
MEETING	STANDARDS COMMITTEE
DATE	6 OCTOBER 2006
PRESENT	CHRISTINE BAINTON (INDEPENDENT MEMBER, IN THE CHAIR) COUNCILLORS I WAUDBY (VICE-CHAIR), SCOTT, D'AGORNE RITA LEAMAN (INDEPENDENT MEMBER), DON CRAWFORD (PARISH COUNCIL MEMBER) AND BRIAN MELLORS (SUBSTITUTE)

41. DECLARATIONS OF INTEREST

Members were invited to declare at this point any personal or prejudicial interests they had in the business on the agenda. No interests were declared.

42. MINUTES

RESOLVED: That the minutes of the meeting of 19 May 2006 be approved and signed as a correct record.

43. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

44. REVIEW OF WORKPLAN

Members received a report which detailed areas of work to be considered for inclusion in the workplan for Standards Committee. Members agreed that all should be included and agreed a timescale for commencement of each area of work as shown in annex 1:

RESOLVED: (i) That the amended workplan, at Annex 1 of the minutes, be approved.

45. WORK PROGRAMME FOR THE OFFICER GOVERNANCE GROUP

Members considered a report which detailed the progress made to date in respect of the Officer Governance Group work programme.

It was noted that the officer group dealt with corporate governance issues and provided a vehicle for exercising the on-going stewardship responsibilities of the S151 Officer and Monitoring Officer. Also, that any matters arising in the future would be reported to Standards Committee.

The key issues to be addressed by the group were detailed in annex A, and the report detailed progress made to date and highlighted those areas where key work was outstanding. These included:

- Stakeholder awareness and information work
- Post implementation roll out and training work
- Strategic decision making and reporting

Annex C of the report detailed the day to day working procedures that the council followed, which could be used by the District Auditors to evidence ways of working.

RESOLVED: That Members note:

- (i) The role and function of the Officer Governance Group as set out in the report and annexes A & B.
- (ii) The annual work programme, progress made to date, and the key issues outstanding
- (iii) The intention of the Officer Governance Group to report any matters relating to their work to Standards Committee Members should they arise in the future

CHRISTINE BAINTON
Chair

The meeting started at 3.00 pm and finished at 4.45 pm.

2006/07 Workplan for Standards Committee

Ongoing Activities

Cases referred for investigation or determination
 Database of Standards Committee topics
 Standards Board Guidance
 Parish Council Issues
 Member and Officer Training

Programme of New Work

<u>Programme of New Work</u>	<u>Meeting Date</u>	<u>Communication / Strategic Activity</u>
Confidentiality and Transparency – Conclusions of the Executive on the report of the Scrutiny Panel	TBA (following consideration by the Executive of a report on this matter – date not yet set)	
Employee Code of Conduct – Member/Officer training.	2006/07	
Full Ethical Audit	2006/07	Yes
Mock Local Determination of Complaint – Training (including viewing of a DVD on hearings).	TBA	
Comprehensive Performance Assessment (CPA) – contribution of Standards Committee	TBA (early in new Municipal Year)	
Review of the Complaints Procedure	17 November 2006	
Report of the Committee on Standards in Public Life	19 May 06	
Presentation on new Committee Management System	TBA	
Amendments to the Members' Code of Conduct	26 January 2007	

Programme of New Work

Meeting Date

Communication / Strategic Activity

Advice to Elected Members re activities during the purdah period

26 January 2007

Ethical Governance Audit

26 January 2007

Annual Report

23 March 2007

Parish Councils – Good Practice at Meetings

May 2007