

Committee Work Programme and Future Meetings

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Purpose of Report

To seek members' approval of the work programme and to advise members of the proposed future meeting arrangements.

Public Interest

In order that the work of the committees is planned effectively and to enable the public to see when items that may be of interest to them are to be discussed by the Standards Committee, it is important that a work programme is produced, agreed by the Committee, monitored and updated.

Recommendation:

- 1) That Members agree the Work Programme as attached as Appendix A
- 2) That Members note the future meeting arrangements

Work Programme

The suggested Work Programme to be agreed by the Committee is attached as Appendix A. Members are invited to suggest other items for future consideration. The Terms of Reference of the Standards Committee are shown at the front of this agenda so that members can see the scope of their responsibilities and this may help to suggest to members matters which could be usefully included within the Programme

Meeting Arrangements

The Committee is scheduled to meet on the following dates: 10th October 2017 and 13th February 2018.

The next meeting of the Standards Committee is scheduled for 10th October 2017 in the Main Committee Room, Brympton Way, Yeovil.

Background Papers: *None*

Appendix A

Standards Committee Work Programme 2017/18

Report	Timetable	Responsible Persons	Comments
Receive regular update reports from Independent Person	Each meeting of Standards Committee as required.	Chris Borland/Peter Forrester	May be a verbal update and only when the IP's have been used by the MO to consider formal complaints.
Receive reports from the Monitoring Officer regarding complaints received	Each meeting of Standards Committee	Ian Clarke	Only report if complaints received
Progress reports from Monitoring Officer in relation to current complaints which have progressed beyond the initial stage.	Each meeting of Standards Committee	Ian Clarke	Report will contain performance data and not personal details
Report on & agree Dispensation Applications as appropriate.	As required	Ian Clarke	Agreed process for determining these is already in place. Some applications are matters for the MO to determine and others require a decision of the Standards Committee itself.
Review Guidance for Members on Gifts and Hospitality	October 2017	Ian Clarke	It is proposed that this guidance undergo a "still fit for purpose" review every two years.
Annual Report to Council by Chairman of Committee and Independent Person	TBA	Chairman	It is suggested that this could be done at the annual council meeting in May. It could outline the work of the committee and give an overview of the complaint landscape across the district.
Review and streamline Hearing Procedures	TBA 2018	Ian Clarke	The intention will be to make the process more efficient, proportionate, cost effective and timely by dealing with the matter "on the papers" as far as possible. The new process should reflect the current reality around the range of sanctions currently available. No complaints have even reached the investigation stage in the recent past so this review has a lower priority.

Report	Timetable	Responsible Persons	Comments
Consider annual report on receipt of Gifts and Hospitality for Members and Officers	February 2018	Ian Clarke	Likely to be a very brief report based on our current experience and the strict policy this council has adopted (as promoted by the Standards Committee).
Assess training and support requirements of members of the District, Town and Parish Councils in relation to the Code of Conduct particularly for members elected in May 2019	TBA during 2018	Ian Clarke Angie Cox Jo Gale	Clerks to be contacted initially and asked to (i) confirm this is something they would be interested in helping to develop and participate in and (ii) identify the main training requirements or needs from their perspective to help design the training programme.
Review Guidance and Process for dealing with Complaints.	This was last reviewed in February 2016 so the next review would be in 2018	Ian Clarke	The plan was to review this every 2 years to ensure that it remains fit for purpose and continues to strike the right balance.
Review Protocol on Member/Officer relations.	October 2017	Ian Clarke/Jo Gale/volunteers for a working group to review protocol and agree how the survey should be conducted.	A recent Healthy Organisation Review recommended that members be surveyed about the effectiveness of their working relationship with officers. It is suggested that this group could look at this at the same time as reviewing the Protocol.
Consider revisions to the Constitution	As required	Ian Clarke	As part of transformation there will need to be a review of the scheme of delegation and financial procedure rules. Some aspects may require some oversight by this committee.
Consider complaints (where not delegated to the Monitoring Officer)	As required	Ian Clarke	No such complaints currently
Consider investigation reports (Hearings Panel) where required	As required	Ian Clarke	No investigations currently

Report	Timetable	Responsible Persons	Comments
Impose or recommend sanctions where there has been a breach of the Code of Conduct	As required	Ian Clarke / Hearings Panel	No hearings needed currently
Independent Persons to meet with Political Group Leaders and Chief Executive annually.	To be confirmed	Committee Admin to organise	The point behind this proposal was so that group leaders were more aware of the standards of behaviour generally amongst SSDC members and could be asked to use group discipline to deal with specific miscreants but also help the raise the bar generally. As it has turned out we get receive very few complaints about SSDC members so need to keep this suggestion under review?
Member and Officer Codes of Conduct	February 2018	Ian Clarke/Angie Cox/Jo Gale/ volunteers for a working group to help review codes.	The Healthy Organisation report has recommended that both codes of conduct should be reviewed and the officer declaration of interest process be strengthened. It is proposed a group of officers and members work together on this.