

**DRAFT STANDARDS COMMITTEE FORWARD WORK PROGRAMME
AS AT 3 DECEMBER 2009**

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	Presented to the Standards Committee on 3 December 2009 and Performance and Governance on 16 February 2010. Presented to Full Council on 23 February 2010.
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 the 10 November 2009. Implementation one month thereafter
Training for Members of the Committee on the work of the Sub-Committees	Training for new Members and refresher training for existing Members	Training took place on the 22 July 2009
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

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Activity	Action/Progress	Timescale
Attendance at the Standards Board for England National Assembly	At least one Member of the Standards Committee to attend along with the Monitoring Officer	12/13 October 2009 with a report submitted to this Committee on the 3 December 2009
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
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 14 July 2009
Annual return to the Standards Board for England	Annual draft return submitted to Standards Committee Members for comment	Reported to the Standards Committee with Monitoring Officers Report on 3 December 2009 and to Full Council on 23 February 2010 as well as Performance and Governance on the 16 February 2010

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Activity	Action/Progress	Timescale
Undertake an audit of the awareness of ethics and standards amongst staff and members at the District/Parish and Town Council	Monitoring Officer to devise an internal ethical questionnaire in order to action a light-touch health check	To be completed for consideration at the Standards Committee Meeting on the 22 April 2010
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 meet on the 10 November 2009
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

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Activity	Action/Progress	Timescale
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"