

Original Recommendations from Review and Executive's Response

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
CS&TSc18/19 1.1	That training in relation to Code of Conduct and DPIs is programmed as part of District Member Induction Programme, with a refresher course two years later, to accommodate any changes to legislation/Council membership.	Improved knowledge of both newly elected and existing Members of the minimum standards expected of them.	May 2019 onwards	Joint Head of Corporate Governance and Monitoring Officer/ Deputy Monitoring Officer	Officer time. Production and printing of training materials.	Agreed. This will help to improve not only the knowledge of Councillors but the standing of the Standards Committee and its role. This is also the same for the Monitoring Officer and Deputy Monitoring Officer.	Recommendation Approved.
CS&TSc18/19 1.2	That training in relation to Code of Conduct and DPIs is programmed on a minimum annual basis to Parish Council Liaison, to accommodate in-year changes to legislation/Council membership.	Improved knowledge of both newly elected and existing Members of the minimum standards expected of them.	May 2019 onwards	Joint Head of Corporate Governance and Monitoring Officer/ Deputy Monitoring Officer	Officer time. Production and printing of training materials.	Whilst two sessions a year would be good, there is a capacity issue. It is also a concern that those who come to Parish Council Liaison are generally knowledgeable on the ethical framework so could be training	Recommendation Approved.

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						the same Parish Councillors twice. Preference would be for once a year training at Parish Council Liaison, and a second session later in the year for Parish Clerks so they can train their own Parish Councillors.	
CS&TSc18/19 1.3	That the website is reviewed to ensure information in relation to the Standards Committee is both more accessible and user-friendly, including: <ul style="list-style-type: none"> • Publication of the Standards Annual Report as a document in its own right (rather than 	Greater clarity around the work of the Standards Committee and the functions that the Council is required to oversee – both for the public and District/Parish Elected Members.	October 2019	Governance Manager/ Communications, Marketing & Design Manager	Officer time	This is welcomed. It is clear we need to spend more time on the contents of the website to make it more user friendly. In terms of timescale for delivery, it may not be practical to implement all changes for the start of the new municipal year in May 2019.	Recommendation Approved.

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	<p>embedded in Committee papers);</p> <ul style="list-style-type: none"> • A review of Customer Information Booklet 8, with improved publicity of its availability given that it is not a hard-copy publication. 					However, much of this should be addressed once the proposed committee management system is fully operational in late summer/early autumn 2019.	
CS&TSc18/19 1.4	That Standards Committee considers the analysis of our current membership and benchmark data, as part of any review of Article 9 of the Constitution.	That the findings of the scrutiny review supports the Standards Committee's annual review of the Constitution.	April 2019	Joint Head of Corporate Governance and Monitoring Officer/ Governance Manager	Member/Officer time as Constitution Working Group	Agreed. The data collected will be very helpful in this task.	Recommendation Approved.
CS&TSc18/19 1.5	That the appointment of the Co-opted Independent Chair is maintained, as a demonstration of our	That BDC is seen to adhere to the Seven Principles of Public Life and where possible	May 2019 onwards	Joint Head of Corporate Governance and Monitoring Officer/	Officer time/ Designated Allowance for Co-opted Members	Agreed. This would be dealt with formally at the Annual Council Meeting in May 2019.	Recommendation Approved.

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	commitment to the Seven Principles of Public Life.	go above the required standards expected.		Governance Manager			
CS&TSc18/19 1.6	That the information gathered as part of the review benchmark exercise is taken in to consideration when reviewing the Committee Terms of Reference, within Part 3.6 of the Constitution.	That the findings of the scrutiny review supports the Standards Committee's annual review of the Constitution.	April 2019	Joint Head of Corporate Governance and Monitoring Officer/ Governance Manager	Member/Officer time as Constitution Working Group	Agreed. This would be very helpful to the Standards Committee.	Recommendation Approved.
CS&TSc18/19 1.7	That the Standards Committee produces an Induction Pack for all new Councillors to be utilised by the Monitoring Officer/Parish Clerk when working with newly appointed District and Parish Councillors.	Improved knowledge of both newly elected and existing Members of the Code of Conduct and the Seven Principles of Public Life.	September 2019	Joint Head of Corporate Governance and Monitoring Officer/ Deputy Monitoring Officer	Member/Officer time Production and printing of training materials	The induction is put together by the Member Development Working Group. One of the first sessions is for the Monitoring Officer and Deputy Monitoring Officer to train all the Councillors on the ethical framework.	Recommendation Approved.

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						It is a problem that Councillors reach overload at this time if given too much information. Therefore we would suggest a reminder in Sept 2019 by sending out a pack.	

RESPONSE TO SCRUTINY COMMITTEE ON IMPLEMENTATION FOLLOWING SCRUTINY REVIEW					
Title of Review:	Review of Standards Committee – Operational Review				
Timescale of Review:	July 2018 – November 2018.		Post-Monitoring Period:	12 months commencing March 2019. Interim report due September 2019.	
Date agreed by Scrutiny:	January 2019		Date agreed by Executive:	February 2019.	
Total No. of Recommendations and Sub Recommendations	No. completed	2	No. partially completed	5	No. not progressed 0
Total No. of Recommendations and Sub Recommendations	Achieved	2	On track	3	Extended 2
	Achieved (Behind target)	0	Overdue	0	Alert 0
<u>Key Achievements:</u>					
<ul style="list-style-type: none"> • The 2019 Induction Programme included Code of Conduct and DPIs. A further session will be included in the Member Development Programme in 2021/22. • The appointment of the Co-opted Independent Chair is maintained 					
<u>Reasons for non-implementation of Recommendations:</u>					
None.					

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CS&TSc18/19 1.1	That training in relation to Code of Conduct and DPIs is programmed as part of District Member Induction Programme, with a refresher course two years later, to accommodate any changes to legislation/Council membership.	Joint Head of Corporate Governance and Monitoring Officer/ Deputy Monitoring Officer	May 2019 onwards	May 2019	Achieved		Officer time. Production and printing of training materials.	Completed. The 2019 Induction Programme included Code of Conduct and DPIs. A further session will be included in the Member Development Programme in 2021/22.
CS&TSc18/19 1.2	That training in relation to Code of Conduct and DPIs is programmed on a minimum annual basis to Parish Council Liaison, to accommodate in-year changes to legislation/Council membership.	Joint Head of Corporate Governance and Monitoring Officer/ Deputy Monitoring Officer	May 2019 onwards		On track		Officer time. Production and printing of training materials.	Development of this is still in progress. Date of training is still to be confirmed following the May 2019 elections
CS&TSc18/19 1.3	That the website is reviewed to ensure information in relation to the Standards	Governance Manager/ Communications, Marketing & Design Manager	October 2019		On track		Officer time	The Standards Annual Report was submitted to Council in July and a

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	<p>Committee is both more accessible and user-friendly, including:</p> <ul style="list-style-type: none"> • Publication of the Standards Annual Report as a document in its own right (rather than embedded in Committee papers); • A review of Customer Information Booklet 8, with improved publicity of its availability given that it is not a hard-copy publication. 							<p>publication version will shortly be published on the website under the Code of Conduct section. Further review of this information will be included in the implementation of the committee management software and/or new website design.</p>
CS&TSc18/19 1.4	That Standards Committee considers the analysis of our current membership and benchmark data,	Joint Head of Corporate Governance and Monitoring Officer/	April 2019		Extended		Member/Officer time as Constitution Working Group	This has been included on the Standards Committee Work Programme for

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	as part of any review of Article 9 of the Constitution.	Governance Manager						23 rd September 2019
CS&TSc18/19 1.5	That the appointment of the Co-opted Independent Chair is maintained, as a demonstration of our commitment to the Seven Principles of Public Life.	Joint Head of Corporate Governance and Monitoring Officer/ Governance Manager	May 2019 onwards	May 2019	Achieved		Officer time/ Designated Allowance for Co-opted Members	Completed. No further action required
CS&TSc18/19 1.6	That the information gathered as part of the review benchmark exercise is taken in to consideration when reviewing the Committee Terms of Reference, within Part 3.6 of the Constitution.	Joint Head of Corporate Governance and Monitoring Officer/ Governance Manager	April 2019		Extended		Member/ Officer time as Constitution Working Group	This has been included on the Standards Committee Work Programme for 23 rd September 2019.
CS&TSc18/19 1.7	That the Standards Committee produces an Induction Pack for all new Councillors to be utilised by the	Joint Head of Corporate Governance and Monitoring Officer/ Deputy	Sept 2019		On track		Member/ Officer time Production and printing of	A reminder to Members regarding the training pack would be

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	Monitoring Officer/Parish Clerk when working with newly appointed District and Parish Councillors.	Monitoring Officer					training materials	discussed at the meeting on 23 rd September 2019.