



Ward: N/A

Report of the Executive Head of Legal and Democratic Services

Standards Committee - Forward Work Plan 2008/09

1.0 Summary

- 1.1 This report sets out an indicative programme for Standards Committee for the period 2008/09.

2.0 Work Programme 2008/09

- 2.1 Under the Council's constitution the Standards Committee is charged with a number of delegated functions, these are given in more detail elsewhere on this agenda
- 2.2 Appendix A attached, sets out a draft work programme for the committee based on its responsibilities. It is spilt into two sections, specific areas of work and general areas. The general areas are matters likely to be dependent on the work undertaken by the committee on specific topics or reliant on other events, for example a by-election.
- 2.3 The work programme for the forthcoming year will inevitably be supplemented by matters arising from the Committee's core duties and responsibilities which at this stage cannot be anticipated. For this reason, the work programme as set out in Annex A should be regarded as indicative.
- 2.4 There is no requirement for the Committee to have a work programme however it is useful for officers to manage work loads and committee expectations for the next year if a programme of work is in place.

3.0 Legal Implications

- 3.1 To ensure that the legal requirements of the Code of Conduct are met alongside members being effective in their roles as elected representatives.
- 3.2 Sections 53 of the Local Government Act, 2000 ("the Act") requires the Council to establish a Standards Committee.
- 3.2 Sections 53 to 55 of the Act requires the Council to establish Standards Sub-Committees for the assessment and review of assessments of complaints of breaches of the Members Code of Conduct.

- 3.3 Section 54 of the Act provides that the general functions of the Standards Committee shall be:
- (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.
- 3.4 Section 54 of the Act provides that the Standards Committee shall have the following specific functions: be:.
- (a) advising the authority on the adoption or revision of a code of conduct,
 - (b) monitoring the operation of the authority's code of conduct, and
 - (c) advising, training or arranging to train members and co-opted members of the authority on matters relating to the authority's code of conduct.

4.0 Financial Implications

- 4.1 There are no financial implications from this Work Programme but items on the work programme could involve sundry expenditure during the year.

5.0 Recommendations

- 5.1 Standards Committee is recommended to:-
- (i) Amend the work programme taking into account reports considered elsewhere on the agenda
 - (ii) With the amendments, agree the indicative programme for 2008/09 as set out in Appendix A.
 - (iii) Note that the work programme for the forthcoming year may be supplemented by any other matters relating to the Committee's functions as arising.

Local Government Act 1972 Background papers:

Nil

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Schedule of Other Matters

1.0 Council Target

- 1.1 No specific Council target

2.0 Specific Targets

- 2.1 None

3.0 Sustainability Issues

3.1 Matter considered and no issues identified

4.0 Equality Issues

4.1 Supporting elected and co-opted members giving equal information to all.

5.0 Community Safety issues (Section 17)

5.1 Matter considered and no issues identified

6.0 Human Rights Issues

6.1 Matter considered and no issues identified

7.0 Reputation

7.1 The Code of Conduct and advice issued by the Committee support and underpin councillors and co-opted members ensuring that the reputation of the council is open and honest building confidence in the decision making process.

8.0 Consultations

8.1 Matter considered

9.0 Risk assessment

9.1 Matter considered, links with 7.0 above.

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 The Monitoring Officer also has jurisdiction over the Parish Councillors therefore advice or guidance has to apply to the two Parish Councils too.

Subject Area	Action	Officer responsible	Target Date
Specific Areas:			
Review guidance for Development Control committee		Monitoring Officer with advice from Executive Head of Service	October 2008
Review guidance for Licensing Committee		Monitoring Officer with advice from Executive Head of Service	October 2008
Local Assessment		Monitoring Officer	July 2008
Local assessment review		Monitoring Officer	July 2008
Local determination	<i>Consider the implications for Adur DC on the new Regulations?</i>	Monitoring Officer	July 2008
Independent members	<i>Consider the impact for independent representatives from the new Regulations?</i>	Monitoring Officer	July 2008
May 2008 elections <ul style="list-style-type: none"> • New district members 	To receive details of the completion by new councillors of their Code and Register of Interests	Democratic Services Manager	July 2008
<ul style="list-style-type: none"> • Lancing Parish • Sompting Parish 	To ensure that the Parish Councillors have completed their Code and Register of Interest Forms	Democratic Services with information supplied by the Parish Clerks	July or October 2008

Annual Report to Council	To consider a draft report to be presented by the Chairman of the Committee to full council. Agreement for approval of the Annual Report will need to be considered	Monitoring Officer with the Chairman of the Committee	February 2008-06-17 presented to Council in April 2009
General Areas:			
Any district or parish 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
Promote and maintain high standards of conduct by councillors and co-opted members	<ul style="list-style-type: none"> • On going • Undertake an ethical governance audit of the council? 	Monitoring Officer with Project Management Board Monitoring Officer	No specific topics identified.
Assisting Councillors/co-optees to observe the Code of Conduct	Advisory role - commissioning training offering guidance, seeking out and disseminating best practice	Monitoring Officer with the Standards Committee	As and when required
Monitoring operation of the Code of Conduct	Receiving details of alleged breach, seeking feedback	Monitoring Officer	As and when required
Grant/seek dispensation(s)	None – dependent on applications	Monitoring Officer to report to the Standards Committee with applications received	As and when received

Dispensations - process for dealing with; including urgent applications.	Process for the calling of additional Committee meetings, advising members of the process for urgent dispensations	Monitoring Officer and Democratic Services Manager	October 2008
Dispensations - advice to members on	With the Monitoring Officer to issue advice to members on dispensations (including how and when to apply)	Monitoring Officer	Meeting following above item
Reviewing the Members Register of Interests Form (if necessary) following May 2008 completions	Reviewing the ease of completion of the Register taking into account views expressed by Members at Induction Day and questions raised with Officers.	Monitoring Officer and Democratic Services Staff	October 2008
Parish council members sitting at committee on district council matters	Consider guidance as and when issued	Monitoring Officer	As and when received
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
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.
Register of Members Interest form	Review	Monitoring Officer	December 2008