

**STANDARDS COMMITTEE WORK PROGRAMME**

**MAY 2009 – APRIL 2010**

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>	<b>Current Progress</b>
1.	Undertaking local assessment of Code of Conduct complaints received by the Standards Committee	Monitoring Officer and Deputy Monitoring Officer	On-going responsibility	This action is currently being undertaken – ongoing responsibility
2.	Review of Member Officer protocol	Standards Committee and Monitoring Officer	July 2009	The protocol is yet to be completed. It is suggested that the protocol is completed alongside the Council re-organisation in order to ensure that it remains fit for purpose and relevant. Accordingly new suggested timescale for completion is May 2010.
3.	Attendance at Standards Board Assembly	Chair of Standards Committee, Monitoring Officer, Deputy	The eighth annual Assembly of Standards	Chairman of Standards Committee,

		Monitoring Officers	Committees is currently scheduled to take place on 12 and 13 October 2009	Monitoring Officer and Deputy Monitoring Officer attended the Standards Assembly. Chairman of Standards Committee and Monitoring Officer both participated as speakers at the Assembly.
4.	Ensuring provision of Code of Conduct training for all Telford & Wrekin Members and all Parish/Town Council Members	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	This could vary depending upon when forthcoming changes to the Code are introduced. Current completion date is 31 <sup>st</sup> October 2009	An external trainer and general format for the training has been agreed. The completion date should be changed to February 2010. There has been some delay in organising the training and some difficulties with obtaining appropriate venues.
5.	Review/update of Members Register of Interest forms for both Telford & Wrekin Council and all Parish/Town Councils in the Borough	Standards Committee, Monitoring Officer, Deputy Monitoring Officer, Democratic Services	30 November 2009	Letters are currently being prepared to Councillors and Parish Clerks to ensure this is undertaken. It is anticipated this process will be concluded by the end

				of February 2010.
6.	Training for Independent Members of Standards Committee in relation to chairing Standards Sub-Committees	Monitoring Officer and Deputy Monitoring Officer	November 2009	Completed. Training provided by Monitoring Officer and Deputy Monitoring Officer on 7 October 2009. Independent members from the Fire Authority were also invited.
7.	Review of local code of conduct complaints documentation and publicity	Standards Committee, Monitoring Officer, Deputy Monitoring Officer	30 November 2009	Report to go to Standards Committee on 10th December 2009.
8.	Review of the Terms of Reference of the Standards Committee	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	31 December 2009	Report to go to Standards Committee on 10th December 2009.
9.	Review of local investigation and local hearing procedures	Standards Committee, Monitoring Officer and Deputy Monitoring Officer	31 December 2009	Report to go to Standards Committee on 10th December 2009.
10.	Review of Plans Board protocol – guidance for Members of Plans Board	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer in consultation with Plans Board	31 December 2009	Ongoing, draft documents are being considered – new anticipated completion date is end of February 2010.
11.	Annual report on the work of the Standards Committee for submission to full Council	Chair of Standards Committee, Monitoring Officer, Deputy Monitoring Officer	31 December 2009	Previous annual report covered the entire municipal year.

				Suggested report is prepared at end of current municipal year and presented for consideration by Standards Committee as soon as possible thereafter.
12.	Review dispensation application procedures	Standards Committee, Monitoring Officer and Deputy Monitoring Officer	31 December 2009 depending upon introduction of legislation	Completed – considered by Standards Committee on 17 September 2009 and due to be considered by Council Constitution Committee in December 2009.
13.	Review the role descriptions for Members of the Standards Committee	Standards Committee assisted by Monitoring Officer, Deputy Monitoring Officer and Member Services	March 2010	Not yet completed. No anticipated delays at present.
14.	Evaluate the options and implications of joint working with other Standards Committees	Standards Committee, Monitoring Officer and Deputy Monitoring Officer	March 2010	Matter considered in principle by Standards Committee on 18 <sup>th</sup> June 2009. Considerable further work to be undertaken. Current completion date to be retained for present

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