

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 the same Parish Councillors twice.	Recommendation Approved.

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						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 embedded in Committee papers); 	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. However, much of this should be addressed once the proposed	Recommendation Approved.

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	<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. 					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 commitment to the Seven Principles of Public Life.	That BDC is seen to adhere to the Seven Principles of Public Life and where possible go above the required standards expected.	May 2019 onwards	Joint Head of Corporate Governance and Monitoring Officer/ Governance Manager	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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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. It is a problem that Councillors reach overload at this time if given too much information. Therefore we would suggest a	Recommendation Approved.

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						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	3	No. partially completed	4	No. not progressed	0
Total No. of Recommendations and Sub Recommendations	Achieved	3	On track	0	Extended	1
	Achieved (Behind target)	3	Overdue	0	Alert	0

Key Achievements:

- 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 has been maintained.
- Induction/Training Pack reviewed at September 2019 Standards Committee and subsequently shared with Parish Clerks for use by local Cllrs.
- Membership and Terms of Reference reviewed and approved by Standards. Awaiting ratification by Council.

Reasons for non-implementation of Recommendations:

- Extended review of the Terms of Reference to accommodate approval by Full Council in 2020. Delay due to Covid-19 restrictions and the impact on the Committee Meeting Schedule.
- Recommendation 1.2 is extended further due to the impact of Covid-19 on delivery to Parish Council Liaison. Original delays prior to this as a result of inability to secure a slot at Parish Council Liaison (PCL), due to busy agenda schedule and some meeting cancellations. Expected to re-commence May 2021. PCL is the responsibility of the Partnership Team.

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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 2021 onwards	May 2019	Achieved		Officer time. Production and printing of training materials.	<p><u>September 2019</u></p> <p>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.</p> <p><u>March 2020</u></p> <p>As reported previously this has been implemented. Refresher courses will take place on a regular basis.</p> <p><u>October 2020</u></p> <p>Refresher training will be implemented during the third</p>

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								year of the current term of office as per the recommendation. This requires a small change to the constitution on page 189 which will be actioned.
CS&TSc18/19 1.2	That training in relation to Code of Conduct and DPs 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 Revised date of May 2021		Extended		Officer time. Production and printing of training materials.	<u>September 2019</u> Development of this is still in progress. Date of training is still to be confirmed following the May 2019 elections <u>March 2020</u> This is set to be delivered on a bi-annual basis to Parish Council Liaison. Co-ordination is via the Partnership Team, with the Monitoring Officer/Deputy

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								<p>Monitoring Officer attending as invited.</p> <p>Officers attended in September 2018 to cover Data Protection (GDPR) and Chair/Vice-Chair Training, and in January 2017 to cover Code of Conduct.</p> <p>Specific training has been given direct to two Parish Councils at their request and a session is planned for early in the new municipal year to Parish Council Liaison. It is envisaged that the training will be programmed on a bi-annual basis based to accommodate</p>

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								<p>legislation changes, with ad-hoc additional sessions, as and when requested.</p> <p>A further report will be submitted to Committee following the initial session in summer 2020, to give feedback on the session.</p> <p><u>October 2020</u> There has been no further action at this time to deliver this recommendation due to capacity to deliver, and the restrictions as a result of Covid-19.</p>
CS&TSc18/19 1.3	That the website is reviewed to ensure information in relation to the Standards Committee is both	Governance Manager/ Communications, Marketing & Design Manager	October 2019 Revised date of	September 2020	Achieved		Officer time	<p><u>September 2019</u></p> <p>The Standards Annual Report was submitted to Council in July</p>

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	<p>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. 		June 2020					<p>and a 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> <p><u>March 2020</u></p> <p>The new Committee Software System is now in place and incorporates this information.</p> <p>The last three Annual Reports of the Standards Committee are on the new website.</p>

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								<p>A review of the Booklet has yet to take place and this will now be progressed following the launch of the new Committee system.</p> <p><u>October 2020</u> Website content review in regards to standards matters was considered at Standards in September 2020, and content approved.</p>
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.	Joint Head of Corporate Governance and Monitoring Officer/ Governance Manager	April 2019 Revised date of June 2020	September 2020	Achieved		Member/Officer time as Constitution Working Group	<p><u>September 2019</u></p> <p>This has been included on the Standards Committee Work Programme for 23rd September 2019.</p>

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Status	Resources	Progress/ Action
								<p><u>March 2020</u></p> <p>The Terms of Reference has now been reviewed by Standards Committee and will be given final consideration at the Council AGM in May 2020.</p> <p><u>October 2020</u></p> <p>Membership addressed in terms of reference review. Standards committee considered the appointment process for co-opted parish Council reps at their meeting in September 2020. This was put forward previously and delayed by the request of the committee. While</p>

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								Committee have reviewed the membership and made recommendations, this still requires the final approval of Council.
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	<p><u>September 2019</u></p> <p>Completed. No further action required.</p> <p><u>March 2020</u></p> <p>The Terms of Reference has now been reviewed by Standards Committee and incorporates the on-going position of a Co-opted Independent Chair. This will be given final consideration at the Council AGM in May 2020.</p>

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								<u>October 2020</u> Terms of Reference and membership revised and agreed by Standards and to be presented to Council November 2020.
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 Revised date of June 2020	Approved by Standards. Awaiting approval by Council in November 2020.	Achieved		Member/ Officer time as Constitution Working Group	<u>September 2019</u> This has been included on the Standards Committee Work Programme for 23 rd September 2019. <u>March 2020</u> The Terms of Reference has now been reviewed by Standards Committee and will be given final consideration at

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Status	Resources	Progress/ Action
								the Council AGM in May 2020. <u>October 2020</u> Terms of Reference and membership revised and agreed by Standards and to be presented to Council November 2020.
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.	Joint Head of Corporate Governance and Monitoring Officer/ Deputy Monitoring Officer	Sept 2019	Sept 2019	Achieved		Member/ Officer time Production and printing of training materials	<u>September 2019</u> A reminder to Members regarding the training pack would be discussed at the meeting on 23 rd September 2019. <u>March 2020</u> Induction/Training Pack reviewed at September 2019 Standards Committee and

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								subsequently shared with Parish Clerks for use by local Cllrs.