

DRAFT STANDARDS COMMITTEE WORK PLAN 2009/10

Deleted: 3

ITEM	MILESTONES	DATES OF MEETINGS	COMMENTS	STATUS
1. Annual report to Council by Chairman of Standards Committee		<ul style="list-style-type: none"> 15th February 2010. 	<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. 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.</p>	<ul style="list-style-type: none"> Complete
2. Introduction of new code of conduct.			<p>We are expecting the new code towards the end of the year. February 2010 – still awaited. No further indication of when it might be issued. May 2010 – expected after the General Election.</p>	<ul style="list-style-type: none"> Not yet started.
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. 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.</p>	<ul style="list-style-type: none"> Not yet started

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

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	<ul style="list-style-type: none"> RIPA consultation response 	<ul style="list-style-type: none"> 22nd June 2009 	<ul style="list-style-type: none"> Not done. However a report outlining the government's response was considered at the December 2009 meeting. 	
6. Review of Standards Committee Investigations Procedure	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 14th December 2009. 	<ul style="list-style-type: none"> Following the introduction of local assessment this needs review. Work has been halted on this to accommodate other aspects of the work plan. February 2010 – This is no longer needed as a result of changes in the local assessment regime and the Standards for England investigations toolkit. 	<ul style="list-style-type: none"> Completed.
7. Review of Standards Committee Hearings Procedure	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 14th December 2009. 	<ul style="list-style-type: none"> Following the introduction of local assessment this needs review. Work has been halted on this to accommodate other aspects of the work plan. May 2010 – this should be transferred to the 2010/2011 work plan. 	<ul style="list-style-type: none"> Not yet started
8. Recruitment of 5 independent co-opted members to Standards Committee	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 14th December 2009. 	<ul style="list-style-type: none"> The Deputy Monitoring officer has updated members earlier in the agenda. 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. 	<ul style="list-style-type: none"> Complete
9. Planning probity work	<ul style="list-style-type: none"> To be determined in 2009/2010 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> I will consult the Development Control Manager as to when he thinks this will be carried out. February 2010 – the new Head of Service starts this month and in 	<ul style="list-style-type: none"> Ongoing

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			due course I will consult him. May 2010 – this should be transferred to the 2010/2011 work plan.	
10. Review of guidance to members involved with the Planning process	<ul style="list-style-type: none"> To be determined in 2009/2010 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> I will consult the Development Control Manager as to when he thinks this will be carried out. 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. 	<ul style="list-style-type: none"> Ongoing
11. Review of Constitution	Finalisation of the 2009/10 Constitution Review			<ul style="list-style-type: none"> Partially complete
	Contracts Standing orders	<ul style="list-style-type: none"> 3rd August 2009. 	<ul style="list-style-type: none"> 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. May 2010 – this should be transferred to the 2010/2011 work plan. 	<ul style="list-style-type: none"> Ongoing
	Financial Regulations review	<ul style="list-style-type: none"> 3rd August 2009. 	<ul style="list-style-type: none"> The Director of Resources is reviewing Financial Regulations but unfortunately these are not ready for this meeting. 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. 	<ul style="list-style-type: none"> Ongoing
	Budget and Policy	<ul style="list-style-type: none"> 22nd June 	<ul style="list-style-type: none"> Done. 	<ul style="list-style-type: none"> Complete

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	Framework	2009		
	Review of member Job Descriptions	<ul style="list-style-type: none"> • 3rd August 2009. 	<ul style="list-style-type: none"> • Members Job Descriptions are on the agenda for this meeting. 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. 	<ul style="list-style-type: none"> • Ongoing
	Delegation Scheme	<ul style="list-style-type: none"> • 14th December 2009 	<ul style="list-style-type: none"> • Since the major restructure of senior management approved in August, the delegation scheme will need reviewing. This is an additional part of the review. 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. 	<ul style="list-style-type: none"> • Ongoing
	Constitution Review 2010/11	<ul style="list-style-type: none"> • 15th February 2010. 	<ul style="list-style-type: none"> • Members to determine which aspects should be reviewed in 2010/11. February 2010 – update to be given to meeting. May 2010 – this should be transferred to the 2010/2011 work plan. 	<ul style="list-style-type: none"> • Not yet started.
12. Development of the Annual Standards Committee work plan for 2010 to 2011	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 10th May 2010. 	<ul style="list-style-type: none"> • February 2010 – members' suggestions are welcome. May 2010 – this is on the agenda for this meeting. 	<ul style="list-style-type: none"> • Complete
13. Partnership Governance arrangements and	<ul style="list-style-type: none"> • Scoping report 	<ul style="list-style-type: none"> • 3rd August 2009. 	<ul style="list-style-type: none"> • This is not yet ready. Work has been halted on this to accommodate other aspects of the work plan. May 2010 	<ul style="list-style-type: none"> • Ongoing

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the ethical framework?			– this should be transferred to the 2010/2011 work plan.	
14. Review of Standards Committee relationship with Parish Councils.	<ul style="list-style-type: none"> discussion paper 	<ul style="list-style-type: none"> 14th December 2009. 	<ul style="list-style-type: none"> Previously deferred to 2009/10 work plan. 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. 	<ul style="list-style-type: none"> Not yet started
15. Monitoring Officer Protocol with the Parish and Town Councils	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 14th December 2009. 	<ul style="list-style-type: none"> Previously deferred to 2009/10 work plan. This has been commenced but is not yet ready for members to consider a draft. May 2010 – this should be transferred to the 2010/2011 work plan. 	<ul style="list-style-type: none"> Ongoing
16. Consideration of further publicity required for the Standards Committee	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 12th October 2009.. 	<ul style="list-style-type: none"> 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. 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. 	<ul style="list-style-type: none"> Ongoing
17. Annual consideration of publicity requirements for the Local Assessment	<ul style="list-style-type: none"> 16th September 2008. 	<ul style="list-style-type: none"> 12th October 2009. 	<ul style="list-style-type: none"> 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. February 2010 – 	<ul style="list-style-type: none"> Ongoing

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of complaints against members procedures			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.	
18. Ethical governance audit <ul style="list-style-type: none"> • initial report • commencement of audit 	<ul style="list-style-type: none"> • 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 • Approval of project plan • Commencement of audit 	<ul style="list-style-type: none"> • 15th February 2010. 	<ul style="list-style-type: none"> • 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. 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. 	<ul style="list-style-type: none"> • Not yet started
19. Review of Constitution User Guide	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • The Head of Democratic Services is to review this. May 2010 – this is in an advanced draft form. It will be brought to the next Standards Committee. 	<ul style="list-style-type: none"> • Ongoing