



Standards Committee – Draft Annual Report

Report by the Executive Head of Legal and Democratic Services

1.0 Summary

- 1.1 To agree an annual report for the Standards Committee.

2.0 Background

- 2.1 The Committee is expected to produce an annual report setting out the main work of the Committee for the period 1st May to 30th April.
- 2.2. Set out in Annex 1 is a draft annual report for consideration by the Committee. This report has been produced by the Chairman of the Committee and the Monitoring Officer.
- 2.3 The Committee is invited to consider the draft annual report of the Standards Committee and make any amendments.

3.0 Proposals

- 3.1 That the Committee consider the draft annual report of the Standards Committee and agree any amendments.
- 3.2 That the Committee recommend the annual report, as amended, to Council for adoption.

4.0 Legal

- 4.1 Section 54 of the Local Government Act, 2000 provides that the general functions of a standards committee of a relevant authority are:
- (a) promoting and maintaining high standards of conduct by the members and co-opted members of the authority, and
 - (b) assisting members and co-opted members of the authority to observe the authority's code of conduct

This would include the adopting, reviewing and amending of codes of good practice and other guidance.

5.0 Financial implications

- 5.1 There are no specific financial implications arising out of the recommendations in this report.

6.0 Recommendations

- 6.1 That the Committee consider the draft annual report of the Standards Committee and agree any amendments.
- 6.2 That the Committee recommend the annual report, as amended, to Council for adoption.

Local Government Act 1972

Background Papers:

Minutes and agendas of the Standards Committee and it's Sub-Committees for the period 01/05/10 to 25/02/11

Contact Officer:

Chris Cadman-Dando
Democratic Services Officer
01903 221364
chris.cadman-dando@worthing.gov.uk

Schedule of other matters

1.0 Council Priority

1.1 Matter considered and no issues identified.

2.0 Specific Action Plans

2.1 **(A)** Matter considered and no issues identified.

(B) Matter considered and no issues identified.

3.0 Sustainability Issues

3.1 Matter considered and no issues identified.

4.0 Equality Issues

4.1 Matter considered and no issues identified.

5.0 Community Safety issues (Section 17)

5.1 Matter considered and no issues identified.

6.0 Human Rights Issues

6.1 The proposals do not impinge on anybody's Human Rights.

7.0 Reputation

7.1 The conduct of Members does have an impact on the reputation of the Council. It is therefore beneficial for there to be clear rules setting out the expectations relating to Members' conduct.

8.0 Consultations

8.1 There has been no consultation with Unison or other stakeholders. The report proposes consultation with other committees.

9.0 Risk assessment

9.1 Matter considered and no issues identified.

10.0 Health & Safety Issues

10.1 Matter considered and no issues identified.

11.0 Procurement Strategy

11.1 Matter considered and no issues identified.

12.0 Partnership working

12.1 Matter considered and no issues identified.

Annex 1

Draft Annual Report of the Adur District Council's Standards Committee 2010/11

1.0 Introduction

- 1.1 This report covers the period from 1st May, 2010 to 30th April, 2011.
- 1.2 The work of the Standards Committee this year has been affected by the Coalition's announcements regarding the abolition of the Standards Board regime and subsequent proposals contained within the Localism Bill released in December 2010
- 1.3 The Committee has a work programme (details in paragraph 3) the progression of the work programme has stalled due to the situation as outlined in paragraph 1.2.

2.0 Specific matters

- 2.1 In June 2010 the Committee looked at production of publicity for the code of conduct and local assessment of complaints. A way forward was agreed upon but direction from Central Government regarding the future of the Standards framework had thrown the contents of the publicity in doubt and production was stopped.
- 2.3 The Committee agreed the production and content of e-forms for electronic dispensations and register of gifts and hospitality. The forms are now available on the intranet and it is planned that these will form part of an enhanced Member support package in the near future.
- 2.4 The register of interest forms and guidance were reviewed and amended to add clarity to advice regarding residents associations and the membership of the freemasons.
- 2.5 The Committee agreed a process for dealing with applications for officer dispensations for politically restricted posts under the Local Government and Public Involvement in Health Act 2007.
- 2.6 The Committee reviewed Councillor training and offered advice that attendance continued to be important despite announcements from Central Government on the future of the Standards Board regime.
- 2.7 Standards Board advice given regarding the use of other action at the assessment stage was reviewed and noted.
- 2.8 The Committee has monitored complaints at meetings throughout the year.

3.0 Forward Work Programme 2011/12

- 3.1 The work programme for 2010/11 is set out in Annex 1. It shows the planned and undertaken work in this year.
- 3.2 The draft work programme for 2010/11 is set out in Annex 2 and sets out the work the Committee proposes to undertake in 2011/12.

3.3 A specific item to note on the Forward Work Programme for 2011/12 is the future of the code of conduct and local assessment process, in light of the Localism Bill.

4.0 Complaints

4.1 The Committee acknowledges that there is not a major issue in Adur in relation to Members conduct, in the period covered by this Annual Report.

4.2 The Council received no complaints about the conduct of any Councillors.

4.3 A consideration meeting of the Assessment Sub-Committee received an investigation report into a complaint against the actions of two Members received at the end of the previous municipal year. The Sub-Committee found that there had been no failure to observe the code of conduct in both cases.

5.0 Monitoring

5.1 The Committee has received reports on the monitoring of complaints.

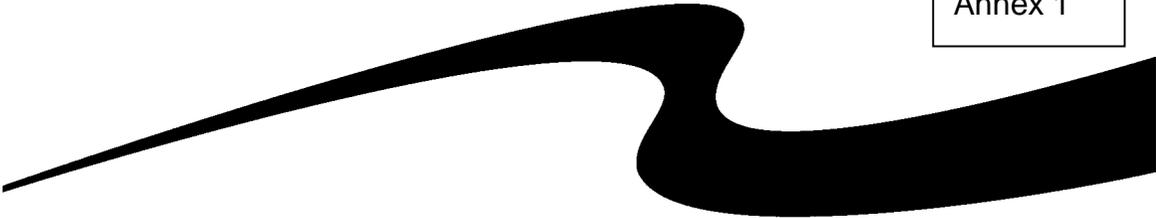
5.2 The Committee has maintained an overview of the training being offered to Members on the code of conduct and local assessment of complaints.

6.0 Dispensations

6.1 No dispensations were sought during the year.

7.0 Contact between the Monitoring Officer and the Chairman of the Committee

7.1 The Monitoring Officer has had contact with the Chairman of the Committee and this report was produced in conjunction between the two.



Standards Committee Forward Work Programme 2010-11

Subject Area	Action	Officer responsible	Target Date	Date completed
Specific Areas:				
New Code of Conduct	To consider the new Code of Conduct and issue Guidance	Monitoring Officer	When issued from HM Government	New Code not forthcoming
Joint Standards Committee	To consider advice on Joint Standards Committee from the Monitoring Officer	Monitoring Officer	September / October	Work suspended
	To consider working towards a Joint Standards Committee for Adur and Worthing	Monitoring Officer	Dependant on above	Work suspended
Publicity for the Standards Committee	Raising the profile of the Committee Monitoring updates from resolutions passed on 14 December 2009	Monitoring Officer		Resolutions passed July 2010
Post May 2010 elections Monitoring of training of New district / Parish / co-opted members	To Monitor the completion of training of newly elected Members	Democratic Services Manager	September / October	Training carried out and monitoring report issued September 2010
Annual Report to Council	To consider a draft report to be presented by the Chairman of the Committee to full council.	Monitoring Officer with the Chairman of the Committee	March 2011	

General Areas:				
Any district council by-elections	To receive details of the completion by new councillors of their Code and Register of Interests	Democratic Services Manager	as and when necessary	Nil to date
Lancing Parish Council	To receive details of the completion by new councillors of their Code and Register of Interests To ensure that the Parish Councillors have completed their Code and Register of Interest Forms	Democratic Services with information supplied by the Parish Clerks	As and when necessary	Carried out in conjunction with respective clerks
Sompting Parish Council	To receive details of the completion by new councillors of their Code and Register of Interests To ensure that the Parish Councillors have completed their Code and Register of Interest Forms	Democratic Services with information supplied by the Parish Clerks	As and when necessary	Carried out in conjunction with respective clerks
Promote and maintain high standards of conduct by councillors and co-opted members (KLOE)	<ul style="list-style-type: none"> • On going • Undertake an ethical governance audit of the council 	Monitoring Officer with Management Team Monitoring Officer	As and When required	Work suspended on ethical governance audit
Assisting Councillors/co-optees to observe the Code of Conduct (KLOE)	Advisory role - commissioning training offering guidance, seeking out and disseminating best practice	Monitoring Officer with the Standards Committee	As and when required	Ongoing

Monitoring operation of the Code of Conduct	Receiving details of alleged breach, seeking feedback	Monitoring Officer	As and when required	Ongoing
Grant/seek dispensation(s)	None – dependent on applications	Monitoring Officer to report to the Standards Committee with applications received	As and when received	None received
Parish council members sitting at committee on district council matters	Consider guidance as and when issued	Monitoring Officer	As and when received	Not required
Changes to Members Interests – revised advice	Follows the adoption of any new Code of Conduct (and any local additions)	Monitoring Officer	Next meeting after the adoption of the Code	None received
Issuing guidance to members on Government Changes to the Code or Interests	Report to Committee following issuing of any revisions by the Government	Monitoring Officer	When any Statutory Instrument or Guidance has been received.	None received as yet
Potential work arising from Joint Committee Work	Standardisation of Paperwork and Admin processes	Monitoring Officer / Democratic Services Manager	If relevant decisions made	Nil