

Standards Committee

**Grand Jury Room, Town Hall
5 March 2010 at 2.00pm**

The Standards Committee deals with the local code of conduct for councillors and complaints against individual councillors.

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**COLCHESTER BOROUGH COUNCIL
STANDARDS COMMITTEE
5 March 2010 at 2:00pm**

Members

**Independent
Members**

Mr Derek Coe (Chairman)
Mr Peter Fitton (Deputy Chairman)
Mr Ian Andrews
Mr Sven Farmer
Mr Steven Roberts-Mee

**Parish
Representatives**

Mr Malcolm Bartier
Mrs Gillian Brown
Ms Vivienne Eden

Councillors

Councillor Nigel Chapman
Councillor Ray Gamble
Councillor Sonia Lewis

AGENDA - Part A

(open to the public including the media)

Members of the Public may wish to note that Agenda items 1 to 4 are normally brief

Pages

1. Welcome and Announcements

(a) The Chairman to welcome members of the public and Councillors and to remind all speakers of the requirement for microphones to be used at all times.

(b) At the Chairman's discretion, to announce information on:

- action in the event of an emergency;
- mobile phones switched off or to silent;
- location of toilets;
- introduction of members of the meeting.

2. Urgent Items

To announce any items not on the agenda which the Chairman has agreed to consider because they are urgent and to give reasons for

the urgency.

3. Declarations of Interest

The Chairman to invite Councillors to declare individually any personal interests they may have in the items on the agenda.

If the personal interest arises because of a Councillor's membership of or position of control or management on:

- any body to which the Councillor has been appointed or nominated by the Council; or
- another public body

then the interest need only be declared if the Councillor intends to speak on that item.

If a Councillor declares a personal interest they must also consider whether they have a prejudicial interest. If they have a prejudicial interest they must leave the room for that item.

If a Councillor wishes to make representations on an item on which they have a prejudicial interest they may do so if members of the public are allowed to make representations. In such circumstances a Councillor must leave the room immediately once they have finished speaking.

An interest is considered to be prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice the Councillor's judgement of the public interest.

Councillors should consult paragraph 7 of the Meetings General Procedure Rules for further guidance.

4. Minutes	1 - 2
To confirm as a correct record the minutes of the meeting held on 27 November 2009.	
5. Standards Committee Annual Report 2009/10	3 - 10
See report by the Monitoring Officer	
6. Review of Local Code of Corporate Governance	11 - 14
See report by the Monitoring Officer	
7. Review of Standards Committee Composition	15 - 16

See report by the Monitoring Officer

8. Standards Committee Work Programme 2009/10 and 2010/11

17 - 20

See report by the Monitoring Officer

9. Standards for England Proposals

Verbal Report by the Monitoring Officer

10. Exclusion of the Public

In accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

STANDARDS COMMITTEE 27 NOVEMBER 2009

Present :- Mr D. Coe (Independent Member) Chairman
Mr Andrews (Independent Member)
Mr Bartier (Parish Council Representative)
Mrs Brown (Parish Council Representative)
Councillor Chapman
Ms Eden (Parish Council Representative)
Mr Farmer (Independent Member)
Mr Fitton (Deputy Chairman) (Independent Member)
Councillor Gamble
Councillor Lewis
Mr Roberts-Mee (Independent Member)

14. Minutes

The minutes of the meeting of 11 September 2009 were confirmed as a correct record subject to the following amendments:-

(i) In the fourth paragraph of minute 10 the deletion of the word “the” between the words “that” and “whilst”.

(ii) In the final sentence of the first paragraph of minute 12 the deletion of the word “to” between the words “attend” and “these”.

15. Review of Local Assessment of Complaints Against Members

The Committee considered a report from the Monitoring Officer reviewing the introduction of the local assessment process.

The Committee noted the contents of the report and considered that the local assessment process had been introduced very smoothly. The process was working well and the Sub-Committees were gaining experience and becoming more comfortable in their roles. It was noted that one complaint had been right through the process and had resulted in a hearing before the Hearings Sub-Committee. Colchester Borough Council was ahead of many other authorities in the implementation of the process.

The Committee noted that on two occasions the time taken from receipt of a complaint to consideration by the Allegations Sub-Committee had slightly exceeded the target of 20 days set out in the guidance from Standards for England. However, there were mixed messages from Standards for England as to whether the target of 20 days applied to all cases, or was an average.

The Committee thanked the Monitoring Officer for the work and advice he had provided which had ensured that the implementation of the local assessment of complaints had been a success.

RESOLVED that the contents of the report be noted.

16. Review of Ethical Framework

The Committee considered a report from the Monitoring Officer setting out a revised Ethical Framework. The Monitoring Officer reported that the revised code of conduct was now expected to be issued in 2010.

The Committee noted the revised Ethical Framework. The Committee asked that it be provided with an annual report on the Whistle Blowing Policy. This would be provided along with the report on the gifts and hospitality register. It was noted that the Standards Committee was not mentioned in the Media Protocol. The Monitoring Officer would liaise with the Council's Communications Team on this issue. The Monitoring Officer would also address some minor inconsistencies in the cross-referencing in the documentation.

RESOLVED that:-

(a) The revised ethical framework be approved.

(b) The Standards Committee receive an annual report on the Whistle-Blowing policy alongside the report on the gifts and hospitality register.

17. Revised Anti-Fraud and Corruption Policy

The Committee considered a report from the Head of Resource Management presenting a revised anti-fraud and corruption policy and recommending it be referred to Council for inclusion in the Council's Policy Framework. Hayley McGrath, Risk and Resilience Manager, attended to assist the Committee.

The most significant change in the update of the policy was the incorporation of the Benefits Sanction Policy, which was previously reported separately. The Committee noted that there would continue to be a separate process for investigating benefit fraud. The new policy also set out the Council's culture and values and demonstrated that fraudulent and corrupt actions would not be tolerated. It also gave guidance on how an issue would be investigated to ensure that there was a consistent approach to managing fraud and corruption.

RESOLVED that the revised Anti-Fraud and Corruption Policy be agreed.

RECOMMENDED to Council that the revised Anti-Fraud and Corruption Policy be included in the Council's Policy Framework.



Standards Committee

Item
5

5 March 2010

Report of	Monitoring Officer	Author	Andrew Weavers ☎ 282213
Title	Standards Committee Annual Report 2009/2010		
Wards affected	Not applicable		

**This report recommends that the committee approves its
Annual Report for 2009/2010**

1. Decision(s) Required

- 1.1 To consider and approve the Standards Committee Annual Report for 2009/2010 and to recommend to the Full Council that it be noted.
- 1.2 To authorise the Monitoring Officer in consultation with the Chairman to make any necessary changes to the Annual Report to give effect to the Committees activities up to the end of March 2010.

2. Background

- 2.1 An Annual report is a method by which the Committee can inform the Council and the public of its activities and raise awareness of ethical issues both within the Borough Council and the Town and Parish Council's situated in the Borough. An Annual Report is seen as good practice and attached to this report is a draft second Annual report for the Committee which covers the period from April 2009 to March 2010.
- 2.3 The draft Annual Report highlights particularly the work undertaken by the Sub-Committees in dealing with the Local Assessments of allegations made against members. The Committee is also requested to recommend the Annual Report to Council for its information.

3. Strategic Plan References

- 3.1 The Council's ethical arrangements forms parts of the Council's commitment to customer excellence which underpins the Council's Strategic Plan vision.

4. Financial Considerations

- 5.1 None.

5. Equality, Diversity and Human Rights Implications

- 5.1 No particular implications.

6. Publicity Considerations

- 6.1 The Annual Report will be placed on the Council's website.

7. Consultation Implications

7.1 None.

8. Community Safety Implications

8.1 None

9. Health and Safety Implications

9.1 None

10. Risk Management Implications

10.1 None.



COLCHESTER BOROUGH COUNCIL

STANDARDS COMMITTEE

Annual Report 2009/2010

1. Introduction

This is the second Annual Report of Colchester Borough Council's Standards Committee and covers the period from 1 April 2009 to 31 March 2010. In reviewing the activities and looking back at issues highlighted in 2009/10, it also looks forward to next year.

The Borough Council is required by law to establish a Standards Committee which has an important role to play in providing training for and maintaining ethical conduct of Councillors. Article 9 and Part 3 of the Council's Constitution contain the requirements for and composition of the Standards Committee.

2. Roles and functions of the Standards Committee

The Committee's roles and functions are as follows:

- (a) To promote and maintain high ethical standards of conduct for elected and co-opted Members.
- (b) To help elected and co-opted Members to observe the Members' Code of Conduct.
- (c) To give the Council advice on adoption or revision of the Members' Code of Conduct and on informal codes/protocols covering matters such as planning and Member/officer relations.
- (d) To monitor the effectiveness of the Members' Code of Conduct.
- (e) To train or arrange training for elected and co-opted Members on matters relating to the Members' Code of Conduct.
- (f) To assess and review complaints that elected and co-opted Members have breached the Members' Code of Conduct and in connection with this function.
- (g) To develop and adopt:
 - (i) Assessment criteria for dealing with complaints;
 - (ii) Policies for dealing with vexatious, persistent and anonymous complaints and requests by complainants for confidentiality;
 - (iii) Arrangements for dealing with complaints and publicising the arrangements;
 - (iv) Procedures for dealing with local investigations; and
 - (v) Such other provisions and procedures as may be required.
- (h) To establish and maintain the following three sub-committees each with their own terms of reference:
 - Allegations Sub-Committee
 - Allegations Appeals Sub-Committee
 - Hearings Sub-Committee

- (i) To conduct Hearings and make determinations in respect of complaints that elected and co-opted Members have breached the Members' Code of Conduct in accordance with relevant statutory requirements and guidance issued by the Standards Board for England and in connection with this function; and
- (j) To develop and adopt procedures for dealing with such Hearings.
- (k) To grant dispensations to elected and co-opted Members with prejudicial interests.
- (l) To grant exemptions from politically restricted posts.
- (m) To maintain an overview of the Council's arrangements for dealing with complaints and Local Government Ombudsman investigations.
- (n) To undertake the functions set out at (a) to (k) above in respect of all Parish and Town Councils wholly or mainly within the Borough of Colchester and the Members of those Parish or Town Councils.

Part 5 of the Borough Council's Constitution contains various Codes and protocols relevant to the functions of the Committee and in respect of which the Committee has previously given advice and made recommendations.

3. Composition

The Committee comprises Independent Members, Parish Representatives and Borough Councillors. The Borough Council agreed, at its meeting on 20 May 2009, the membership of the Committee for the 2009/2010 municipal year as follows:

Independent Members;

- Mr D Coe (Chairman)
- Mr P Fitton (Deputy Chairman)
- Mr I Andrews
- Mr S Farmer
- Mr S Roberts-Mee

Parish Representatives;

- Councillor M Bartier
- Councillor G Brown
- Councillor V Eden

Borough Councillors;

- Councillor N Chapman
- Councillor R Gamble
- Councillor S Lewis

The Independent Members were appointed by the Borough Council for a term expiring in May 2011 following a public recruitment process although three of the five were previous members who sought re-appointment and have provided a valuable pool of experience. The Parish Representatives are nominated annually to the Council by the Colchester

Association of Local Councils. The Borough Councillors are appointed annually and are senior members who have had/are soon to have mayoral responsibilities.

The Officer support for the Committee is provided by the Monitoring Officer, Andrew Weavers and Democratic Services Officer, Richard Clifford.

4. The Committee's Work Programme

The Committee agreed a work programme for 2009/2010 which covered:

- Review of the Local Assessment process
- Review of the Council's Local Code of Corporate Governance
- Review of the Council's Ethical Framework
- Review and provision of training for Members on the Members Code of Conduct
- Review of Guidance to Members and Officers on Gifts and Hospitality
- Review of Guidance to Members on Outside Bodies
- Review of the Council's Anti- Fraud and Corruption Policy
- Consideration of the Local Government Ombudsman's Annual Letter
- Scheduled meetings so as to be able to respond to complaints within time limits

5. Main Areas of Work

5.1 Implementation of Local Assessment of Allegations Process

In May 2008 the responsibility for the initial assessment of allegations whether or not councillors had failed to follow the Members Code of Conduct was transferred from Standards for England to local Standards Committees.

Following recommendations from Standards for England, the Committee created three Sub-Committees; Allegations Sub-Committee, Allegations Appeals Sub-Committee and the Hearings Sub-Committee. The Committee itself and each of its Sub-Committees are chaired by an Independent Member.

The Committee has a duty to ensure adequate publicity for the Local Assessment process and has kept this under review.

The Local Assessment process has required meetings of the Allegations Sub-Committee (which deals with the initial assessment of allegations) to be diarised monthly. In accordance with the law these meetings are held in private.

During 2009/2010:

The Allegations Sub-Committee met on four occasions and considered nine complaints. Of these, seven related to Borough Councillors and two in relation to Town and Parish Councillors.

The Sub Committee made the following decisions:

- 8 complaints - no further action.
- 1 complaint – referred to the Monitoring Officer for investigation.

The Allegations Sub-Committee was able to consider seven of the complaints within the recommended time limit of 20 days from receipt. The remaining two were received shortly after the scheduled monthly meeting of the Sub-Committee and were duly considered at its next meeting.

The Allegations Appeals Sub-Committee met on three occasions to consider appeals following a decision of no further action by the Allegations Sub-Committee. Following an independent consideration of the complaints, the Sub-Committee made the following decisions:

- 2 complaints – no further action
- 1 complaint – referred to the Monitoring Officer for investigation (subsequently no further action following receipt of Investigating Officer's report)

The Hearings Sub-Committee (which hears and determines the findings of an investigating officers report where it is found that a Councillor has not followed the Code of Conduct) met once. This hearing was to determine a complaint that had been referred for investigation by the Allegations Sub-Committee in 2008/09. The Sub-Committee found that the Councillor concerned had failed to follow the code of conduct and imposed a sanction of a six week suspension from office.

5.2 Review of the Local Assessment Process

The Committee undertook a review of its experiences in operating the process and was satisfied that it was functioning correctly. It will keep this under annual review.

5.3 Review of Ethical Governance

The Committee undertook a review of the suite of nine documents contained in the Council's Ethical Framework contained at Part 5 of the Constitution. In addition, it reviewed the Council's Anti-Fraud and Corruption Policy which was subsequently endorsed by the full council. A review was also undertaken of the guidance to both Members and Officers on Gifts and Hospitality. In addition, the guidance provided to Members on Outside Bodies was also considered. All of the policies and guidance were agreed fit for purpose and followed best practice and was agreed that the Committee would keep them under regular review.

The Committee has requested that it receive an annual report on whistleblowing and gifts and hospitality in the desire for transparency.

5.4 Training for Members on the Code of Conduct

The Committee organised via the Monitoring Officer several training sessions throughout the year for both Borough and the 255 Town and Parish Councillors in the 27 Town and Parish Councils situated in the Borough. The Independent Members ensured that at least one of them was present at each session.

The Committee is concerned that all Councillors receive adequate training on the Code of Conduct to ensure that they are up to date with developments and able to fulfil the functions for which they are elected in a proper manner. In the coming year the Committee will be facilitating further training and will be monitoring attendance particularly where there has been evidence of non-compliance with the Code.

7. Work Programme for 2010/2011

The main focus of the Committee in the coming year will be on the proposed revised Members' Code of Conduct and possibly that for Officers should such a document be produced in this time period. The Committee will continue to monitor the Local Assessment process and also review the Borough Council's Ethical Framework and governance arrangements.

8. Conclusions

In a busy year, the Committee has completed its work programme and is well placed to continue to face the continuing challenges of handling the initial assessment of allegations and progressing matters that it considers necessary to investigate. Colchester Borough Council and the Town and Parish Council's with the Borough continues to have a sound record in ensuring good standards of conduct and it is our intention to promote, maintain and enhance those standards.

Dated March 2010

Derek Coe
Chairman



Standards Committee

Item
6

5 March 2010

Report of	Monitoring Officer	Author	Andrew Weavers ☎ 282213
Title	Review of Local Code of Corporate Governance		
Wards affected	Not applicable		

This report requests the Committee to review the updated Local Code of Corporate Governance

1. Decision(s) Required

- 1.1 To review the updated Local Code of Corporate Governance and to recommend to Cabinet that it be approved.

2. Background

- 2.1 Governance is about how the Council ensures that it is doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner. It comprises the systems and processes, and cultures and values, by which such bodies are directed and controlled and through which they account to, engage with and, where appropriate, lead their communities.
- 2.2 The Council strives to meet the highest standards of corporate governance to help ensure it meets its objectives. Members and Officers are responsible for putting in place proper arrangements for the governance of the Council's affairs and the stewardship of the resources at its disposal.
- 2.3 The Committee considered at its meeting on 6 March 2009 a new Local Code of Corporate Governance and recommended to Cabinet that it be approved. Cabinet at its meeting on 18 March 2009 approved the Code and subsequently the Full Council at its meeting on 22 April 2009 included it within the Council's Policy Framework.
- 2.4 The Local Code of Corporate Governance has been developed in accordance with guidance issued in 2007 jointly by CIPFA (The Chartered Institute of Public Finance and Accountancy) and SOLACE (The Society of Local Authority Chief Executives) entitled "Delivering Good Governance in Local Authorities".
- 2.5 This Guidance identified six Core Principles against which local authorities should review their existing corporate governance arrangements and develop and maintain a local code of governance. The principles are;
- Focusing on the purpose of the Council and outcomes for the community and creating and implementing a vision for the local area;
 - Members and officers working together to achieve a common purpose with clearly defined functions and roles;
 - Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour;

- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- Developing the capacity and capability of members and officers to be effective; and
- Engaging with local people and other stakeholders to ensure robust public accountability.

2.6 The six core principles each have a number of supporting principles, which in turn have a range of specific requirements that apply across the range of Council business.

2.7 Attached to this report is an updated Local Code of Corporate Governance which has been prepared in light of the Guidance, the six principles and progress made during the last year. It has also been the subject of consultation with various officers.

2.8 The Code takes each of the principles in turn and elaborates on how the Council will meet its aims, what source documents or processes evidence the aims and in addition highlights any further or ongoing work. This in turn links into the Council's Annual Governance Statement.

2.9 The following changes to the Code are highlighted for the Committee's information:

The items highlighted were shown as "Further work ongoing" and have now been completed and are now "Source documents/ processes". Some items appear more than once as they relate to more than one of the Core Principles.

Core Principle 1

Source documents / Processes	Further work ongoing
Place Survey	Strategic Plan Action Plan
Annual Monitoring report	"Council Achievements" section on web site
Audit Commission Annual Letter, Comprehensive Area Assessment, Organisational Assessment and Use of Resources Assessment	Annual review of key lines of enquiry under Audit Commission's Use of Resources Assessment.
Partnership Strategy and Register	Fundamental Service Reviews
Performance Dashboard and Performance report	

Core Principle 2

Source documents / Processes	Further work ongoing
Partnership Strategy and Register	Strategic Plan Action Plan
	Review of Financial Procedure Rules

Core Principle 3

Source documents / Processes	Further work ongoing
Safeguarding Children Policy	Strategic Plan Action Plan
Equality Scheme	Annual review of Whistleblowing Policy and Gifts and Hospitality
Partnership Strategy and Register	Annual review of Anti-Fraud and Corruption Policy
	Safeguarding Vulnerable Adults Policy

Core Principle 4

Source documents / Processes	Further work ongoing
Equality Impact Assessments	Annual review of Anti-Fraud and Corruption Policy
Equality Scheme	Fundamental Service Reviews

Core Principle 5

Source documents / Processes	Further work ongoing
Colchester Learning Managers and Customer Excellence awards	Strategic Plan Action Plan
Audit Commission Annual Letter, Comprehensive Area Assessment, Organisational Assessment and Use of Resources Assessment	
Mosaic and Touchstone	
Consultations	
Equality Scheme	

Core Principle 6

Source documents / Processes	Further work ongoing
Partnership Strategy and Register	Strategic Plan Action Plan
Equality Scheme	"Council Achievements" section on web site
Place Survey	

Some new "Source documents/ Processes" have been included which are now recognised to contribute toward the Core Principles but were not included in the previous version of the Code.

2.10 Progress has been made during the year in strengthening the Council's governance arrangements. This includes the work of this Committee which is reflected both in the changes to the "Further work ongoing" column and also inclusion in the "Source documents/ Processes" column.

3. Strategic Plan References

3.1 Governance forms parts of the Council's commitment to customer excellence which underpins the Council's Strategic Plan vision.

4. Financial Considerations

4.1 None.

5. Equality, Diversity and Human Rights Implications

5.1 No particular implications.

6. Publicity Considerations

6.1 The Local Code of Corporate Governance will be included in the Constitution and will be placed on the Council's website.

7. Consultation Implications

7.1 None.

8. Community Safety Implications

8.1 None.

9. Health and Safety Implications

9.1 None.

10. Risk Management Implications

10.1 None.



Standards Committee

Item
7

5 March 2010

Report of	Monitoring Officer	Author	Andrew Weavers ☎ 282213
Title	Review of Standards Committee Composition		
Wards affected	Not applicable		

This report recommends that the committee approves a revised composition

1. Decision(s) Required

- 1.1 To recommend to Full Council that the number of Borough Councillors appointed to the Standards Committee be increased to four and that the Monitoring Officer be authorised to make any consequential amendments to the Constitution.

2. Background

- 2.1 The Committee at its meeting on 24 April 2008 considered a report from the Monitoring Officer on the changes needed to the Committee's composition consequent on the introduction of the Local Assessment Framework. The Committee agreed that it should comprise 5 Independent Members, 3 Town and Parish representatives and 2 Borough Councillors. This was ratified by the Full Council at its meeting on 14 May 2008.
- 2.2 The purpose of this report is to review the composition in light of experience of operating the Local Assessment Framework for nearly two years.
- 2.3 The five Independent Members were appointed by the Council following a public recruitment exercise for a term which expires in May 2011. A fresh recruitment exercise will need to be undertaken by the Council in early 2011. Each of the Independent Members were appointed on the basis of their individual skills and experience that they could bring to the role. This has proved very successful and the Independent members bring external challenge to the process.
- 2.4 The three Town and Parish Representatives are nominated annually by the Colchester Association of Local Councils to serve on the Committee for the forthcoming Municipal Year. A Town and Parish Representative must be present whenever the Committee deals with a Town or Parish Council complaint. The Town and Parish Representatives bring their individual experience and skills in relation parish matters which have proved invaluable.
- 2.5 The three Borough Councillors are appointed at the Borough Council's Annual Meeting to serve on the Committee for the forthcoming Municipal Year. A Borough Councillor must be present whenever the Committee deals with a Borough Council complaint. The Council had decided that the appointments to the Committee should be senior councillors who either were due to be Mayor i.e. the Deputy Mayor, or who were former Mayors. The Councillors bring their individual experience and skills in relation District Council matters which have proved invaluable.

3. Proposals

- 3.1 The Committee has formally reviewed its handling of the Local Assessment process twice and concluded that it is fit for purpose. However experience has shown that there have been occasions when there have been potential difficulties in arranging for one of the Borough Councillors to hear matter due to either work commitments or potential conflicts of interest. This has not arisen with the Town and Parish representatives or the Independent Members.
- 3.2 Accordingly, it is proposed that the number of Borough Councillors on the Committee be increased from three to four to avoid any future problems and that the Monitoring Officer be authorised to make any necessary consequently amendments to the Constitution.
- 3.3 This would mean that the total number on the Committee would be twelve. This change would still mean that the Committee is compliant with the Standards Committee regulations.
- 3.4 The Committee at its first meeting on 11 June 2010 will need to determine the composition of the Sub-Committees. However, if there is a need for the Allegations Sub-Committee to meet before then, it is proposed that the Chairman be given authority to convene a meeting as appropriate.

4. Strategic Plan References

- 4.1 The Council's ethical arrangements forms parts of the Council's commitment to customer excellence which underpins the Council's Strategic Plan vision.

5. Financial Considerations

- 5.1 None.

6. Equality, Diversity and Human Rights Implications

- 6.1 No particular implications

7. Publicity Considerations

- 7.1 The Annual Report will be placed on the Council's website.

8. Consultation Implications

- 8.1 None.

9. Community Safety Implications

- 9.1 None

10. Health and Safety Implications

- 10.1 None

11. Risk Management Implications

- 11.1 None.



Standards Committee

Item
8

5 March 2010

Report of	Monitoring Officer	Author	Andrew Weavers ☎ 282213
Title	Standards Committee Work Programme 2009/2010 and 2010/2011		
Wards affected	Not applicable		

This report request the Committee to note progress on its 2009/2010 work programme and agree a work programme for 2010/2011

1. Decision(s) Required

- 1.1 To note progress against the work programme for 2009/2010 and to agree a work programme for 2010/2011.

2. Background

- 2.1 The Standards Committee's role has changed significantly since it was created in 2001. More responsibilities have been placed upon it by successive legislation recently culminating in the local assessment framework in relation to complaints made against members.
- 2.2 In order for the Committee to keep track of its responsibilities and to ensure that it reviews issues within its terms of reference, the Committee at its meeting on 11 September 2009 noted an updated work programme for 2009/2010
- 2.3 The intention of the work programme is to chart progress in respect of each issue and the target date for each one to next come before the Committee. This has enabled the Committee to identify issues which it wishes to see addressed and give officers a clear indication of those issues.
- 2.4 Progress has been made on the work programme for 2009/2010 and the Committee is requested to consider a proposed work programme for 2010/2011. The Committee is also invited to include any other issues that it wishes to review that are within its terms of reference.

3. Strategic Plan References

- 3.1 The Council's ethical arrangements forms parts of the Council's commitment to customer excellence which underpins the Council's Strategic Plan vision.

4. Financial Considerations

- 5.1 None.

5. Equality, Diversity and Human Rights Implications

- 5.1 No particular implications.

6. Publicity Considerations

6.1 None.

7. Consultation Implications

7.1 None.

8. Community Safety Implications

8.1 None

9. Health and Safety Implications

9.1 None

10. Risk Management Implications

10.1 None.

STANDARDS COMMITTEE WORK PROGRAMME 2009/2010

SUBJECT	MEETING DATE	PROGRESS	ACHIEVED
Review of training for Members on the code of conduct / local assessment (a) Borough Councillors (b) Town and Parish Councillors	(a) 11 Sep 09 (b) 11 Sep 09	Reported to 11 Sept 09 meeting	✓
Review of Local Assessment process	27 Nov 09	Reported to 27 Nov 09 meeting	✓
Review publicity for Local Assessment process	27 Nov 09	Reported to 27 Nov 09 meeting	✓
Consideration of the Local Government Ombudsman's Annual Letter	27 Nov 09	Reported to 11 Sept 09 meeting	✓
Raising the profile of the Committee: (a) produce an annual report (b) review presence on Council website	(a) 5 Mar 10 (b) 5 Mar10	(a)On agenda for 5 Mar 10 meeting (b) Reported to 27 Nov 09 meeting	✓
Review of Council's Ethical Framework	11 Sep 09	Reported to 27 Nov 09 meeting	✓
Review of Local Code of Corporate Governance	5 Mar 10	On agenda for 5 Mar 10 meeting	
Review of Guidance for Members on Gifts & Hospitality	20 May 09	Reported to 20 May 09 Committee	✓
Review of guidance for Members on Outside Bodies	20 May 09	Reported to 20 May 09 Committee	✓
Review of Anti-Fraud and Corruption Policy	11 Sep 09	Considered at 27 Nov 09 Meeting	✓
Recommendation of adoption on revised Code of Conduct		Await regulations	
Committee's role in appeals against designation of politically restricted posts		Await regulations	

Other matters may be included as and when the need arises.

STANDARDS COMMITTEE WORK PROGRAMME 2010/2011

SUBJECT	MEETING DATE	PROGRESS	ACHIEVED
Review of training for Members on the code of conduct / local assessment (a) Borough Councillors (b) Town and Parish Councillors	(a) 17 Sep 10 (b) 17 Sep 10		
Review of Local Assessment process	26 Nov 10		
Review publicity for Local Assessment process	26 Nov 10		
Consideration of the Local Government Ombudsman's Annual Letter	26 Nov 10		
Raising the profile of the Committee: (a) produce an annual report (b) review presence on Council website	(a) 4 Mar 11 (b) 26 Nov 11		
Annual Review of Local Code of Corporate Governance	4 Mar 11		
Annual review of whistleblowing policy, gifts and hospitality for members and Officers and Anti-Fraud and Corruption Policy	17 Sep 10		
Recommendation of adoption on revised Code of Conduct		Await regulations	
Committee's role in appeals against designation of politically restricted posts		Await regulations	

Other matters may be included as and when the need arises.

Meeting Dates 2010/2011: 11 Jun 10, 17 Sep 10, 26 Nov 10, 04 Mar 11

