



**Standards Committee Forward Work Programme 2010-11**

<b>Subject Area</b>	<b>Action</b>	<b>Officer responsible</b>	<b>Target Date</b>	<b>Date completed</b>
<b>Specific Areas:</b>				
New Code of Conduct	To consider the new Code of Conduct and issue Guidance	Monitoring Officer	When issued from HM Government	
Joint Standards Committee	To consider advice on Joint Standards Committee from the Monitoring Officer	Monitoring Officer	September / October	
	To consider working towards a Joint Standards Committee for Adur and Worthing	Monitoring Officer	Dependant on above	
Publicity for the Standards Committee	Raising the profile of the Committee  Monitoring updates from resolutions passed on 14 December 2009	Monitoring Officer		
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	
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	

<b>General Areas:</b>				
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	
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	
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	
Promote and maintain high standards of conduct by councillors and co-opted members  (KLOE)	<ul style="list-style-type: none"> <li>• On going</li> <li>• Undertake an ethical governance audit of the council</li> </ul>	Monitoring Officer with Management Team  Monitoring Officer	September 2010	
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	

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	
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.	
Potential work arising from Joint Committee Work	Standardisation of Paperwork and Admin processes	Monitoring Officer / Democratic Services Manager	If relevant decisions made	