

STANDARDS COMMITTEE WORK PROGRAMME
Review of 2008-09 and Proposed Actions for 2009-10

	Action	Who is responsible	Completion date	Status
1.	Undertake Local Assessment of Complaints	Deputy Monitoring Officers & Assessment / Review / Hearings Panels	<p>Conducted throughout year, with a rolling average of 15.8 working days between receipt of complaint and decision from Assessment Panel, well within national indicator of 20 working days.</p> <p>This target will continue in 2009-10.</p>	<p align="center">☺</p> <p align="right">⇒ 09-10</p>
2.	Determine allegations of misconduct when referred to SCDC by the Standards Board for England.	Hearings Panel	<p>Final hearing under the 2003 regulations conducted 15 April 2009. Cases still may be referred to SCDC by the SBE under the 2008 regulations.</p> <p>This target will continue in 2009-10.</p>	<p align="center">☺</p> <p align="right">⇒ 09-10</p>
3.	Submit quarterly online monitoring returns to Standards Board for England	Deputy Monitoring Officer	<p>Completed to schedule, including Annual Return on 15 May 2009.</p> <p>This target will continue in 2009-10.</p>	<p align="center">☺</p> <p align="right">⇒ 09-10</p>
4.	Consider and adjudicate on dispensation requests from parish councils	Standards Committee	<p>Completed as and when requests for dispensations were received. New dispensation regulations published May 2009.</p> <p>This target will continue in 2009-10.</p>	<p align="center">☺</p> <p align="right">⇒ 09-10</p>
5.	Training of district and parish councillors & standards committee members	Deputy Monitoring Officers & Standards Committee	<ul style="list-style-type: none"> • Training for new Standards Committee members 14 July 2008 • Training (London) for Standards Committee members July and October 2008 • Pre-determination and bias training for district councillors on regulatory committees 4 December 2008 • Deputy Monitoring Officer training visit to Longstanton Parish Council: "Interests and the Code of Conduct" • Chairman and other Standards Committee visits to Parish Councils throughout winter 2008 and spring 2009 • Chairman and Vice-Chairman's meetings with political groups throughout the year • Autumn 2008 and Spring 2009 editions of 	<p align="center">☺</p>

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			<p>Standards Committee Newsletter sent to all Parish Councils.</p> <p>The Standards Committee agreed a specific target of 2-3 hours per year per committee member during 2008-09; by the end of the civic year the average was 11.5 hours of training per committee member.</p> <p>This target will continue in 2009-10. Already scheduled or completed:</p> <ul style="list-style-type: none"> • Training (London) for Standards Committee members May 2009 • Parish Council Forum (with CPALC) on issues relevant to parish councils – autumn 2009 (summer 2009 meetings cancelled due to low attendance) • Updated Parish Council Toolkit – summer 2009 • Election of new parish council member of Standards Committee – September 2009 	<p>⇒ 09-10</p>
6.	Prepare annual report for Standards Board for England / Full Council	Monitoring Officer and Standards Committee	<p>Annual return to SBE completed 15 May 2009 (within deadline). Chairman's annual report and presentation to full Council 21 May 2009 (annual general meeting).</p> <p>This target will continue in 2009-10.</p>	<p>☺</p> <p>⇒ 09-10</p>
7.	Promotion of the role and work of the Standards Committee and promotion of high standards of conduct by councillors	Monitoring Officer & Standards Committee	<ul style="list-style-type: none"> • Establishment of Profile Sub-Committee and initial report to Standards Committee 11 March 2009 • Chairman and other Standards Committee visits to Parish Councils throughout winter 2008 and spring 2009 • Chairman and Vice-Chairman's meetings with political groups throughout the year • Annual report to Council • Autumn 2008 and Spring 2009 editions of Standards Committee Newsletter sent to all Parish Councils. 	<p>☺</p>

	Action	Who is responsible	Completion date	Status
			<p>This target will continue in 2009-10. Already scheduled:</p> <ul style="list-style-type: none"> Standards Committee feature article in summer 2009 <i>South Cambs magazine</i> Quarterly issues of Standards Committee Newsletter 	⇒ 09-10
8.	Overview of SCDC Whistle-blowing policy	Standards Committee	<p>Policy has been reviewed and re-publicised to officers during 2008-09, but no issues have been raised through it. The Chairman has raised this issue with the Chief Executive.</p> <p>This target will continue in 2009-10.</p>	☹ ⇒ 09-10
9.	Receive applications and make directions in relation to politically restricted posts under s3A Local Government and Housing Act 1989	Standards Committee	<p>To be determined as and when an application is received. Was not an issue during 2008-09.</p> <p>This target will continue in 2009-10, particularly with the forthcoming appointment of a new Executive Director (Corporate Services)</p>	☹ ⇒ 09-10
10.	Attendance at Standards Board Annual Assembly in October	Deputy Monitoring Officers and representative(s) of Standards Committee	<p>Deputy Monitoring Officers and Committee representatives attended. Report to Standards Committee December 2008 meeting.</p> <p>Four Committee places booked for 2009-10, representatives to be determined. Officer places booked from separate budget.</p>	☺ ⇒ 09-10
11.	Implementation of on-line complaint submission system.	Democratic Services Officer	Summer 2009.	New for 2009-10
12.	Implementation of Further Provisions Regulations 2009: Suspension of Standards Committee Functions, Establishing Joint Standards Committees, Dispensations	Deputy Monitoring Officers, Standards Committee members, Democratic Services Officers	Autumn 2009.	New for 2009-10
13.	Parish Council Members of Standards Committee: Development of Roles and Responsibilities	Parish Council Members, Chairman, Deputy Monitoring Officer, Cambridgeshire and Peterborough Association of Local Councils (CPALC)	To establish a mechanism through which the Parish Council members of Standards Committees can best represent the parish councils at committee / panel meetings, and the Standards Committee at parish council meetings, including at meetings of parish councils other than their own.	New for 2009-10

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			<p>Parish Council members will be invited to work with the Chairman, Deputy Monitoring Officer and CPALC to come up with ideas to further develop their role (e.g., the under-used standing item on agendas for feedback from parish councils), to promote the positive aspects of the Standards Committee and the standards regime at parish councils across the district, and to encourage parish council members' and clerks' attendance at training events.</p> <p>Autumn / winter 2009-10</p>	
14.	Working with Council Officers	Standards Committee members, Chairman, Monitoring Officer, Deputy Monitoring Officer	<ul style="list-style-type: none"> • To have the Standards Committee take responsibility for the protocol on member / officer relations, amending it if necessary once the new Code of Conduct is in force, and raising officers' awareness of the protocol and its correlation to the Code of Conduct • Promotion of the Standards Committee's role and responsibilities – and clarifying which areas do not fall within its remit <p>The Chairman has already been invited to do a lunchtime seminar / presentation with Council officers in the summer of 2009; work on this KPI will continue throughout the year.</p>	New for 2009-10
15.	Local Standards Committee Forum	Deputy Monitoring Officer, Democratic Services Officer, Chairman	<ul style="list-style-type: none"> • To investigate the potential for a local Standards Committee forum involving members of, and officers supporting, Standards Committees from around the county, possibly extending invitations to neighbouring counties <p>Autumn / winter 2009-10</p>	New for 2009-10.