












STANDARDS COMMITTEE WORK PROGRAMME
Actions for 2009-10

	Action	Who is responsible	Completion date	Status
1.	Undertake Local Assessment of Complaints	Deputy Monitoring Officers & Assessment / Review / Hearings Panels	On-going. Rolling average of 14 working days between receipt of complaint and decision from Assessment Panel, well within national indicator of 20 working days.	
2.	Determine allegations of misconduct when referred to SCDC by the Standards Board for England.	Hearings Panel	On-going.	
3.	Submit quarterly online monitoring returns to Standards Board for England	Deputy Monitoring Officer	On-going.	
4.	Consider and adjudicate on dispensation requests from parish councils	Standards Committee	On-going.	
5.	Training of district and parish councillors & standards committee members	Deputy Monitoring Officers & Standards Committee	On-going. District / Parish Councillors: <ul style="list-style-type: none"> • Summer 2009 edition of Standards Committee Newsletter sent to all District Councillors and all Parish Councils in July. • Parish Council Toolkit sent to all Parish Councils in July. • Public Meeting Checklist sent to all Parish Councils in July, as requested by Standards Committee in June 2009. • Election of new parish council member of Standards Committee – August 2009 • Parish Council Forum (with CPALC) on issues relevant to parish councils – autumn 2009 • Web-based Code of Conduct and other relevant training modules for councillors and parish clerks to be launched autumn 2009, either on SCDC website, CPALC website, or both (done in partnership with CPALC) 	

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			Standards Committee members: <ul style="list-style-type: none"> • Chairmanship training attended by four independent members in June 2009 • Assessment Panel meeting attended by four substitute members for training purposes in July 2009 The Standards Committee has agreed a specific target of 2-3 hours per year per committee member.	
6.	Promotion of the role and work of the Standards Committee and promotion of high standards of conduct by councillors	Monitoring Officer & Standards Committee	On-going. <ul style="list-style-type: none"> • Standards Committee feature article in summer 2009 <i>South Cambs magazine</i>, and further feature article by Chairman in autumn 2009 edition. • Chairman and Vice-Chairman have met with Monitoring Officer and Chief Executive, and a meeting will be scheduled with the Leader. • Summer 2009 edition of Standards Committee Newsletter sent to all Parish Councils in July. Autumn 2009 edition scheduled for end October 2009 to include attendees' reports on Annual Assembly • Submission of entry for LGC Standards and Ethics Award November 2009 (subject to Standards Committee approval September 2009) • Chairman and Vice-Chairman's lunchtime seminar with Council staff scheduled for November 2009 	
7.	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	Completed June 2009.	

	Action	Who is responsible	Completion date	Status
8.	Receive applications and make directions in relation to politically restricted posts under s3A Local Government and Housing Act 1989	Standards Committee	<p>On-going. To be determined as and when an application is received.</p> <p>No exemptions from rules concerning political restrictions were sought during the recent appointments of the new Executive Director (Corporate Services) or Corporate Manager (Community and Customer Services).</p>	
9.	Implementation of on-line complaint submission system.	Democratic Services Officer	Intranet version running July 2009 for testing purposes. Public website version launched end August 2009.	
10.	Overview of SCDC Whistle-blowing policy	Standards Committee	<p>On-going. Chairman will remind staff of this policy during her lunchtime seminar in November 2009.</p> <p>No issues have been raised through the policy. The Chairman has raised this issue with the Chief Executive. Deputy Monitoring Officer has contacted neighbouring authorities for details of their policies and whether or not they have had issues raised; comments reported to Standards Committee September 2009.</p>	
11.	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. Parish Council members have been 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.	New for 2009-10

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			Decision on Parish Liaison Working Group due September 2009	
12.	Attendance at Standards Board Annual Assembly in October	Deputy Monitoring Officers and representative(s) of Standards Committee	Chairman, Vice-Chairman, Mr Michael Farrar and Councillor Mrs CAED Murfitt scheduled to attend (Standards Committee budget). Deputy Monitoring Officer and Ms GJ Butcher invited to attend as speakers. Democratic Services Officer scheduled to attend on first day (officer training budget). Reports to Standards Committee in December 2009.	☺
13.	Working with Council Officers	Standards Committee members, Chairman, Monitoring Officer, Deputy Monitoring Officer	<ul style="list-style-type: none"> To clarify responsibility for the protocol on member / officer relations and for amending it if necessary once the new Code of Conduct is in force. 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>Chairman and Vice-Chairman's lunchtime seminar with Council staff scheduled for November 2009</p>	New for 2009-10
14.	Prepare annual report for Standards Board for England / Full Council	Monitoring Officer and Standards Committee	May 2010	☹
15.	Local Standards Committee Forum	Deputy Monitoring Officer, Democratic Services Officer, Chairman	On hold until after Annual Assembly in October 2009. Possible budget implications: to attract sufficient interest from neighbouring authorities, forum must provide value for attendees through keynote speakers, breakout sessions, training exercises, etc.	☹