

<b>4 March 2010</b>		<b>ITEM 7</b>
<b>Standards Committee</b>		
<b>STANDARDS COMMITTEE WORK PROGRAMME</b>		
<b>Portfolio Holder:</b> Councillor R Gledhill, Corporate Governance & Organisational Development		
<b>Wards and communities affected:</b> None	<b>Key Decision:</b> No	
<b>Accountable Head of Service:</b> Tasnim Shawkat, Head of Legal Services and Monitoring Officer		
<b>Accountable Director:</b> Richard Szadziewski, Interim Director for Finance and Governance		
<b>This report is</b> Public		
<b>Purpose of Report:</b> To advise Members of the proposed work programme for the Standards Committee for 2010/11.		

Comment [s]: PLEASE CLICK THIS BOX ONCE and enter the date of the meeting (in font 16, not capitals)

Comment [s]: Please leave this for completion by Democratic Services

Comment [s]: PLEASE CLICK THIS BOX ONCE and enter the name of the Committee you are reporting to (in font 16, not capitals)

Comment [s]: Please state the name of the Cabinet Member and the Portfolio to which the report refers

Comment [s]: Please enter details of any Wards and Communities affected by the report. If this section is not applicable, you should enter "none".

Comment [s]: Yes/No/Not Applicable – a 'Key Decision' is generally one affecting more than 2 wards or above £50,000 expenditure – see Guideline 2.7

Comment [sj]: Please state the Head of Service's name and job title

Comment [sj]: Please state Director's name and job title

Comment [sj]: State whether your report is Public or Exempt. If Exempt (i.e. not to be given to the public or discussed in

Comment [sj]: Briefly set out the purpose of your report

Comment [sj]: Please provide a summary of the key points in your report

Comment [s]: The recommendations should be set out in bold in the form of the decision that the decision-

**EXECUTIVE SUMMARY**

At its last meeting Members of the Standards Committee suggested items for the work programme for new municipal year 2010/11. The Monitoring Officer has worked up those suggestions into a work programme for the Committee's approval, which is attached at Appendix A.

**1. RECOMMENDATIONS:**

- 1.1 The Standards Committee is requested to adopt the new Work Programme for 2010/11 as set out in Appendix A.**
- 1.2 The Standards Committee is requested to agree that in addition to ordinary meetings two informal workshops are arranged each year to discuss training and development generally and to look at work that could be done to raise the profile of the standards of conduct in the Council, which would be reported to the formal Committee.**
- 1.3 The Standards Committee is requested to review and agree the number of meetings required to discharge its business.**

**2. INTRODUCTION AND BACKGROUND:**

2.1 It is good practice to have an annual work programme setting out the items that the Committee wishes to deal with. This worked programme should be reviewed at each meeting and updated as necessary. This means that additional items can be put on the Work Programme as required.

2.2 At its last meeting Members of the Standards Committee were asked to consider what the key issues were for the Council in terms of ethical governance and put forward suggestions for the Work Programme for new municipal year 2010/11. Members did so and the Monitoring Officer has worked up those suggestions into a Work Programme for the Committee's approval, which is attached as Appendix A.

**3. ISSUES AND/OR OPTIONS:**

3.1 The Monitoring Officer would recommend that in addition to its ordinary meetings the Members of the Standards Committee should meet informally twice per year to discuss issues that contribute to the development of the profile of the Committee including training and development of all Members generally and of the Members of the Standards Committee specifically.

3.2 At these workshops Members could discuss and put forward ideas for a Standards Committee website and other issues for example think about creating a communication strategy for standards and continuous improvement.

3.3 Any ideas that are agreed for taking forward could be placed on the work programme and reports could then be brought to the Committee.

3.4 If Members accept this proposal then Members may wish to consider whether the number of ordinary meetings should be reduced from seven to five or six ordinary meeting plus two workshops per year.

**4. CONSULTATION (including Overview and Scrutiny, if applicable)**

4.1 The Committee Members were consulted on the attached work programme at it last meeting.

**5. IMPACT ON CORPORATE POLICIES, PRIORITIES, PERFORMANCE AND COMMUNITY IMPACT**

5.1 None directly but indirectly the proposal in this report supports the corporate priorities and the Improvement Programme.

Comment [s]: You should briefly explain why the report is on the agenda - See para. 5.3 and 5.4 of the report writing guidelines.

Comment [s]: Other headings may be appropriate. The report should outline the reasoning that leads to its recommendations and **must** include:

1. a brief summary of options considered;
2. consultation outcomes
3. a risk assessment.
4. Whether the responsible cabinet members have been consulted/contributed to the report (NB professional and political advice must be clearly distinguished)

- See para.5.5 of the report writing guidelines.

Comment [jj]: This should include any consultation with Ward Members and Shadow Portfolio Holders, as well as any public or statutory consultation

Comment [a]: Please refer to Section 5.7 of the Report Writing Guidelines

**6. IMPLICATIONS**

**6.1 Financial**

Implications verified by: **Sean Clarke**  
 Telephone and email: **sclark@thurrock.gov.uk**

There are no financial implications for this report, as it sets out the work programme. Each report presented in accordance with the work programme will contain advice on any implications.

**6.2 Legal**

Implications verified by: **Tasnim Shawkat**  
 Telephone and email: **01375 652442**  
**tshawkat@thurrock.gov.uk**

The Standards Committee is responsible for ensuring that the Council and its Members meet the high standards of probity and conduct required by legislation and expected by the residents of the Council. It is good practice to have a work programme which addresses this responsibility.

**6.3 Diversity and Equality**

Implications verified by: **Samson DeAlyn**  
 Telephone and email: **01375 652472**  
**ddealyn@thurrock.gov.uk**

There are no diversity implications in this report.

**6.4 Other implications (where significant) – i.e. Section 17, Risk Assessment, Health Impact Assessment, Sustainability, IT, Environmental**

None.

**7. CONCLUSION**

**7.1** The Standards Committee is requested to adopt the new Work Programme for 2010/11 as set out in Appendix A. The Standards Committee is also requested to agree that in addition to ordinary meetings two informal workshops are arranged each year to discuss training and development generally and to look at work that could be done to raise the profile of the standards of conduct in the Council, which would be reported to the formal Committee. If this is agreed then the Standards Committee is requested to review and reduce the number of ordinary meetings required to discharge its business.

**Comment [sj]:** This section should always be completed – if they are dealt with fully in another part of the report, they also need a brief cross reference here. The names and job titles of the officers providing the implications should be provided in full – see Guideline 6.1 and please note Democratic Services Deadlines and ensure that officers providing implications are given 5 clear working days to work on the report. Authors can write implications but they must be signed off by the appropriate officers

**Comment [sj]:** See Guideline 6.2

**Comment [sj]:** See Guideline 6.3

**Comment [sj]:** See Guideline 6.4

**Comment [sj]:** This should inform the recommendations in the report

**BACKGROUND PAPERS USED IN PREPARING THIS REPORT:**

- None

**APPENDICES TO THIS REPORT:**

- Appendix A

**Report Author Contact Details:**

**Name:** Tasnim Shawkat  
**Telephone:** 01375 652442  
**E-mail:** tshawkat@thurrock.gov.uk

**Comment [sj]:** See Guideline 8. If any Papers are to be placed in the Members room that relate to this report, you should also list them here

**Comment [sj]:** List the Appendices referred to in the Report

**Comment [sj]:** Insert the full contact details of the author of the report