7 MINUTES OF A LOCAL ASSESSMENT COMMITTEE HELD ON 15<sup>TH</sup> JANUARY 2010.

The Monitoring Officer presented the minutes and confirmed that the complaint had been fully investigated by a member of the Legal team.

Moved by T. Munro, seconded by Councillor V. Mills

**RESOLVED** that the minutes of a Local assessment Committee held on 15<sup>th</sup> January 2010 be noted.

The meeting closed at 1525 hours.

## **STANDARDS COMMITTEE**

Minutes of a meeting of a special meeting of the Standards Committee of the Bolsover District Council held in the Council Chamber, Sherwood Lodge, Bolsover, on Wednesday 24<sup>th</sup> February 2010 at 1400 hours.

### **PRESENT:-**

Independent Members: R. H. Bishop and J. Yates.

Parish Council Members: - H. Wright.

Members: - H. Gilmour, V. P. Mills, and A. M. Syrett

Officers:-

S.E.A. Sternberg (Solicitor to the Council and Monitoring Officer) and K. Rodda (Democratic Services Officer).

Also present at the meeting was Councillor R. Bowler (Chair of Old Bolsover Town Council), D. Eccles (Head of Regeneration) and J. Fieldsend (Senior Principal Solicitor)

J. Yates – Chair

### **768. APOLOGIES**

Apologies for absence were received from Councillors T. Connerton, S. Wallis and Parish Councillor T. Munro.

### **769. DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.



## STANDARDS COMMITTEE

### 770. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor A. M. Syrett, seconded by Councillor H. Gilmour

**RESOLVED** that under Section 100(A) (4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

### 771. REQUEST FOR DISPENSATION FROM OLD BOLSOVER TOWN COUNCIL EXEMPT – PARAGRAPH 3

The Senior Principal Solicitor presented the report which sought dispensation for seven Members of Old Bolsover Town Council.

A letter from the Chair of Old Bolsover Town Council was attached to the report and this gave detailed information of how seven of the Old Bolsover Town Councillors had indicated that they had personal and prejudicial interests in an issue relating to the disposal of part of a Playing Field in Bolsover, and without a dispensation, the Town Council would not be able to make a decision.

The Head of Regeneration confirmed that it was an important decision that the Members had to make and how a full debate would take place on this at the Town Council.

The Chair of Old Bolsover Town Council further explained how the seven Members felt that they ought to be involved in the decision.

Councillor Gilmour asked how long they would need the dispensation for and the Senior Principal Solicitor explained how two months would be about right.

The Senior Principal Solicitor, the Head of Regeneration and the Chair of Old Bolsover Town Council left the meeting at this point.

After a short discussion, it was agreed to grant a three month dispensation.

The Senior Principal Solicitor, the Head of Regeneration and the Chair of Old Bolsover Town Council came back into the meeting.

## STANDARDS COMMITTEE

The Chair commended the Chair of Old Bolsover Town Council on the quality of the report.

Moved by Councillor A. M. Syrett, seconded by Councillor H. Gilmour  
**RESOLVED** that a three month dispensation be granted to seven Old Bolsover Town Councillors.

(Solicitor to the Council)

The meeting closed at 1419 hours.

## Meeting with CEO

10 am on 9<sup>th</sup> March 2010.

Subjects for discussion.

### Standards Cttee

1. Interviews for new co-optees onto Standards Committee
2. Succession planning in standards Committee and Audit Committee
3. Salaries for a) Chairman and b) Co-optees
4. Appointment of Sub Committee and membership
5. Annual Report and return to Standards for England and presentation of annual report to Bolsover Council.
6. Meeting with the 3 Leaders of the parties?
7. Training of Council members, co-optees and Parish Cllrs
8. The Parishes – build on Chairman and Monitoring Officer's contact. Closer work with Councils – suggest use of partnership

a) insurance

b) Standards

9. Promoting a strong ethical framework within Bolsover District Council

### Audit Cttee

10. Succession Planning for Audit Cttee
11. Salary of Chairman
12. Salary of co-optees
13. Creation of 3 Council Audit Cttee
14. Need for Audit Committee to help Council

## **Agenda Item No 6 (1)**

### **Terms of reference of Improvement Scrutiny Committee**

1. The performance of all the Council's overview and scrutiny functions relating to the corporate aims of Customer Focused Services and Strategic Organisational Development
2. To scrutinise and monitor the performance of the Executive and the holders of the Portfolios of Customer Focused Services, Corporate Efficiency and People and Performance.
3. The consideration of any Executive decision relating to the corporate aims of Customer Focused Services or Strategic Organisational Development or to the CEO/Resources/Legal and Democratic Services Directorates called in by Members in accordance with this Constitution.
4. The monitoring of the Corporate Plan targets in relation to the Customer Focused Services or Strategic Organisational Development corporate aims.
5. The performance management monitoring of the performance of the CEO/Resources/Legal and Democratic Services Directorates including reviewing performance against service plans and indicators.
6. To carry out the reviews in the Committee's Annual and 4 year Work Plans in a timely and efficient manner.
7. To carry out additional reviews to those in 6 above provided the review is within the area of reference of this Scrutiny Committee and provided the Scrutiny Management Board has agreed to the review being carried out.
8. The consideration or examination of existing or proposed Council policy, strategy or plan relating to the Customer Focused Services and Strategic Organisational Development corporate aims and within the remit of the Executive.
9. To deal with any Councillor Call for Action relating to the Customer Focused Services and Strategic Organisational Development corporate aims or Customer Focused Services, Corporate Efficiency and People and Performance Portfolios.
10. To appoint a representative from the Committee to the relevant LSP thematic group and receive regular reports
11. The appointment of such sub-committees or working groups as it considers appropriate to fulfil these scrutiny functions and the terms of reference and membership of such sub-committees.
12. Where the Committee seeks to discontinue or appoint sub-committees other than as set out in this Constitution, it may do so provided that it has consulted with interested parties, if appropriate. The extent and nature of consultation will depend on the nature of the proposed alterations. Any

change will be reported to the Chief Executive Officer and then to the next meeting of the Council by the Chair of the relevant Scrutiny Committee, so that the Constitution may be amended accordingly.

13. To put in place a system to ensure that referrals from this Scrutiny Committee to the Executive, either by way of report or for reconsideration are managed efficiently and do not exceed the time limits set out in this Constitution
14. In the event of reports to the Executive exceeding time limits in this Constitution, or if the volume of such reports creates difficulty for the management of Executive business or jeopardises the efficient running of Council business, at the request of the Executive, to make decisions about the priority of referrals made.
15. To receive an annual report from the Chairman of the Committee and approve for referral to the Scrutiny Management Board

Membership 9

## **Agenda item No 4 (2)**

### **Terms of reference of Safe and Inclusive Communities Scrutiny Committee**

1. The performance of all the Council's overview and scrutiny functions relating to the corporate aims of Community Safety and Social Inclusion.
2. To scrutinise and monitor the performance of the Executive and the holders of the Portfolios of Community Safety, Social Inclusion and Housing Management.
3. The consideration of any Executive decision relating to the corporate aims of Community Safety and Social Inclusion or to the Neighbourhoods Directorate called in by Members in accordance with this Constitution.
4. The monitoring of the Corporate Plan targets in relation to the Community Safety and Social Inclusion corporate aims.
5. The performance management monitoring of the performance of the Neighbourhoods Directorate including reviewing performance against service plans and indicators.
6. To carry out the reviews in the Committee's Annual and 4 year Work Plans in a timely and efficient manner.
7. To carry out the annual Review of the Bolsover Community Safety Partnership.
8. To carry out additional reviews to those in 6 and 7 above provided the review is within the area of reference of this Scrutiny Committee and provided the Scrutiny Management Board has agreed to the review being carried out.
9. The consideration or examination of existing or proposed Council policy, strategy or plan relating to the Community Safety and Social Inclusion aims and within the remit of the Executive.
10. To deal with any Councillor Call for Action relating to the Community Safety and Social Inclusion corporate aims or the Community Safety, Social Inclusion and Housing Management Portfolios.
11. To appoint a representative from the Committee to the relevant LSP thematic group and to receive regular reports.
12. The appointment of such sub-committees or working groups as it considers appropriate to fulfil these scrutiny functions and the terms of reference and membership of such sub-committees;
13. Where the Committee seeks to discontinue or appoint sub-committees other than as set out in this Constitution, it may do so provided that it has consulted with interested parties, if appropriate. The extent and nature of consultation will depend on the nature of the proposed alterations. Any change will be reported to the Chief Executive Officer and then to the next

meeting of the Council by the Chair of the relevant Scrutiny Committee, so that the Constitution may be amended accordingly.

14. To put in place a system to ensure that referrals from this Scrutiny Committee to the Executive, either by way of report or for reconsideration are managed efficiently and do not exceed the time limits set out in this Constitution
15. In the event of reports to the Executive exceeding time limits in this Constitution, or if the volume of such reports creates difficulty for the management of Executive business or jeopardises the efficient running of Council business, at the request of the Executive, to make decisions about the priority of referrals made.
16. To receive an annual report from the Chairman of the Committee and approve for referral to the Scrutiny Management Board

Membership 10

## **Agenda Item No 4 (3)**

### **Terms of reference of Sustainable Communities Scrutiny Committee**

1. The performance of all the Council's overview and scrutiny functions relating to the corporate aims of Regeneration and Environment.
2. To scrutinise and monitor the performance of the Executive and the holders of the Portfolios of Regeneration and Environment.
3. The consideration of any Executive decision relating to the corporate aims of Regeneration or Environment or to the Development Directorate called in by Members in accordance with this Constitution.
4. The monitoring of the Corporate Plan targets in relation to the Regeneration and Environment corporate aims.
5. The performance management monitoring of the performance of the Development Directorate including reviewing performance against service plans and targets and indicators.
6. To carry out the reviews in the Committee's Annual and 4 year Work Plans in a timely and efficient manner.
7. To carry out the Scrutiny Review of Health.
8. To carry out additional reviews to those in 6 above provided the review is within the area of reference of this Scrutiny Committee and provided the Scrutiny Management Board has agreed to the review being carried out.
9. The consideration or examination of existing or proposed Council policy, strategy or plan relating to the Regeneration and Environment corporate aims and within the remit of the Executive.
10. To deal with any Councillor Call for Action relating to the Regeneration and Environment corporate aims or Portfolios.
11. To appoint a representative from the Committee to the relevant LSP thematic group and to receive regular reports from that representative.
12. The appointment of such sub-committees or working groups as it considers appropriate to fulfil these scrutiny functions and the terms of reference and membership of such sub-committees;
13. Where the Committee seeks to discontinue or appoint sub-committees other than as set out in this Constitution, it may do so provided that it has consulted with interested parties, if appropriate. The extent and nature of consultation will depend on the nature of the proposed alterations. Any change will be reported to the Chief Executive Officer and then to the next meeting of the Council by the Chair of the relevant Scrutiny Committee, so that the Constitution may be amended accordingly.
14. To put in place a system to ensure that referrals from this Scrutiny Committee to the Executive, either by way of report or for reconsideration



are managed efficiently and do not exceed the time limits set out in this Constitution

15. In the event of reports to the Executive exceeding time limits in this Constitution, or if the volume of such reports creates difficulty for the management of Executive business or jeopardises the efficient running of Council business, at the request of the Executive, to make decisions about the priority of referrals made.
16. To receive an annual report from the Chairman of the Committee and approve for referral to the Scrutiny Management Board

Membership 9

**Agenda Item No 6(4)**

**Terms of Reference of the Scrutiny Management Board**

1. To develop and approve a 4 year Work Plan for the Sustainable Communities Scrutiny Committee, the Improvement Scrutiny Committee and the Safe and Inclusive Scrutiny Committee, such work plan to cover the 4 year term of office following the District Council elections.
2. In developing the 4 year Work Plans, the Scrutiny Management Board will focus on the following:-
  - The Council's Corporate Plan and priorities
  - The Council's budget setting process
  - Areas of poor performance identified within service provision
  - Policy Development activity at the earliest possible opportunity
3. To develop an Annual Work Plan for each Scrutiny Committee and to prioritise the reviews.
4. To develop and approve the scope of each review, including the initial list of interviewees and the outcome required.
5. To organise and hold an Annual Scrutiny Conference to consider proposals for the 3 Scrutiny Committees Annual Work Plans for the forthcoming corporate year.
6. To recommend to Council the inclusion of additional reviews in the 4 year Work Plan of any of the Scrutiny Committees mid year.
7. Regularly to review progress of each of the Scrutiny Committees against the 4 year and Annual Work Plans.
8. In the event of a called in item or a Councillor Call for Action relating to more than 1 Scrutiny Committee, to determine which is the most relevant Scrutiny Committee for the called in item or Councillor Call of Action to go to.
9. To receive annual reports from the Chairs of the 3 Scrutiny Committees on the work of the Committees through the previous year and of each of the Scrutiny Committees against the Annual and 4 year Work Plans.
10. Membership of this Committee will be the Chair and Vice Chairs of the 3 Scrutiny Committees and the Leader of the Council as a non voting member of the Board. In the Leader's absence the Deputy Leader will attend as a non voting member.

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## 4.5 SCRUTINY PROCEDURE RULES

### 4.5.1 The Number and Arrangements for Scrutiny Committee

The Council will have three Scrutiny Committees, which will perform all scrutiny functions on behalf of the Council. The three Committees will be the Sustainable Communities Scrutiny Committee, the Improvement Scrutiny Committee and the Safe and Inclusive Scrutiny Committee. Each Committee will consist of 9 or 10 members of the Council as decided by Council at its Annual Meeting. There will also be up to 3 non-voting co-optees on each Scrutiny Committee.

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The Council will also have a Scrutiny Management Board, consisting of the Chairs and Vice Chairs of the 3 Scrutiny Committees plus the Leader of the Council as a non voting member

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(1)

The **Terms of Reference** of the Scrutiny Committees and the Scrutiny Management Board will be as outlined in Part 3 of this Constitution.

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... [1]

(2)

Where one of the Committees seeks to discontinue or appoint sub-committees other than as set out in this Constitution, it may do so provided that it has consulted with interested parties, if appropriate. The extent and nature of consultation will depend on the nature of the proposed alterations. Any change will be reported to the Chief Executive Officer and then to the next meeting of the Council by the Chair of the relevant Scrutiny Committee, so that the Constitution may be amended accordingly.

... [2]

#### 4.5.2 Who May Sit on Scrutiny Committees?

All Councillors [except members of the Executive] may be members of the Scrutiny Committees. However, no member may be a member of more than one Scrutiny Committee. No member may be involved in scrutinising a decision in which that Member has been directly involved.

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#### 4.5.3 Co-optees

Each Scrutiny Committee or Scrutiny sub-Committee shall be entitled to recommend to Council the appointment of such non-voting co-optees as the Scrutiny Committee or Scrutiny sub-Committee considers appropriate.

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#### 4.5.4 Meetings of the Scrutiny Committees

The Scrutiny Committees shall meet in accordance with the timetable of meetings approved by the Annual Meeting of Council. In addition, extraordinary meetings may be called from time to time as and when appropriate. A meeting of one of the Scrutiny Committees may be called by the Chief Executive Officer if considered necessary following consultation with the Chair of the relevant Scrutiny Committee.

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Attendance at the Scrutiny Committee meetings by officers will be by the following officers:-

- The Director allocated to the Scrutiny Committee to facilitate its work
- The Scrutiny and Policy Officer
- A representative from each of Financial Services and Legal Services
- Other officers as necessary

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#### 4.5.5 Quorum

The quorum for [each](#) Scrutiny Committee shall be one quarter of the members of the [Scrutiny](#) Committee.

#### 4.5.6 Who Chairs [the Meetings of the](#) Scrutiny Committees?

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The Chair of [each](#) Scrutiny Committee and any sub-Committees will be drawn from among the Councillors sitting on the [relevant Scrutiny](#) Committee or sub-Committee, and subject to this requirement the [relevant Scrutiny](#) Committee or sub-Committee may appoint such a person as it considers appropriate as Chair.

#### 4.5.7 Work Programme

The Scrutiny [Management Board](#) will be responsible for setting [the 4 year work programme and the Annual Work Plan for each of the 3 Scrutiny Committees](#) and in doing so it shall take into account the wishes of members [of the 3 Scrutiny Committees including the wishes of those](#) who are not members of the largest political group on the Council. The work programme shall include matters on which there are requests from the Council or the Executive for advice.

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#### 4.5.8 Agenda Items

- a) Any member of the [relevant](#) Scrutiny Committee shall be entitled to give notice to the Chief Executive Officer that that person wishes an item relevant to the functions of the Committee [to](#) be included on the agenda for the next available meeting of the Committee. On receipt of such a request the Chief Executive Officer will ensure that it is included on the next available agenda.
- b) The [relevant](#) Scrutiny Committee shall also respond, as soon as their work programme permits, to requests from the Council and if it considers it appropriate, the Executive, to review particular areas of Council activity. Where they do so, the [relevant](#) Scrutiny Committee shall report their findings and any recommendations back to the Executive and/or Council. The Council and/or the Executive shall consider the report of the [relevant](#) Scrutiny Committee within one month of receiving [them](#).

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#### 4.5.9 Policy Review and Development

- a) The role of the Scrutiny Committees in relation to the development of the Council's Budget and Policy Framework is set out in detail in the Budget and Policy Framework Procedure Rules.

- b) In relation to the development of the Council's approach to other matters not forming part of its Budget and Policy Framework, [the Scrutiny Committees](#) may make proposals to the Executive for developments in so far as they relate to matters within their terms of reference.
- c) [The Scrutiny Committees](#), through [specially set up working groups](#), may hold enquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so.
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  - Deleted:** Performance Management
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- d) All Patch Management Policies are to be considered by the relevant [Scrutiny Committee](#). [The relevant](#) Scrutiny Committee will then make its recommendations to the Executive.
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#### 4.5.10 Reports from [the Scrutiny Committees](#)

- a) Once it has formed recommendations on proposals for development, the [relevant](#) Scrutiny Committee will prepare a formal report and submit it to the Chief Executive Officer for consideration by the Executive (if the proposals are consistent with the existing Budget and Policy Framework), or to the Council as appropriate (if the recommendation would require a departure from or a change to the agreed Budget and Policy Framework).
- b) If the [relevant](#) Scrutiny Committee cannot agree on one single final report to the Council or Executive as appropriate, then up to one minority report may be prepared and submitted for consideration by the Council or the Executive with the majority report.
- c) The Executive shall consider the report of the Scrutiny Committee at its next ordinary meeting following submission of the report to the Chief Executive Officer. Where a report is submitted to the Council, the report shall be considered at the next ordinary meeting of the Council provided that the Executive has met in the meantime and had the opportunity to formulate its views on the report. If the Executive has not had that opportunity, the report will be considered at the following meeting of the Council.

#### 4.5.11 Making Sure that Scrutiny Reports are Considered by the Executive

- a) Once the [relevant](#) Scrutiny Committee has completed its deliberations on any matter it will forward a copy of its final report to the Chief Executive Officer who will allocate it to either or both the Executive and the Council for consideration, according to whether the contents of the report would have implications for the Council's Budget and Policy Framework. If the Chief Executive Officer refers the matter to Council, that Officer will also serve a copy on the Leader with notice that the matter is to be referred to Council. The Executive will have 6 weeks in which to respond to the Scrutiny report, and the Council shall not consider it within that period. When the Council does meet to consider any referral from a Scrutiny Committee on a matter which would impact on the Budget and Policy Framework, it shall also consider the response of the Executive to the Scrutiny proposals.
- b) Scrutiny Committee will in any event have access to the Executive's Forward Plan and timetable for decisions and intentions for consultation. Even where an item is not the subject of detailed proposals from [a](#) Scrutiny Committee following a consideration of possible policy/service developments, the [relevant Scrutiny](#) Committee will at least be able to respond in the course of the Executive's consultation process in relation to any key decision.

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#### 4.5.12 Rights of Scrutiny Committee Members to Documents

- a) In addition to their rights as Councillors, members of [the 3](#) Scrutiny Committees have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.
- b) Nothing in this paragraph prevents more detailed liaison between the Executive and [the 3](#) Scrutiny Committees as appropriate depending on the particular matter under consideration.



#### 4.5.13 Members and Officers Giving Account

- (a) Any Scrutiny Committee or sub-Committee may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any member of the Executive, the Head of Paid Service, the Director of Resources, the Monitoring Officer and any Director or Head of Service to attend before it to explain in relation to matters within their remit:
- i. any particular decision or series of decisions;
  - ii. the extent to which the actions taken implement Council policy; and/or Service performance.
  - iii. and it is the duty of those persons to attend if so required.
- (b) Where any member or officer is required to attend a Scrutiny Committee under this provision, the Chair of that Committee will inform the Chief Executive Officer. The Chief Executive Officer shall inform the Member or officer in writing giving at least 15 working days notice of the meeting at which that person is required to attend. The notice will state the nature of the item on which the Member or officer is required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Committee will require the production of a report, then the Member or officer concerned will be given sufficient notice to allow for preparation of that documentation.
- (c) Where, in exceptional circumstances, the Member or officer is unable to attend on the required date, then the Chair of the requiring Scrutiny Committee shall, in consultation with the member or officer, arrange an alternative date for attendance.

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#### 4.5.14 Attendance by Others

A Scrutiny Committee may invite people other than those people referred to in paragraph 13 above to address it, discuss issues of local concern and/or answer questions. It may, for example, wish to hear from residents, stakeholders, Members and officers in other parts of the public sector and shall invite such people to attend. Attendance is entirely optional.

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#### 4.5.15 Call In

a) When a decision is made by the Executive or a committee of the Executive, or a key decision is made by an officer with delegated authority from the Executive, or an area committee or under joint arrangements, the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council. All Members of the Council will be sent copies of the records of all such decisions, by the person responsible for publishing the decision.

b) The notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless two members of any of the 3 Scrutiny Committees call in the decision. Members shall call in a decision of the Executive in accordance with the procedure appended to these rules. The called in item will be considered by the relevant Scrutiny Committee at its next ordinary meeting.

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In the event of a called in item being within the terms of reference of more than 1 Scrutiny Committee, it will be for the Scrutiny Management Board to determine which Scrutiny Committee the item will go to.

c) The relevant Portfolio Member shall be informed of the Call-in of the relevant item and informed of the date at which the relevant Scrutiny Committee will consider the item, so that the Portfolio Member may attend that meeting of the relevant Scrutiny Committee to answer the call in.

d) The members calling in the item shall be informed of the date at which the relevant Scrutiny Committee will consider the item.

Members of all 3 Scrutiny Committees have the right to attend and speak when a called in item is being discussed. Only members of the relevant Scrutiny Committee are entitled to vote on the called in item.

e) If, having considered the decision and if the relevant Scrutiny Committee so decides, they may refer the matter back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns. If referred back to the decision maker and if the decision maker is the Executive, the matter shall be considered at the next ordinary meeting of the Executive. If the decision maker is an officer, then the decision maker shall reconsider the matter within 15 working days of the relevant Scrutiny Committee consideration of the matter. In both cases the decision maker shall reconsider the matter in the light of the Scrutiny Committee's concerns, and then

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f) amend the decision or not, before adopting a final decision. If the matter is called in for a second time by three members of [the relevant](#) Scrutiny Committee in accordance with the procedure, the matter will be referred to the next ordinary meeting of the Council. If the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object, it has no locus to make decisions in respect of an Executive decision unless it is contrary to the Budget and Policy Framework, or not wholly consistent with the Budget and Policy Framework. Unless that is the case, the Council will refer any decision to which it objects back to the decision making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Executive as a whole or a committee of it, the matter will be reconsidered at the next ordinary meeting of the Executive. Where the decision was made by an individual, the individual will reconsider the matter within 15 working days of the Council request.

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g) If the Council does not refer the decision back to the decision making body or person, the decision will become effective on the date of the Council meeting.

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h) Formal noting by the Executive of decisions made by the Leader however, will not be subject to a second opportunity for Scrutiny Call – In.

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#### 4.5.16 Call In and Urgency

- a) The call-in procedure set out above shall not apply where the decision being taken by the Executive is urgent. A decision will be urgent if any delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests. The record of the decision and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. The Chairman of the Council must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chairman, the Vice-Chairman's consent shall be required. In the absence of both, the Chief Executive Officer's consent is required. [In all cases the Chair of the relevant Scrutiny Committee should be consulted before a decision is made.](#) Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.
- b) The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted

to Council with proposals for review if necessary.

#### 4.5.17 The Party Whip

When considering any matter in respect of which a member of [the relevant](#) Scrutiny Committee is subject to a party whip, the member must declare the existence of the whip, and the nature of it before the commencement of the [relevant Scrutiny](#) Committee's deliberations on the matter. The declaration and the detail of the whipping arrangements shall be recorded in the minutes of the meeting.

#### 4.5.18 Procedure at Scrutiny Committee Meetings

##### (1) Business to be Considered

Scrutiny Committees shall consider the following business;

- i) minutes of the last meeting;
- ii) declarations of interest (including whipping declarations);
- iii) consideration of any matter referred to the Committee for a decision in relation to call in of a decision;
- iv) responses of the Executive to reports of the [Committee](#),
- v) [The performance information being presented to the Scrutiny Committee and](#)
- vi) the business otherwise set out on the agenda for the meeting.

**Deleted:** Scrutiny

**Deleted:** ;

**Deleted:** and

##### (2) [Attendance by Portfolio Holders](#)

[Portfolio Holders will attend a Scrutiny Committee meeting where performance information relevant to the portfolio is being presented.](#)

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##### (3) [Conducting Investigations](#)

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Where the Scrutiny Committee [conduct investigations](#) (e.g. with a view to policy development), the Committee may also ask people to attend to give evidence at Committee meetings which are to be conducted in accordance with the following principles:

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- i) that the investigation be conducted fairly and all members of the Committee be given the opportunity to ask questions of attendees, and to contribute and speak;
- ii) that those assisting the Committee by giving evidence be treated with respect and courtesy; and
- iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

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(4) Report Following Investigation

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Following any investigation or review, the [relevant Scrutiny Committee](#) shall prepare a report, for submission to the Executive and/or Council as appropriate and shall make its report and findings public.

**4.15.9 Annual Scrutiny Conference**

Each year the Scrutiny Managemtn Board will organise an Annual Scrutiny Conference to consider proposals for the 3 Scrutiny Committees Annual Work Plans. Portfolio Holders should be invited to attend this Conference.

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- a. The performance of all scrutiny functions on behalf of the Council;
- b. The appointment of such sub-committees as it considers appropriate to fulfil those scrutiny functions and the terms of reference and membership of such sub-committees;
- c. To approve an annual Scrutiny Committee work programme, including the programme of any sub-committees it appoints so as to ensure that the Committee's and sub-committees' time is effectively and efficiently utilised;
- d. To put in place a system to ensure that referrals from Scrutiny Committee to the Executive, either by way of report or for reconsideration are managed efficiently and do not exceed the limits set out in this Constitution;
- e. In the event of reports to the Executive exceeding limits in this Constitution, or if the volume of such reports creates difficulty for the management of Executive business or jeopardises the efficient running of Council business, at the request of the Executive, to make decisions about the priority of referrals made.
- f. The consideration of any matter called in by Members in accordance with this Constitution.
- g. The scrutinisation of Executive decisions.

- h. The carrying out of performance management responsibilities for the Council through the Policy and Performance Management Groups, the Corporate Plan, including the review of Service Plans, Performance Indicators and monitoring the Improvement Plans resulting from Best Value Reviews.
- i. The consideration or examination of existing or proposed Council policy, either as determined by the Scrutiny Committee or as invited by the Executive.
- j. Monitoring the performance of the Executive.

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4.6	PROCEDURE FOR 'CALL IN' BY <u>A</u> SCRUTINY COMMITTEE OF AN ITEM DECIDED BY THE EXECUTIVE	PAGE
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4.6.1	Who Can Call In an Item	207
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## 4.6 PROCEDURE FOR CALL IN BY SCRUTINY COMMITTEE OF AN ITEM DECIDED BY THE EXECUTIVE

### 4.6.1 Who Can Call In an Item

Any Member of any of the three Scrutiny Committees.

### 4.6.2 Deadline Date for Calling In any Item Contained in the Executive Minutes

The specific date will be given in the notification accompanying the Executive minutes, but the time scale for call in is 9 working days from the date of the Executive meeting.

### 4.6.3 Number of Members Required to Call In an Item, Successfully

Any two Scrutiny Committee members.

### 4.6.4 Method by which Items May be Called In

- In writing - a written notice may be signed by one or more Members,
- By telephone - in order to safeguard the integrity of the system, Members may only call in by telephone on their own behalf,
- E mail - this may be done using a Members terminal within the Council Offices or where a member has the facility via the internet,
- By fax - as with written notifications, the faxed message may contain the signature of more than one Member,
- In person.

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**Deleted:** At the Council meeting on 22<sup>nd</sup> August 2001 (Minute No. 382 refers), it was decided that the minimum number required to call in an item successfully was three.¶

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#### 4.6.5 Recording of Called In Items

The Head of Democratic Services shall be responsible for keeping and maintaining a log of called in items. In practice this log will be kept by Democratic Services Officers who are authorised to accept notifications from Members.

A log shall be maintained in chronological order according to when requests are received. This log will be open for inspection by any Member of the Council, upon request.

#### 4.6.6 What may be Called In

Any item on an Executive agenda other than an agenda item which is part of the Budget and Policy Framework and is subject to Rule 4.3.3 – The process for developing the Framework in the Budget and Policy Framework Procedure Rules, or any report of the decisions made by the Leader under his delegated [powers. or any decision where call in has been excluded under 4.5.16 above.](#)

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### Complaints to the Standards Board

Year	Number	PC	DC	Review requested	ESO investigation	Monitoring Officer investigation	Hearing
2002	3	2	1		3		2
2003	10	5	5		5		1
2004	12	8	4		3	0	0
2005	6	3*	3		2	0	0
2006	10	9	1		3	1	0
2007	3	2	1		0	0	0
2008 to 8/5/08	2	1	1		0	0	0
2008 from 8/5/08	9	6	4**	1	2	5	
2009	17	13	4***	0	2	5	
2010	1	1	0	0	0	0	

\* 1 complaint was made against an entire Parish Council but this has been shown as one complaint

\*\* 1 complaint was against a councillor as both a Parish and District Councillor.

\*\*\* Each of the 4 complaints was against 4 councillors

#### Note

There is 1 complaint from 2008 which has not yet been concluded and 4 from 2009.

New table:-

Average time taken to reach a decision by the LAC

Year	Number of LACs	Average number of days per LAC decision.
2010	1	

1<sup>st</sup> February 2010



## Annual Return form - 2010

**Authority name** Bolsover District Council  
**Primary contact** Sarah Sternberg  
**Primary contact email** sarah.sternberg@bolsover.gov.uk

### PART 1: COMMUNICATION

#### Annual Report

#### Does the standards committee produce an annual report?

Yes

#### What does the report contain?

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> A personal statement by the standards committee chairman | <input type="checkbox"/> Information about the members of the standards committee                          |
| <input type="checkbox"/> The role of the standards committee                                 | <input type="checkbox"/> The standards committee terms of reference  |
| <input type="checkbox"/> Information about the Code of Conduct                               | <input checked="" type="checkbox"/> Statistical information about complaints that have been received       |
| <input type="checkbox"/> Information about the length of time taken dealing with complaints  | <input type="checkbox"/> A summary of complaints which have led to investigation, sanction or other action |
| <input type="checkbox"/> Details about training/events provided                              | <input type="checkbox"/> The forward work plan of the standards committee                                  |
| <input type="checkbox"/> Other   |  |

#### How is the standards committee annual report circulated?

- |  |  |
|--|--|
| <input type="checkbox"/> Sent to all senior officers                                 | <input type="checkbox"/> Sent to all members   |
| <input type="checkbox"/> Sent to parish/town councils                                | <input type="checkbox"/> Available on the authority intranet   |
| <input type="checkbox"/> Available as a specific item on the authority website       | <input checked="" type="checkbox"/> Available in the standards committee papers published on the authority website |
| <input checked="" type="checkbox"/> Included as a full authority meeting agenda item | <input type="checkbox"/> Publicised in local press   |
| <input type="checkbox"/> Distributed to households                                   | <input type="checkbox"/> Available at authority offices  |
| <input type="checkbox"/> Not circulated outside of the standards committee           | <input type="checkbox"/> Other   |

**The report is "Available in the standards committee papers published on the authority website", please provide the web address.**

javascript:WebForm\_DoPostBackWithOptions(new WebForm\_PostBackOptions("ctl13", "", false, "", "/publicagendaviewer/Default.aspx?Committee=Standards", false, true))

#### Publicising Complaints

#### How can the public access information about how to make a complaint against a member?

- |   |  |
|---|--|
| <input type="checkbox"/> Through a 'compliments and complaints' type section of the council website | <input checked="" type="checkbox"/> Through the standards committee section of the website |
| <input checked="" type="checkbox"/> Complaints leaflets available from the authority                | <input checked="" type="checkbox"/> Included as part of a council newsletter               |
| <input type="checkbox"/> Advertised through parish councils   | <input type="checkbox"/> Information is not available to the public                        |
| <input type="checkbox"/> Other  |  |

**The information is on "standards committee section of the website", please provide the web address.**

<http://www.bolsover.gov.uk/default.aspx?page=8329>

## How can the public access information about the outcome of initial assessment decisions?

- |  |   |
|--|---|
| <input type="checkbox"/> Written summary available for public inspection                 | <input type="checkbox"/> All initial assessment decisions are publicised in the local press |
| <input type="checkbox"/> Publicised in the local press only if the subject member agrees | <input type="checkbox"/> Assessment decisions published on the authority website            |
| <input checked="" type="checkbox"/> Articles published in the authority newsletter       | <input type="checkbox"/> Other  |

## How can the public access information about the outcome of investigations?

- |   |   |
|---|---|
| <input type="checkbox"/> Hearings are open to the public  | <input type="checkbox"/> All investigation outcomes are publicised in the local press |
| <input checked="" type="checkbox"/> Publicised in the local press only if the subject member agrees | <input type="checkbox"/> Published on the authority website                           |
| <input type="checkbox"/> Decision notices are available for public inspection                       | <input type="checkbox"/> Articles in the authority newsletter                         |
| <input type="checkbox"/> Other  |   |

## Do you have a mechanism in place for measuring the satisfaction of all those involved in allegations of misconduct? For example the member, complainant and witnesses.

No

### Communicating the role and work of the standards committee and standards generally

## What does the authority do to promote the work of the standards committee and standards generally to the rest of the authority (i.e. internally)?

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Dedicated standards committee pages on intranet                          | <input type="checkbox"/> Standards committee has its own newsletter / bulletin                          |
| <input checked="" type="checkbox"/> Standards committee issues briefing notes                                | <input type="checkbox"/> Articles in employee newsletter / bulletin / newspaper                         |
| <input checked="" type="checkbox"/> Standards committee independent members observe other authority meetings | <input type="checkbox"/> Standards committee independent members contribute to other authority meetings |
| <input type="checkbox"/> Other   |   |

## How can the public access information about your standards committee?

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Dedicated standards committee section on the authority website     | <input type="checkbox"/> Within 'council and democracy' type section of website                                |
| <input type="checkbox"/> Ethical standards issues have been included in the local press / media        | <input type="checkbox"/> Standards committee minutes, agendas, and reports are available to the public         |
| <input type="checkbox"/> Leaflets and/or posters are placed in public buildings                        | <input checked="" type="checkbox"/> Places articles in the authority newsletter / bulletin / other publication |
| <input checked="" type="checkbox"/> Standards committee meetings are observed by members of the public | <input type="checkbox"/> Information is not available to the public  |
| <input type="checkbox"/> Other   |  |

### Please provide the web address for the standards committee section on the authority website.

<http://www.bolsover.gov.uk/default.aspx?page=8329>

## What else does the authority do to promote the work of the standards committee and standards generally to the public and other partners?

Engagement with the Local Strategic Partnership (LSP) concerning their ethical framework. Clear reference to role and function of Standards Committee in the Partnership Toolkit. This must be completed for each significant partnership entered by the Authority. Bi annual trianign given to all 14 Parish Councils emphasising the tethical framework and role of Standards Committee. Considering re use of the Citizens Panel to gauge awareness.

## PART 2: INFLUENCE

### How does the standards committee communicate ethical issues to the senior figures within your authority (for example the Chief Executive and Leader of the Authority, Party Leaders)?

- |  |   |
|--|---|
| <input type="checkbox"/> Formal meetings between standards committee members and senior figures specifically set up to discuss standards | <input checked="" type="checkbox"/> Informal discussion on particular standards issues  |
| <input checked="" type="checkbox"/> Senior figure attendance at standards committee meetings   | <input checked="" type="checkbox"/> Monitoring Officer is a member of or attends Corporate Management Team (or equivalent) meetings |
| <input type="checkbox"/> Executive or senior member has portfolio responsibility for standards   | <input checked="" type="checkbox"/> Chair (or other standards committee member) addresses full authority meeting(s)                 |
| <input checked="" type="checkbox"/> Other  |   |

#### Describe the "Other" communication methods.

The involvement of both the co-opted Chair of Standards Committee and the CEO, Chief Financial Officer, the Deputy Leader and the Leader of the Opposition in the recruitment of new co-opted members of Standards Committee. This is in addition to the Monitoring Officer.

### How do the senior figures in your authority demonstrate strong ethical values?

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Through a strongly promoted whistle-blowing policy | <input checked="" type="checkbox"/> By ensuring there are references to ethics in the authority vision / objectives |
| <input checked="" type="checkbox"/> Demonstrating appropriate behaviours               | <input type="checkbox"/> Senior figure(s) makes personal commitment to standards in statements to public/employees  |
| <input type="checkbox"/> Through any other method                                      |   |

### Does your authority have a protocol for partnership working that outlines the standards of behaviour expected of all those working in partnership?

Yes

### What mechanisms does the authority use for dealing with member/officer and/or member/member disputes?

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Informal discussion/mediation          | <input checked="" type="checkbox"/> Monitoring Officer mediation                   |
| <input checked="" type="checkbox"/> Chair of standards committee mediation | <input checked="" type="checkbox"/> Senior figure mediation (e.g. Chief Executive) |
| <input checked="" type="checkbox"/> Advice from Human Resources department | <input checked="" type="checkbox"/> Solicitor / legal adviser consulted            |
| <input type="checkbox"/> Informal hearing                                  | <input type="checkbox"/> No mechanisms other than normal complaints process        |
| <input checked="" type="checkbox"/> Other                                  |  |

#### Describe the "Other" mechanisms used.

In appropriate circumstances, involving the relevant Party Leader.

## PART 3: TRAINING AND SUPPORT

**Between 1 April 2009 and 31 March 2010, has the authority assessed the training and development needs of authority members in relation to their responsibilities on standards of conduct?**

Yes

**If yes, what needs were identified?**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Introduction to the Code of Conduct           | <input checked="" type="checkbox"/> Elements of the Code of Conduct |
| <input type="checkbox"/> The role and responsibilities of the standards committee | <input type="checkbox"/> Ethical governance/behaviour               |
| <input type="checkbox"/> None   | <input type="checkbox"/> Other                                      |

**What training/support was provided during the period 1 April 2009 to 31 March 2010?**

- |   |  |
|---|--|
| <input type="checkbox"/> Introduction to the Code of Conduct                  | <input type="checkbox"/> Elements of the Code of Conduct |
| <input type="checkbox"/> Role and responsibilities of the standards committee | <input type="checkbox"/> Ethical governance/behaviour    |
| <input type="checkbox"/> None   | <input checked="" type="checkbox"/> Other                |

**Describe the "Other" training/support provided.**

Support was given in terms of advice on interests to individual councillors and to formal meetings where necessary.

**Who received training/support?**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Standards committee chair   | <input checked="" type="checkbox"/> Independent members   |
| <input checked="" type="checkbox"/> Other standards committee members   | <input checked="" type="checkbox"/> All authority members |
| <input checked="" type="checkbox"/> Specific authority members with particular needs (e.g. new members, planning committee members) | <input type="checkbox"/> Other                            |

**What methods were employed to give training/support?**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Internal training (presentations/seminars/workshops) | <input type="checkbox"/> External trainer/speaker                     |
| <input checked="" type="checkbox"/> One on one training                                  | <input type="checkbox"/> Joint/regional training event                |
| <input type="checkbox"/> Online learning   | <input checked="" type="checkbox"/> Guidance notes/briefing materials |
| <input checked="" type="checkbox"/> Standards for England materials                      | <input type="checkbox"/> Ethical governance toolkit                   |
| <input type="checkbox"/> Other   |   |

**What other training/support has been provided on areas of an authority member's role or activities they may engage in?**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Charing skills                 | <input type="checkbox"/> Lobbying                                |
| <input type="checkbox"/> Predetermination, Predisposition and bias | <input type="checkbox"/> Blogging and/or the use of social media |
| <input type="checkbox"/> Electioneering                            | <input type="checkbox"/> Freedom of Information (FOI)            |
| <input type="checkbox"/> None                                      | <input type="checkbox"/> Other                                   |

**In general, how well attended was the training provided?**

75% or more of those invited

**Please give a brief overview of how standards issues are covered in your induction process for new members of the authority?**

Part of the first day of the Induction following elections is to cover the basics on the code of conduct. This is done by the Monitoring Officer, Deputy Monitoring officer and other members of Legal Services using Standards for England materials. This is followed



up later in the year by further training sessions and the support/advice described above throughout the term of office. The next elections are in May 2011 and we are currently planning the induction process.

## **PART 4: INVESTIGATIONS**

---

**Have any investigations been completed during the period 1 April 2009 - 31 March 2010?** Yes

**How many investigations have been completed during this period?**

3

**Have any of the investigations used external investigators?** No

**Of the investigations completed during the period, for how many have external investigators been used?**

Nothing selected

**Please provide a brief overview of the processes you have in place to ensure the quality of local investigations.**

The Monitoring Officer receives regular updates from investigators as to progress and issues. The draft report is seen by the Monitoring Officer to give a check and balance on the quality of reports. The last report submitted to a determination hearing was complimented on being thorough.

## PART 5: RELATIONSHIPS WITH PARISH AND TOWN COUNCILS

**Has your authority provided training for parish councillors during the period 1 April 2009 to 31 March 2010?**

Yes

**If yes, what topics did the training cover?**

- |  |   |
|--|---|
| <input type="checkbox"/> Freedom of Information (FOI)                  | <input type="checkbox"/> Confidential information                 |
| <input type="checkbox"/> Planning                                      | <input type="checkbox"/> Lobbying                                 |
| <input checked="" type="checkbox"/> Dual-hatted members                | <input checked="" type="checkbox"/> The Code of Conduct generally |
| <input checked="" type="checkbox"/> Personal and prejudicial interests | <input checked="" type="checkbox"/> Bullying                      |
| <input type="checkbox"/> Other   |   |

**What methods were employed to give training/support?**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Internal training (presentations/seminars/workshops) | <input type="checkbox"/> External speakers                            |
| <input checked="" type="checkbox"/> One on one training                                  | <input type="checkbox"/> Joint/regional event                         |
| <input checked="" type="checkbox"/> Guidance notes/briefing materials                    | <input checked="" type="checkbox"/> Standards for England's materials |
| <input type="checkbox"/> CALC speakers   | <input type="checkbox"/> Part of wider parish liaison meeting         |
| <input type="checkbox"/> Other   |   |

**In general, how well attended was the training for parish councillors?**

50-75% of those invited

**Has your authority provided training for parish clerks during the period 1 April 2009 – 31 March 2010?**

Yes

**What topics did the training for parish clerks cover?**

- |  |   |
|--|---|
| <input type="checkbox"/> Freedom of Information (FOI)                  | <input type="checkbox"/> Working with confidential information    |
| <input type="checkbox"/> Planning                                      | <input type="checkbox"/> Lobbying                                 |
| <input checked="" type="checkbox"/> Dual-hatted members                | <input checked="" type="checkbox"/> The Code of Conduct generally |
| <input checked="" type="checkbox"/> Personal and prejudicial interests | <input checked="" type="checkbox"/> Bullying                      |
| <input type="checkbox"/> Other   |   |

**What methods were employed to give training/support to parish clerks?**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> One on one training               | <input checked="" type="checkbox"/> Internal training (presentations/seminars/workshops) |
| <input type="checkbox"/> External speakers                            | <input type="checkbox"/> Guidance notes/briefing materials                               |
| <input checked="" type="checkbox"/> Standards for England's materials | <input type="checkbox"/> Joint authority/regional event                                  |
| <input type="checkbox"/> Other  |  |

**In general, how well attended was the training for parish clerks?**

50-75% of those invited

**Does your council have a COMPACT (a formal agreement with your county Association of Local Councils about supporting standards for parish and town councils in the area)?**

No

**Describe the relationship between your authority and your County Association of Local Councils in relation to standards. For example, how regularly do you interact with them? Are you involved in delivering joint training?**

Not all 14 Town and Parish Councils are members of the local association. For those which are, the ethical framework training has been carried out with the local association representative being present and participating wherever his diary allowed. Where there are issues with member councils, these are sometimes raised directly with the local association (though they probably already know about them!) and we see if we can both help the council concerned.

**Standards for England and Teesside University are currently researching the role of the Parish Liaison Officer. Teesside University have created a brief questionnaire to assess the organisational background, functions and skills needed to carry out the Parish Liaison role. Does your authority have a Parish Liaison Officer?**

No - but there is someone who fulfils the same functions

**Does the Parish Liaison Officer (or the person who fulfils the same functions) consent for the University of Teesside to contact them to complete a brief questionnaire about their role?**

Yes

If yes, please provide contact details (where there are multiple Parish Liaison Officers, just provide one contact):

**Name**

Pam Brown

**Contact address**

Bolsover District Council, Sherwood Lodge, Bolsover S44 6NF

**Contact phone**

01246 242499 or 07901 855366

**Email address**

pam.brown@bolsover.gov.uk

**What steps have you taken when dealing with parishes which have had problems with standards issues? For example, what preventative or capacity building work have you done with parishes?**

Training sessions, meetings to explain the issues - for example how complaints have been dealt with where they resulted in no action. Other action is being pursued with one council, involving conciliation (or attempts at!), training and revising the council's constitution.

**Which of the following areas would you like Standards for England to produce additional guidance on to support your work with parishes?**

Lobbying

Predetermination and bias

Planning and interests

Dual-hatted members

Other

**Please describe what "Other" areas you would like covered.**

Procedural advice - presumably in conjunction with NALC. Complaints seem to come from members of the public where they perceive procedures are not being followed. Subsequent investigations tend to demonstrate a lack of understanding by members of their own rules. Perhaps a training pack could be developed for Clerks to deliver to Parish and Town Councils on the procedures they should be following and the general law in this area.

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**End of form**

**DRAFT STANDARDS COMMITTEE WORK PLAN 2010/111**

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<b>ITEM</b>	<b>MILESTONES</b>	<b>DATES OF MEETINGS</b>	<b>COMMENTS</b>	<b>STATUS</b>
1. Annual report to Council by Chairman of Standards Committee		•	<b>The Chairman will be presenting the Annual Return sent to Standards for England to the June Council meeting.</b>	• Ongoing
2. Introduction of new code of conduct.			This is expected after the General Election.	• Not yet started
3. Introduction of system for obtaining feedback on the management of complaints.				• Not yet started
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>• This is being arranged for June/July.</li> <li>• It is proposed that this year no further training is given to Parish and Town Councillors</li> </ul>	• Ongoing
5. Code of Conduct induction training for both District and Parish/Town Councillors following May 2011 elections.	<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>	•	• Not yet started
6. 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>•</li> <li>• .</li> </ul>	• .	• Not yet started

ITEM	MILESTONES	DATES OF MEETINGS	COMMENTS	STATUS
	<ul style="list-style-type: none"> <li>RIPA</li> </ul>	<ul style="list-style-type: none"> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>.</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></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. Liaison meetings	<ul style="list-style-type: none"> <li>Meeting of Chairman with District Council's CEO</li> <li>Meeting of Chairman with each of the 3 political parties' Leaders</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Not yet started</li> </ul>
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.</li> </ul>	<ul style="list-style-type: none"> <li>Not yet started</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.</li> </ul>	<ul style="list-style-type: none"> <li>Not yet started</li> </ul>
11. Review of Constitution			<b>Members to decide what aspects of the Constitution they wished to be reviewed in addition to the ones transferred from the Standards Committee 2009/2010 Work plan.</b>	<ul style="list-style-type: none"> <li>Not yet started</li> </ul>
	Contracts Standing orders	<ul style="list-style-type: none"> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Work is continuing.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
	Financial Regulations review	<ul style="list-style-type: none"> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>The Director of Resources is reviewing Financial Regulations</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>

ITEM	MILESTONES	DATES OF MEETINGS	COMMENTS	STATUS
	Review of member Job Descriptions	• .	• Executive members have asked that the full set be provided, including those for Scrutiny members.	• Ongoing
	Delegation Scheme	•	•	• Ongoing
12. Introduction of new statutory rules on Petitions into the Constitution.	•	•	•	•
13. Development of the Annual Standards Committee work plan for 2011 to 2010	•	• .	•	• Not yet started
14. Partnership Governance arrangements and the ethical framework?	• Scoping report	•	•	• Ongoing
15. Monitoring Officer Protocol with the Parish and Town Councils	•	• .	•	• Ongoing
16. Consideration of further publicity required for the Standards Committee and to publicise the work of the Standards Committee.	•	•	•	• Ongoing
17. Annual consideration of publicity	• .	•	•	• Not yet started



ITEM	MILESTONES	DATES OF MEETINGS	COMMENTS	STATUS
requirements for the Local Assessment of complaints against members procedures				
18. Review of Constitution User Guide	•	•	• The Head of Democratic Services is to present this at the first meeting in the new corporate year.	• Ongoing

## DRAFT STANDARDS COMMITTEE WORK PLAN 2009/10

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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>	<p>Suggested that this coordinated with the Standards Board Annual report and presented in April.</p> <p>For 2008/9 Chairman presented report to June Council. <b>February 2010 – a special meeting may be required to meet Standards For England’s deadlines. May 2010 – in the event there was insufficient time to call a special meeting. The draft return was passed in front of the Chairman before it was sent out. It is on this meeting agenda.</b></p>	<ul style="list-style-type: none"> <li>Complete</li> </ul>
2. Introduction of new code of conduct.			<p>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. May 2010 – expected after the General Election.</b></p>	<ul style="list-style-type: none"> <li>Not yet started.</li> </ul>
3. Introduction of system for obtaining feedback on the management of complaints.			<p>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. May 2010 – I suggest that this is carried forward to the 2010/2011 Work Plan.</b></p>	<ul style="list-style-type: none"> <li>Not yet started</li> </ul>

ITEM	MILESTONES	DATES OF MEETINGS	COMMENTS	STATUS
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. May 2010 – this is being arranged for June/July. This should be transferred to the 2010/2011 work plan.</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. May 2010 – all 14 Parish and Town Councils now trained.</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> <li>• RIPA</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>

ITEM	MILESTONES	DATES OF MEETINGS	COMMENTS	STATUS
	<ul style="list-style-type: none"> <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 2009 meeting.</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. <b>May 2010 – this should be transferred to the 2010/2011 work plan.</b></li> </ul>	<ul style="list-style-type: none"> <li>Not yet started</li> </ul>
8. Recruitment of 5 independent co-opted members to Standards Committee	<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 – applications have now been received. A further update will be given at this meeting. May 2010 – a further update given earlier in the agenda.</b></li> </ul>	<ul style="list-style-type: none"> <li>Complete</li> </ul>
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. <b>February 2010 – the new Head of Service starts this month and in</b></li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>

ITEM	MILESTONES	DATES OF MEETINGS	COMMENTS	STATUS
			<b>due course I will consult him. May 2010 – this should be transferred to the 2010/2011 work plan.</b>	
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. <b>February 2010 – the new Head of Service starts this month and in due course I will consult him. May 2010 – this should be transferred to the 2010/2011 work plan.</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. <b>May 2010 – this should be transferred to the 2010/2011 work plan.</b></li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
	Financial Regulations review	<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 unfortunately these are not ready for this meeting. <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. May 2010 – this should be transferred to the 2010/2011 work plan.</b></li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
	Budget and Policy	<ul style="list-style-type: none"> <li>22<sup>nd</sup> June</li> </ul>	<ul style="list-style-type: none"> <li>Done.</li> </ul>	<ul style="list-style-type: none"> <li>Complete</li> </ul>

ITEM	MILESTONES	DATES OF MEETINGS	COMMENTS	STATUS
	Framework	2009		
	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. <b>February 2010 – on the agenda of this meeting. May 2010 – the drafts have now been consulted upon and Executive members have asked that we now complete the set with the Scrutiny members JDs. This should be transferred to the 2010/2011 work plan.</b></li> </ul>	<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>	<ul style="list-style-type: none"> <li>• Since the major restructure of senior management approved in August, the delegation scheme will need reviewing. This is an additional part of the review. <b>February 2010 – this is ongoing but not complete yet for presentation to members. May 2010 – this should be transferred to the 2010/2011 work plan.</b></li> </ul>	<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. May 2010 – this should be transferred to the 2010/2011 work plan.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Not yet started.</li> </ul>
12. Development of the Annual Standards Committee work plan for 2010 to 2011	<ul style="list-style-type: none"> <li>•</li> </ul>	<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. May 2010 – this is on the agenda for this meeting.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Complete</li> </ul>
13. Partnership Governance arrangements and	<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. <b>May 2010</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>

ITEM	MILESTONES	DATES OF MEETINGS	COMMENTS	STATUS
the ethical framework?			<b>– this should be transferred to the 2010/2011 work plan.</b>	
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. <b>May 2010 - Members to decide in the light of the recent training of all Parish and Town Councils whether this should be transferred to the 2010/2011 work plan.</b></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></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. This has been commenced but is not yet ready for members to consider a draft. <b>May 2010 – this should be transferred to the 2010/2011 work plan.</b></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></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 for this meeting. <b>May 2010 - There will be a Citizens Panel questionnaire at the end of the year. Members are asked to consider whether there should be some questions on the work of this Committee and perceptions of Councillors' behaviour. This should be transferred to the 2010/2011 work plan.</b></li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
17. Annual consideration of publicity requirements for the Local Assessment	<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 for this meeting. <b>February 2010 –</b></li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>

ITEM	MILESTONES	DATES OF MEETINGS	COMMENTS	STATUS
of complaints against members procedures			<b>member suggestions are requested on the best way of advertising this. May 2010 - as above - There will be a Citizens Panel questionnaire at the end of the year. Members are asked to consider whether there should be some questions on the work of this Committee and perceptions of Councillors' behaviour.</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. <b>May 2010 – this has been on the work plan for a number of years. It has not been possible to attempt this. In the light of the Annual report to Standards for England and other reporting members are asked if this is still required.</b></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>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• The Head of Democratic Services is to review this. <b>May 2010 – this is in an advanced draft form. It will be brought to the next Standards Committee.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>



## STANDARDS COMMITTEE

### AGENDA

Monday 10<sup>th</sup> May 2010 at 1400 hours

Item No.		Page No.(s)
	<b>PART 1 – OPEN ITEMS</b>	
1.	To receive apologies for absence, if any.	
2.	Members should declare the existence and nature of any personal or prejudicial interests in respect of:-  a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items  and, if appropriate, withdraw from the meeting at the relevant time.	3
3.	Minutes of a meeting held on 15 <sup>th</sup> February 2010.	4 - 8
4.	Minutes of a special meeting held on 24 <sup>th</sup> February 2010.	9 - 11
5.	Notes from a meeting of the Chair of Standards Committee with the Chief Executive Officer.	To be tabled
6.	Scrutiny Constitution changes  (1) Terms of Reference of Improvement Scrutiny Committee (2) Terms of Reference of Safe and Inclusive Scrutiny Committee (3) Terms of Reference of Sustainable Communities Scrutiny Committee (4) Terms of Reference of the Scrutiny Management Board (5) Part 4.5 of the Constitution – Scrutiny Procedure Rules (6) Part 4.6 of the Constitution – Procedure for 'Call-in'	
7.	Annual report to Standards for England	
8.	Update on recruitment of new co-optees	Verbal report
9.	Complaints update report.	
10.	Standards for England Conference	
11.	Draft 2010/11 Standards Committee work plan - suggestions	
11.	Standards Committee Work Plan	