

Notice of meeting of

Standards Committee

Friday, 6 October 2006

The Guildhall, York

AGENDA

To: Mr C Bainton (Independent Member, in the Chair)
Mrs R Leaman (Independent Member)
Councillor D Crawford (Parish Council Member)
Councillors I Waudby (Vice Chair), D'Agorne and Scott
(City of York Council)

Date: Friday 6 October 2006

Time: 3.00 pm

Venue: The Guildhall, York.

1. Declarations of Interest

At this point, members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

2. Minutes

(Pages 1 - 6)

To approve and sign the minutes of the meeting of the Standards Committee held on 19 May 2006.

3. Public Participation

At this point in the meeting, members of the public who have registered their wish to speak, regarding an item on the agenda or an issue within the remit of the Standards Committee, may do so. The deadline for registering is 10 am on Thursday 5 October 2006.

- 4. Review of Workplan** (Pages 7 - 10)
To review the workplan for the Standards Committee for the 2006/07 municipal year.
- 5. Work Programme For The Officer Governance Group** (Pages 11 - 24)
The purpose of this report is to advise Standards Committee of the progress made to date in respect of the Officer Governance Group work programme.
- 6. Any other business which the Chair decides is urgent under the Local Government Act 1972.**

If you require any further information, please contact Melanie Carr on Tel 01904 552061 or Fax 01904 551035 or email melanie.carr@york.gov.uk

If viewing this on the Council website, please click on this link: <mailto:melanie.carr@york.gov.uk>

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting Melanie Carr

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

City of York Council

Committee Minutes

MEETING	STANDARDS COMMITTEE
DATE	19 MAY 2006
PRESENT	MR R MCMEEKING (Chair), MRS R LEAMAN (Independent Members), COUNCILLOR CRAWFORD (Parish Council Member), COUNCILLORS D'AGORNE, HORTON and I WAUDBY (City of York Council).
IN ATTENDANCE	COUNCILLOR MELLORS (Parish Council Substitute Member)

PART A - MATTERS DEALT WITH UNDER DELEGATED POWERS

34. 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.

35. MINUTES

RESOLVED: That the minutes of the meeting of 24 March 2006 be approved and signed as a correct record.

36. PUBLIC PARTICIPATION

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

37. REVIEW OF WORKPLAN

Members reviewed the workplan for the Standards Committee for the 2005/06 municipal year. It was agreed that no changes be made at this stage. The workplan would be reviewed again after appointment of the new membership and Chair of the Committee at Annual Council.

RESOLVED: That the workplan, as set out at Appendix 1 to these minutes, be approved.

38. TENTH REPORT OF THE COMMITTEE ON STANDARDS IN PUBLIC LIFE

Members received a report which provided an overview of the Tenth Report by the Committee on Standards in Public Life, published in 2005.

The Committee had examined:

- Appointments and re-appointments to public bodies
- Management and enforcement of codes of conduct
- Whether the Seven Principles of Public Life were being embedded into organisational culture.

The Committee's 38 recommendations were reproduced in Annex A to the report. They included, in particular, proposals to:

- Move to a more locally based system from January 2007
- Strengthen the independent composition of Standards Committees
- Remove unnecessary restrictions on councillors representing their constituents
- Clarify the distinction between private and official conduct..

Members were invited to comment upon recommendations 16 to 33, which dealt specifically with the ethical standards framework for local government and the role of the Standards Committee. They noted that a number of the recommendations had not yet been accepted by the government. These included the recommendations for amendments to the Model Code of Conduct (R24, R25 and R26), and a clear indication was now needed as to when the new Code would be introduced. In relation to R20, it was suggested that information on complaints assessed by the Standards Board as not requiring investigation should be summarised in the Committee's annual report to Council. In relation to R26, it was requested that training on registering interests be provided to both City and Parish councillors, perhaps via a pre-Council seminar and a presentation to the Local Councillors' Association

- RESOLVED:
- (i) That the recommendations in the Tenth Report on Standards in Public Life, attached as Annex A to the report, be noted.
 - (ii) That Officers note the Standards Committee's comments on recommendations 16-33 in Annex A.

39. REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE

Members received a verbal update from the Monitoring Officer on the review of the Council's Complaints Procedure.

It was reported that, due to staff resources being focused on the review of the Council's Constitution, little progress had been made since the last update. However, the Monitoring Officer had undertaken to prepare a draft report to the next meeting of the Corporate Management Team (CMT). The report would seek CMT's support on prioritising this issue and ask them to decide whether a two or three stage procedure should be adopted and to appoint a named contact for the Chief Executive's department.

Members expressed disappointment at the lack of progress to date and endorsed the action proposed by the Monitoring Officer.

RESOLVED: That the update be noted.

40. VOTE OF THANKS TO CHAIR

Members expressed their thanks to Mr Roger Mc Meeking, who would stand down as Chair of the Standards Committee after the Annual Council meeting on 25 May.

R G MCMEEKING

Chair

[The meeting started at 3.15 pm and finished at 4.30 pm.]

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Draft Workplan for Standards Committee 2005/06 and into 2006/07**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>Area of Work</u>	<u>Standards Committee Meeting</u>	<u>Communication/ Strategic Activity</u>
Annual Report to Council	24 March 06	Yes – press release
Review of Members' Code (issues from annual assembly)	19 May 06	Yes – training at pre-Council seminar, with invite to Parish Council Liaison Group
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). To include substitutes, Members nominated to Standards Committee for 2006/07, and new Independent Chair.	19 May 06	
Comprehensive Performance Assessment (CPA) – contribution of Standards Committee	TBA (early in new Municipal Year)	
Review of the Complaints Procedure	19 May 06	

Report of the Committee on Standards in Public Life 19 May 06

Presentation on new Committee Management System TBA



Standards Committee**6 October 2006**

Report of the Head of Civic, Democratic and Legal Services

Standards Committee Work Plan**Summary**

1. This report details areas of work to be considered for inclusion by the Standards Committee in their work plan.

Background

2. The Standards Committee has a work plan, which is reviewed at each meeting. On 5 October 2006 Full Council is to consider a recommendation from the Appointments Panel to appoint Christine Bainton as the new Independent Member and Chair of the Standards Committee. Members of the Committee have agreed that the first item of business for the new Chair should be to review the work plan and consider items for inclusion.

Consultation

3. Standards Committee members may wish to consider whether the agreed work plan is submitted to the Audit and Governance Committee for comment.

Options

4. The following areas of work are to be considered by members of the Standards Committee for inclusion in the work plan.
5. Members may consider which of all or any of the items listed below ought to be included and the timescale for commencement and completion of each area of work.

Review of the Council's Complaints Procedure

The Standards Committee has in the past expressed some concerns regarding the existing Complaints Procedure and expressed an interest in the outcome of the ongoing review. Members need to consider whether they wish to include this issue in the work plan for further consideration.

Amendments to the Members' Code of Conduct

Members of the Standards Committee are aware that the Members' Code of Conduct is to be the subject of amendment. Central Government is to produce regulations shortly setting out the proposed changes. The Standards Committee will need to consider its role in terms of publicising the amendments and raising awareness of any issues arising there from.

Advice to Elected Members re activities during the purdah period

Standards Committee members will be aware that the term of office for CYC Elected Members expires in May 2007. There is to be a local election for all Members on 3rd May 2007. Standards Committee members may feel it is appropriate for them to provide advice to Members on issues of conduct for consideration in the period immediately prior to the election (the purdah period).

Parish Councils – Good Practice at Meetings

Standards Committee Members will be aware that some concerns have been expressed regarding practices adopted at Parish Council meetings. Standards Committee Members may feel it is appropriate to offer some guidance to Parish Councils regarding good practice for recording decisions and declarations of interest.

Annual Report

Standards Committee has previously produced an Annual Report to CYC Council in April. This requirement is now embodied in the new Council Constitution. Standards Committee Members will need to consider the contents of the Annual Report for the municipal year 2006/07.

Ethical Governance Audit

The Standards Board for England, the Audit Commission and IDEa have developed an ethical governance toolkit to help Councils have a better understanding of how well they are meeting the ethical agenda and how they can further improve their arrangements. The first step for undertaking the ethical audit is to complete a self-assessment survey to assess the awareness of ethical issues across the organisation. The Standards Committee need to consider whether they wish to undertake the self-assessment survey and develop a programme for undertaking the full audit.

Analysis

6. All of the proposed areas of work will improve the governance arrangements of the Council and/or Parish Councils. However, some of the areas of work will require significant resources from both Officers and Members. Members will, therefore, need to consider the work plan proposals in the context of the amount of Officer and Member time required to deliver each area of work.

Corporate Priorities

7. The areas of work identified should contribute to the corporate priority of improving the Council's focus on the needs of customers and residents in designing and providing services and should improve leadership at all levels to provide clear, consistent direction to the organisation.

Implications

8. The implications are as listed below :

- **Financial**

There may be financial implications if the Standards Committee is proposing to undertake a full ethical governance audit as support is recommended from both the Audit Commission and the IDEa which may have a cost attached to it. If the Standards Committee is minded to undertake the initial self-assessment and that self-assessment outcome suggests a full ethical audit then a further report will need to be brought to the Standards Committee identifying the potential cost and how it is to be met.

- **Human Resources (HR)**

None

- **Equalities**

None

- **Legal**

None

- **Crime and Disorder**

None

- **Information Technology (IT)**

None

- **Property**

None

Risk Management

9. There are no specific risks attached to any of the areas of work identified. However, the work plan is designed to improve governance arrangements, raise awareness of ethical issues and maintain high standards of conduct.

All of these represent appropriate risk management tools to ensure the organisation operates effectively.

Recommendations

10. The Standards Committee are asked to consider the items of work listed in paragraph 5 above and select those which they feel it is appropriate for them to include in its annual programme of work.

The reason for the recommendation is to improve the corporate governance, awareness of ethical issues and maintain high standards of conduct within the organisation and to ensure that the Standards Committee meets its responsibilities set out in the Council's Constitution, specifically to promote and maintain high standards of conduct by the Members and Co-opted Members of the Council and take a general overview on all ethical issues and issues of probity.

Contact Details

Author:

Suzan Hemingway
Head of Civic, Democratic and
Legal Services
Chief Executive's Department
Tel No. 01904 551004

Chief Officer Responsible for the report:

Suzan Hemingway
Head of Civic, Democratic and Legal Services

Report Approved



Date

15th
2006

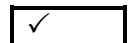
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Specialist Implications Officer(s)

None

Wards Affected:

All



For further information please contact the author of the report

Background Papers:

None

Annexes

None



Standards Committee

6 October 2006

Report of the Assistant Director (Audit & Risk Management)

Mid-term monitor

Officer Governance Group work programme

Purpose

- 1 The purpose of this report is to advise Standards Committee of the progress made to date in respect of the Officer Governance Group work programme. This report sets out;
 - the background to the Governance Group being established and the purpose of the Group further to the overall governance agenda at the Council;
 - progress against the plan and the key issues being addressed by the Governance Group on behalf of the organisation as a matter of priority.

Background

- 2 The Officer Governance Group was established as a sub-committee of Corporate Management Team (CMT) in 2005 in response to:
 - the growing prominence of the national policy agenda in respect of governance matters generally in recent years as reflected in revised CPA criteria published in both 2005 and again in 2006 as part of the 'harder test' for the Use of Resources assessment;
 - long standing concerns on the part of the District Auditor and the weaknesses reported in the Annual Audit Letters over the last few years in respect of the Council's governance arrangements (which have ranged from relatively minor points of procedure to major issues of principle, such as the need to establish a proper Member reporting arrangements for audit & governance issues).
- 3 Many of the weaknesses identified by the District Auditor had remained unresolved for many years and risked compromising the Council's future CPA score unless satisfactorily resolved.
- 4 Following a meeting of the District Auditor with the Chief Executive and the Director of Resources in early 2005 it was agreed that an officer group should be established to deal with corporate governance issues

and provide a vehicle for exercising the on-going stewardship responsibilities of the S151 Officer and Monitoring Officer.

Role & function

5 The primary roles and function of the Group is to ensure that satisfactory arrangements are in place that facilitate:

- **The proper operation of an effective internal control environment**

The control environment is the sum of its overall management arrangements and the systems, processes, procedures and controls the organisation relies on to ensure the probity, legality and VFM of its services as well as sound and consistent management practice needed to support this in practice.

- **Transparent & accountable management practice and decision making**

There should be clarity and consistency in the way matters are reported and decisions made across the organisation that is consistent with all statutory and non-statutory codified requirements, the Council's Constitution and attendant regulations and best practice.

- **Ethical working practices and standards**

This extends to the kind of core value sets expected covering Members and Officer behaviours, relationships with each other and third parties, the accepted ways in which business will be conducted and the principles and ethical considerations that will be observed in doing so.

- **Compliance with all relevant legislation and regulatory frameworks**

The Council must ensure that it acts within the law and that all relevant legislation, codified practice, local regulation etc is observed and complied with by Members and Officers. Non-compliance must be dealt with and reported by the S151 Officer and/or the Monitoring Officer further to the stewardship responsibilities placed upon them variously by extant statute.

6 The Group's remit is to deliver a corporate governance development agenda on behalf of the Council (as set out in the Group's work programme as informed by a list of key issues to be addressed, set out in Annex A to this report) and to keep implementation under on-going review. The Group is not be responsible for day to day operational matters or deployment, nor may it form part of any control system in its own right.

Working arrangements

- 7 Given the nature of the work involved and the commitment required to the governance agenda by all Directors, it was important for the Group to be constituted as a sub-group of CMT and report progress to CMT members on a regular basis. The Group also reports progress against the work plan and any key issues arising on a bi-annual basis to the Audit & Governance Committee. Clearly, the Group is also conscious of the need to report any matters arising relating to the work of this Committee to Standards Committee Members should anything arise. The Group's comprises only a few core officers supported by a number of associate Group members who are involved in specific development work as and when needed to minimise additional meetings burdens etc on key staff. Membership details are given in Annex B to this report.

Progress to date

- 8 The Group's work programme is attached as Annex C to this report. It sets out the work scheduled for completion since September 2005, lead officer responsibilities for each main area of development, time-tabling commitments and reporting requirements and progress to date.
- 9 As Annex C shows a great deal of the work programme has already been achieved and/or is currently in hand, specifically the majority the tasks relating to sub-sections 1, 3, 4, 5, 6, 7, 9, 10, 11, 13, 14 and 15. Key work currently outstanding or still to complete includes:
- **Sub-section 2 - Stakeholder awareness and information work** - very little formal awareness raising work has been done with the key stakeholder groups identified in the work programme. This is due to the pressures of other work commitments on the core membership of the Group and the lack of resources needed to provide administrative support in organising and co-ordinating stakeholder meetings, publicity and the dissemination of general information relating to the work and function of the Group across the authority. This area of work, therefore, has so far been de-prioritised by the Group but does need addressing at some point in the not too distant future;
 - **Sub-section 9 task 9b – Post implementation roll out and training work** relating to the adoption of the new Constitution in May 2006. Some work has been done, in respect of some aspects of the new Constitution, but a proper training programme for both staff and Members is now needed to ensure the requirements of the new Constitution are fully understood by all and properly embedded in the Council's working arrangements. Again, capacity problems and a lack of adequate resources to support this work has hindered the ability of the Group to make any significant progress in this area over the summer months;

- **Sub-section 12 – Strategic decision making & reporting** whilst work is in hand to develop a competition policy, competition handbook and strategic procurement programme (to be reported to CMT later this year) work on the Corporate Procurement Strategy has been re-scheduled in consultation with the Executive Member for Corporate Services in light of the on-going long term sickness absence of the Procurement Manager. A revised time-table has been agreed in order to ensure this work is done and the strategy considered and adopted by the Council before 31 March 2007 in advance of the new financial year.
- 10 A great deal of good and relatively speedy progress has been made in respect of the work programme to date, all of which will contribute directly to sustaining and significantly improving our CPA scores for the Use of Resources key lines of enquiry in 2006 and 2007. However, some key areas of work remain outstanding and the ability of the Group to make significant progress on those matters is constrained by resourcing problems for which there are no easy or quick solutions. Corporate Management Team and the Audit & Governance Committee will be advised on the on-going progress of the Group in a year end outturn report to be scheduled for consideration in April 2007 along with work plan proposals for 2007/08.

Consultation

- 11 Initial proposals as set out for consultation with Members of Audit & Governance Committee at the inaugural meeting of the Committee on 6 June 2006. The S151 Officer, Monitoring Officer and CMT have been consulted on the necessary timing of items across the year in preparing these proposals for Members consideration.

Options

- 12 Not relevant for the purpose of this report.

Analysis

- 13 Not relevant for the purpose of this report.

Corporate Priorities

- 14 This report contributes to the overall effectiveness of the Council's internal management & assurance arrangements in helping to achieve of the following corporate priorities;
- Ensure probity, integrity and honesty in everything we do (Objective 8.3).

- Provide accurate and transparent management information in a timely and effective manner (Objective 8.3).
- Improve the forward planning, openness, propriety, speed and effectiveness of decision-making (Objective 8.4).

Implications

- 15 There are no financial, HR, equalities, legal, crime and disorder or IT&T implications arising from this report.

Risk Management Assessment

- 16 Not applicable to this report

Recommendations

- 17 It is recommended that Members:

- a) note the role and function of the Officer Governance Group as set out in this report and annexes 1 and 2;

Reason

To ensure the effective communication of the management arrangements put in place in order to properly discharge the governance responsibilities of the organisation

- b) note the annual work programme of the Officer Governance Group and progress made to date as set out in Annex 3, as well as the outstanding matters still to be progressed at this time, as detailed at paragraph 9.

Reason

To ensure the effective communication of the progress made in discharging the governance responsibilities of the organisation

- c) note the intention of the Officer Governance Group to report any matters relating to the work of this Committee to Standards Committee Members should they arise in the future, as detailed in paragraph 7;

Reason

To ensure Members are properly advised of any matter relating to the function and role of this Committee arising from the work of the Officer Governance Group with immediate effect.

Author:

Liz Ackroyd
Assistant Director of Resources
(Audit & Risk Management)
Resources
Ext 1706

Chief Officer Responsible for the report:

Liz Ackroyd
Assistant Director of Resources (ARM)

Report Approved **Date** 25 Sept 2006

Specialist Implications Officer(s) Not applicable

Wards Affected Not applicable

All

For further information please contact the author of the report

Background Papers

None

Annexes

Annex A Key issues to be addressed by the Group
Annex B Membership details
Annex C Work programme

Key issues to be addressed by the Group

The proper operation of an effective internal control environment

- **Improving the internal control environment, systems & procedures**
 - Issues arising from 2004/05 SIC corporate & departmental
 - Other known regularity issues, outstanding IA & DA actions
 - Registers of Interest (Staff, Members)
 - Breaches & waivers
 - Working protocols (Constitution)

Transparent & accountable management practice and decision making

- **The Review of the Constitution**
 - all issues arising (see report to Constitution Board 29/7)
- **HR rules of procedure & scheme of delegation**
 - limits for honoraria & responsibility payments
 - progression within grade
 - pay in lieu of notice
 - pay on appointment
 - re-gradings
 - creating and deleting establishment posts
- **Establishing and managing an Audit & Governance Committee**
 - Need for Member involvement in Governance agenda and means of providing Member assurance about the adequacy and operation of the Council's Governance framework & overall arrangements to monitor the operation and effectiveness of Governance arrangements generally at CYC
 - Role & remit
 - Working arrangements
 - Development & timing issues re the Review of the Constitution and revised scheme of delegation
 - DA representation & relationship management (client officer)
 - Lead Officer & admin support responsibilities
 - links to the Standards Committee
 - relationship with the Executive, full Council etc

- **Strategic decision making & reporting**

- Need to establish a competition strategy & arrangements to deliver competition and coherent framework re Competition Strategy, Rollo and Thin Client
- Reporting arrangements to advise S151 Officer/Members on performance against key financial systems & targets (financial health issues)
- Need to improve project mgt arrangements for asset/land disposals and report risk assessments for capital receipts to Members (risk assessment not contextualised therefore danger of unrealistic/imprudent budgeting)
- Inclusion of risk implication section in reports to Members, need to consider/include in new report writing protocol?
- Need to strengthen arrangements for seeking & considering legal advice through the decision making process (consistency & compliance issues)
- Client responsibilities for specifying objectives and performance targets for Commercial Services
- Member Champion for Risk Management
- Paucity of Scrutiny arrangements

Ethical working practices and standards

- **Ethics & the Standards Committee**

- Role of Standards Committee
- Ethical Audit
- Arrangements for local investigations
- Member/Officer relations protocol
- Fraud action plan and prosecution policy & raising officer awareness of anti-fraud & corruption and whistle-blowing policies
- Complaints procedure
- Employee Code of Conduct
- Member Code of Conduct
- Declarations of interest
- E-Communications policy

Compliance with all relevant legislation and regulatory frameworks

- **Stewardship responsibilities of the S151 Officer & MO**

- Scope of functions & powers
- Powers to intervene, report and require action

Group Membership

Core Membership

Simon Wiles (Chair)
Director of Resources
(S151 Officer)

Suzan Hemmingway
Head of Legal, Democratic & Committee Services
(Monitoring Officer)

Liz Ackroyd
Head of Audit & Risk Management Services
(Chief Internal Auditor & Group Secretary)

Associate Members

Ken Green
Head of Human Resources

Max Thomas
Audit & Fraud Manager

Peter Steed
Head of Finance

Dawn Steel
Democracy Services Manager

Colin Mockler
Head of Performance & Improvement

Other participants are co-opted onto the Group on a temporary basis as required to help the achievement of specific work programme tasks.

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Key tasks & deliverables	Meeting schedule		Sept 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	March 06	April 06	May 06	June 06	July 06	August 06	Sept 06	Oct 06	Nov 06	Dec 06	Jan 07	Feb 07	Mar 07	
	Lead	Status	Financial year 05/06										Financial year 05/06									
Group set up & operations																						
1 Specification, role & remit																						
a	Agree management arrangements	SW	Done																			
b	Submit scoping report for consideration & approval by CMT	ERA	Done																			
c	Associate members initial awareness & work																					
d	planning sessions (scope & process)																					
d1	Associate members of the group	ALL	Done																			
d2	District Audit	ALL	Done																			
e	Draft forward work programme for 06/07 & consult	ERA	Done																			
2 Initial communications & awareness work																						
a	Stakeholder awareness & information sessions																					
a1	District Audit & membership group	ERA	Done																			
a2	CLG	All	O/S																			
a3	Council Members																					
	i Leader	SW	O/S																			
	ii Political Groups	SW	O/S																			
	iii Standards Committee	SH	WIP																			
	iv Audit & Governance Committee	ERA	Done																			
	v SMC	SH	WIP																			
a4	Staff	KG	O/S																			
a5	Unison	KG	O/S																			
Internal control environment																						
3 Known control issues 2005/06																						
a	Document review																					
a1	Issues arising from the SIC																					
	i review schedule & report back to GG	MT	Done																			
	ii recommendations for remedial action	SW	Done																			
a2	Outstanding DA actions for follow up (to schedule)																					
	i schedule (draft AAL Action Plan)	ERA	Done																			
	ii report back to CMT/GG	ERA	Done																			
	iii report to A&G for monitoring and action	ERA	Done																			
a3	Outstanding IA actions for follow up																					
	i schedule (report of the CIA)	ERA	Done																			
	ii report back to GG	ERA	Done																			
	iii report to A&G for monitoring and action	ERA	Done																			
a4	Registers of Interest																					
	i Staff	KG	O/S																			
	ii Members	SH	Done																			
a5	Issues arising from the annual review of B&W																					
	i incorporate into IA follow up programme	MT	Done																			
	ii schedule CPT support to key areas	MG	Done																			
	iii maintain WP files	RS	Done																			
	iv timetable 2006/07 work & report	RS	Done																			

Key tasks & deliverables			Meeting schedule		Sept 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	March 06	April 06	May 06	June 06	July 06	August 06	Sept 06	Oct 06	Nov 06	Dec 06	Jan 06	Feb 06	Mar 06	
			Lead	Status	Financial year 05/06										Financial year 06/07									
Internal control environment																								
4 Known control issues 2005/06 (cont)																								
b Document review																								
b1 Review relevant protocols (Constitution Review)																								
	i Report writing protocol	SH	Done																					
	ii Members Code of Conduct	SH	Done																					
	iii Protocol on Officer/Member Relations	SH	Done																					
	iv Protocol on Publicity & the Media	MB	Done																					
	v Protocol on Access to Information	SH	Done																					
	vi Electronic Communications Policy	RG	Done																					
	vii Protocol on Whistleblowing	KG	Done																					
	viii Protocol on Councillor Working Groups	SH	Done																					
	ix Officers Code of Conduct	SH	O/S																					
5 Forward planning & mgt 2006/07 onwards																								
a Intergated audit & reporting arrgts																								
a1 Planning																								
	i DA annual plan	ERA	Done																					
	ii IA annual plan	ERA	Done																					
a2 Delivery																								
	i Monitoring & progress reporting	ERA	On-going																					
a3 Reporting																								
	i Members (see 7 below)	ERA	Done																					
	ii CIA report to S151 Officer/A&G	ERA	Done																					
Legality & regulation																								
6 Stewardship responsibilities of the S151 Officer & MO																								
a S151 functions & powers to intervene		SW	Done																					
b Monitoring Officer functions & powers to intervene		SH	Done																					
c Roll out, implementation and training (with item 5 above)		ALL	O/S																					
7 Money Laundering																								
a Establish arrangements for dealing with new legislation		ERA	Done																					
b Report to OGG		MT	Done																					
c Report to A&G		MT	WIP																					
8 Data protection & FOI																								
a OGG to review policy framework, arrangements & compliance		RB	O/S																					

Key tasks & deliverables			Meetings schedule		Sept 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	March 06	April 06	May 06	June 06	July 06	August 06	Sept 06	Oct 06	Nov 06	Dec 06	Jan 07	Feb 07	March 07		
					Financial year 05/06											Financial year 06/07									
			Lead	Status																					
Transparency & decision making																									
9 The Review of the Constitution																									
a	See separate project plan (reported to CMT 19/10/05)	SH/ERA	Done																						
b	Post review - roll out, implementation and training arrgts	SH/ERA	O/S																						
c	Post-implementation review of new arrangements (report to FC)	SH	O/S																						
10 HR rules of procedure & scheme of delegation																									
a	Drafting for Constitution																								
a1	limits for honoraria & responsibility payments	KG	Done																						
a2	progression within grade	KG	Done																						
a3	pay in lieu of notice	KG	Done																						
a4	pay on appointment	KG	Done																						
a5	re-grades	KG	Done																						
a6	creating & deleting establishment posts	KG	Done																						
a7	intergrated disciplinary procedures (fraud/police referrals)	KG/MT	O/S																						
b	Incorporation of procedures within Constitution	KG	Done																						
c	Associated policy development	KG	WIP																						
d	Report back to OGG	KG	O/S																						
e	Roll out, implementation and training	KG	O/S																						
11 Audit & Governance Committee																									
a	briefing note on requirements to Constitution Board	ERA	Done																						
b	establish terms of reference, role & remit	ERA	Done																						
b1	working arrangements & fit with CR	ERA	Done																						
b2	Member appointments	FC	Done																						
b3	DA role & representation	ERA	Done																						
b4	Other Committee links/relationships	ERA	Done																						
b5	Lead Officer role & admin support	ERA	Done																						
c	fit with CR development	ERA	Done																						
d	Roll out, implementation and training (with item 5 above)	ERA	O/S																						
12 Strategic decision making & reporting																									
a	Competition framework																								
a1	Competition policy	SW/ERA	WIP																						
a2	Competition Handbook (Rollo Review/Thin Client)	SW/ERA	WIP																						
a3	Strategic Procurement Plan	SW/ERA	WIP																						
a4	Corporate Procurement Strategy	MG	O/S																						
b	Financial Health																								
b1	Establish arrgts to formally report on key systems & targets to S151 & Members	SW/PS	O/S																						
b2	CIA report to S151 Officer (see item 4 above)	ERA	Done																						

Key tasks & deliverables			Meetings schedule		Sept 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	March 06	April 06	May 06	June 06	July 06	August 06	Sept 06	Oct 06	Nov 06	Dec 06	Jan 07	Feb 07	March 07		
					Financial year 05/06											Financial year 06/07									
			Lead	Status																					
Transparency & decision making																									
13 Strategic decision making & reporting (cont)																									
c	Capital & Asset Management																								
	c1	Review CRAM accounting & reporting arrgts	NH/TW	Done																					
	c2	Project mgt arrgts for asset/land disposals	NH	WIP																					
	c3	Reporting capital receipts risk assessments	NH	WIP																					
d	Relevant working protocols (as per CR)																								
	d1	Report writing protocol (see item 3 above)	DS	Done																					
		i Inclusion of Risk Assessments	DW	Done																					
		ii Inclusion of legal advice sought/considered	SH	Done																					
c	Service & performance reporting																								
	c1	Objectives & target setting	SW	O/S																					
	c2	Client responsibilities for DSO reporting	SW	O/S																					
d	Member Champions																								
	d1	Draft standard role & remit document	SW	Done																					
	d2	Establish Risk Mgt Champion (new)	SW	Done																					
e	Scrutiny																								
	e1	Review scrutiny function	SH	Done																					
	e2	Draft proposals for revising function as part of CR	SH	Done																					
	e3	Implement new arrangements (subject to outcomes of CR)	SH	Done																					
f	Risk Management arrangements																								
	f1	Implement new system	DW	Done																					
	f2	Review formal monitoring and reporting arrgts	DW	Done																					
	f3	Devise and deliver Member training programme/key events	DW	WIP																					
	f4	Devise and deliver staff training programme	DW	WIP																					
	f5	Review roll out and compliance	DW	O/S																					
Ethical working practices & standards																									
14 Role of the Standards Committee																									
a	Appoint new Chair		SH	WIP	<i>(Chair to be appointed by Full Council on 6 October 2006)</i>																				
b	Report to OGG on 'ethical audit' proposals		SH	WIP	<i>(To be reported to Standards Committee on 5 October 2006)</i>																				
c	Arrangements for local investigations		SH	Done																					
d	Member/Officer relations protocol		SH	Done																					
e	Member Code of Conduct		SH	Done																					
f	Declarations of Members interests		SH	Done																					
15 Other management arrangements																									
a	Fraud & Corruption																								
	a1	Fraud action plan & prosecution policy	MT	Done																					
	a2	Counter Fraud Awareness campaigns (Phase 1)	MT	Done																					
b	Use of Resources CPA KLOE																								
	b1	Review 2006 assessment requirements	ERA	Done																					
	b2	Co-ordinate assessment and return	ERA	Done																					
	b3	DA audit process	ERA	WIP																					