

**STANDARDS COMMITTEE FORWARD WORK PROGRAMME  
AS AT 22 APRIL 2010**

Activity	Action/Progress	Timescale
Regular training for Councillors on the Ethical Framework	Ongoing training workshops for District, Parish and Town Council Members and Clerks as well as targeted officers of the authority	To continue the programme - ongoing
Annual Monitoring Officer's Report	Presented to the Standards Committee and Full Council annually. It will also be presented to the Performance and Governance Committee	<del>To be presented to the Standards Committee on 3 December 2009</del> <u>2 December 2010</u> and Performance and Governance <del>Committee on 16 February 2010.</del> Presented to and Full Council <del>on 23 February 2010</del> <u>thereafter.</u>
Consider publication of the Member's Register of Interests and Gifts and Hospitality on Council's web site	Report to Full Council for Decision	Report to Full Council on 10 November 2009. <del>Implementation one month thereafter.</del> <u>Implementation now complete.</u>
Training for Members of the Committee on the work of the Sub-Committees	Training for new Members and refresher training for existing Members	<del>Training took place on 22 July 2009.</del> <u>Purposed training date at Weightman's Offices in London – 14 June 2010</u>
Standards Bulletin	Report setting out recent ethical developments	Bulletin given in Report format to this Committee and subsequent Standards Committee meetings
Consideration of Complaints and Quarterly Returns	Statistical information for consideration	Report to this committee and subsequent Standards Committee meetings
The work of the Sub-Committees	To carry out the work expeditiously	Ongoing
Attendance at the Standards for England	At least one Member of the Standards Committee	<u>18/19 October 2010</u> <del>12/13 October 2009</del> with a

National Assembly	to attend along with the Monitoring Officer	report submitted to this Committee on the 3 December 2009 <u>2 December 2010</u>
Chairman of Standards Committee to meet with Leader of the Council and Chief Executive	To promote and enhance the ethical agenda	Meet on a six monthly basis
Receiving inquiries from District Councillors and Parish/Town Councillors as well as Parish/Town Clerks	As and when Councillors and Parish/Town Clerks get in touch with the Monitoring Officer or Deputy	Inquiries dealt with expeditiously with an open door policy
Visit Parish/Town Councils for Training and Conciliation	To promote knowledge on the code of conduct and improve working relationships. Undertaken by Chair/Member of Standards Committee accompanied by Monitoring Officer	Ongoing training and conciliation when necessary from time to time.
Appointment of Independent Chairman and Vice Chairman	Following Annual Council there is a need to appoint an Independent Chairman and Vice Chairman	Appointed on the <u>13</u> 44 July 2009 <u>2010</u> .
Annual return to Standards for England	Annual draft return submitted to Standards Committee Members for comment	<u>To be</u> reported to the Standards Committee with Monitoring Officers Report on <u>2</u> 3 December <u>2010</u> <u>and to Performance and Governance Committee and Full Council thereafter.</u> <del>Full Council on 23 February 2010 as well as Performance and Governance on 16 February 2010.</del>
Undertake an audit of the awareness of ethics and standards amongst staff and members at the District/Parish and Town Council	Monitoring Officer to <u>help</u> <u>Internal Audit</u> devise an internal ethical questionnaire in order to action a light-touch health check	<u>Internal Audit have agreed to undertake this task in this financial year.</u> <del>To be completed for consideration at the Standards Committee meeting on 22 April 2010.</del>

Consider and adjudicate on dispensation requests from Parish/Town Councils	To be determined within statutory requirements	To be determined as and when requests for dispensations received
Identification of Members' training needs in relation to specific points of the code.	Monitoring Officer makes enquiries prior to a training workshop in order to tailor training to specific needs.	Ongoing
Undertake action learning set on improving officer/member relationships	Monitoring Officer to undertake with Head of Development Control and other chosen officers and a co-opted Member of Standards Committee	To be completed as soon as possible. Meeting to be arranged early in the new year and to be discussed between the Leader, Chief Executive, Monitoring Officer and Chairman of the Standards Committee when they met on 10 November 2009. <a href="#">Meeting with the Head of Development Control now complete.</a>
Standards Committee Members encouraged to attend Council meetings	To obtain greater understanding of the workings of the Council	For individual Members to decide according to personal preference and availability
To consider government consultations	To comment on and thereby influence future government legislation and guidance	To comment on within time limits set by consultation process
Review and Monitor Training on the Code of Conduct	Identify further training and feedback	Arrangements made as appropriate
Promoting awareness of role and work of Standards Committee	Press releases. Increased information on website. Training. Developing a Strategy	Ongoing
Deputy Monitoring Officer	Adrian Stanfield and Ally Round to be appointed	Appointment complete
Training on the work of the Assessment Sub-Committee in respect of assessing Member complaints	To help Standards Committee Members and local authority officers involved in the assessment of complaints	Training to take place as soon as possible using the Standards for England DVD "Assessment made clear" <a href="#">Training took place</a>

		<u>for Standards Committee Members on 3 December 2009. The training of officers and Members is ongoing.</u>
<u>Mechanism put in place for measuring the satisfaction of all those involved in allegations of misconduct.</u>	<u>Questionnaire sent to all those involved in the process. To be evaluated by the Standards Committee.</u>	<u>Ongoing</u>
<u>Standards for England Partnership Behaviour Protocol incorporated into the Council's Partnership Toolkit.</u>	<u>Advice on the protocol given to officers engaged in partnership working.</u>	<u>Ongoing</u>
<u>Liaise with Kent Association of Local Councils on training initiatives.</u>	<u>Meeting with Clive Powell who organises training events at Kent Association of Local Councils.</u>	<u>Meeting arranged for 12 May 2010</u>
<u>Production of a Standards Committee General Information Leaflet.</u>	<u>To be circulated to Parish/Town Council's, the Council's public buildings and to the public in our reception.</u>	<u>Complete</u>
<u>Recruitment of new Independent Member</u>	<u>Publication of vacancy</u>	<u>Publication has taken place. Recruitment to take place as soon as possible.</u>