

STANDARDS COMMITTEE WORK PROGRAMME - MARCH 2011 TO MARCH 2012 (SUBSTANTIVE ISSUES HIGHLIGHTED)

		TIMETABLE	RESOURCES	STATUS as at 14th September 2011
1.	To conduct hearings into alleged breaches of the Members' Code of Conduct following referrals from the Public Services Ombudsman for Wales pursuant to Section 69 of Chapter III of the Local Government Act 2000.	<ul style="list-style-type: none"> As and when any such referrals are received from the Ombudsman 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer Solicitor to the Monitoring Officer 	On 30/8/2011 the Ombudsman sent a report on a County Councillor to the Monitoring Officer to be referred to the Standards Committee for consideration. A preliminary hearing is to be arranged.
2.	To conduct hearings into applications for dispensations received from County Councillors pursuant to Statutory Instrument 2001 No 2279(W.169).	<ul style="list-style-type: none"> As and when applications are received 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer Solicitor to the Monitoring Officer 	No applications received since March 2011 to date.
3.	At the request of any Group Leader, to undertake an advisory role in connection with matters arising under the Council's proposed Protocol for Self Regulation.	<ul style="list-style-type: none"> As and when requested by any Group Leader or Group Leaders 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer Solicitor to the Monitoring Officer 	No requests made.
4.	To oversee the Member Development Plan, which is intended to include:- <ul style="list-style-type: none"> Attached is the Annual Development Plan for Elected Members presented to Council on 09/12/10 and deferred to the Council Meeting on 08/02/11 	<ul style="list-style-type: none"> Attached is the Annual Development Plan for Elected Members a report and presented to Council on 09/12/10 and 	<ul style="list-style-type: none"> HR Manager WLGA Monitoring Officer Deputy Monitoring Officer Corporate Information Officer 	The training for Planning and Trading Standards in June and July have not been achieved despite contact with the relevant officers. It is suggested that the Standards Committee request

	(13983-106592)	deferred to the Council Meeting on 08/02/11 (106592)		an update report from the relevant officer to the next formal meeting of the Standards Committee on the 14 th December 2011 It is suggested that all of these be considered in one Report to the Standards Committee at its next formal quarterly meeting on 14 th December.
	<ul style="list-style-type: none"> • Induction and training of new Standards Committee • Consideration and preparation for induction and training of intake of Councillors in 2012 • Training to target specific needs of those sanctioned by the Adjudication Panel 	<ul style="list-style-type: none"> • After 18/12/11 } • March 2012 } • As required } 		
5.	To participate in and receive reports from the Member Development Working Group.	<ul style="list-style-type: none"> • As and when received 	<ul style="list-style-type: none"> • HR Manager • WLGA • Monitoring Officer 	No report received
6.	To supervise the two Registers of Members' Interests by annual reviews followed by advice and guidance, if appropriate.	<ul style="list-style-type: none"> • Reminder to be sent in May 2011 and review in September 2011. 	<ul style="list-style-type: none"> • Monitoring Officer • Solicitor to the Monitoring Officer 	To take place on 14/9/2011
7.	To supervise the Register of Gifts and Hospitality by annual reviews followed by advice and guidance, if appropriate.	<ul style="list-style-type: none"> • Review after 08/05/11. 	<ul style="list-style-type: none"> • Monitoring Officer • Solicitor to the Monitoring Officer 	To take place on 14/9/2011
8.	To include a review of the Council's policy on gifts and hospitality and any recommendations arising therefrom, and continue with its work with a Protocol for Gifts and	<ul style="list-style-type: none"> • March 2011 onwards 	<ul style="list-style-type: none"> • Monitoring Officer • Solicitor to the Monitoring Officer 	The Protocol and form have been adopted by the County Council. The Standards Committee is requested to agree for the form to be

	Hospitality			introduced and used as from 1/10/2011. Attached are the form which is currently used and marked B1 and the new form which is marked B2 .
9.	To undertake the role of consultee on any proposed changes to the Constitution which would disproportionately prejudice the rights or interests of any minority group.	<ul style="list-style-type: none"> As and when requested to do so 	<ul style="list-style-type: none"> Monitoring Officer Managing Director 	No request made
10.	<p>To increase the profile of the Standards Committee by:-</p> <ul style="list-style-type: none"> Launch the Standards Committee's Work Programme for 2011 by means of a press statement. Chair of the Standards Committee will provide presentation/s to the public on the work, composition and recruitment to the Standards Committee etc. during the course of the most appropriate round of public meetings ("Hawl i Holi"). The Chair of the Standards Committee will present an 	<ul style="list-style-type: none"> As soon as possible after 8/03/2011 At the most suitable time during the summer of 2011 as the new Standards Committee is to be recruited by 17/12/2011 March 2012 	<ul style="list-style-type: none"> Communications Officer Monitoring Officer Communications Officer Monitoring Officer Solicitor to the Monitoring 	<p>Completed</p> <p>This is suspended following the appointment of Commissioners</p> <p>Not relevant until March 2012</p>

	annual report to the full Council outlining the work of the Standards Committee during the previous year.		Officer	
11.	To review the Council's Protocol for Member / Officer Relations presently at 5.3 in the Constitution, in conjunction with the Information Protocol.	<ul style="list-style-type: none"> November 2011 onwards 	<ul style="list-style-type: none"> Monitoring Officer Solicitor to Monitoring Officer 	A report will be submitted to the Standards Committee's quarterly meeting on 14 December 2011
12.	Pilot for Self Regulation Protocol	<ul style="list-style-type: none"> Autumn 2011 	<ul style="list-style-type: none"> Monitoring Officer 	A report will be submitted to the Standards Committee's quarterly meeting on 14 December 2011
13.	Establishing Panels to deal with dispensations, especially at short notice.	<ul style="list-style-type: none"> May 2011 	<ul style="list-style-type: none"> Monitoring Officer 	To be considered and completed on 14/9/2011
14.	To act as consultee on a report addressing Members' Access Rights and Data Protection issues.	<ul style="list-style-type: none"> As required 	<ul style="list-style-type: none"> Monitoring Officer Corporate Information Officer 	Following the informal meetings of the Commissioners on 3/5/11 the report was redrafted but following further comments it became clear that there were issues which needed further investigation.
15	To consider the Corporate Complaints Procedure and the Welsh Assembly Government's Model.	<ul style="list-style-type: none"> As and when the documents are issued 	<ul style="list-style-type: none"> Monitoring Officer Solicitor to the Monitoring Officer Corporate Customer Care Officer 	Awaiting Programme Initiation Document

16.	To consider the new draft Constitution	<ul style="list-style-type: none"> • March 2011 onwards 	<ul style="list-style-type: none"> • Monitoring Officer • Solicitor to the Monitoring Officer 	This is suspended following appointment of Commissioners
17.	Consider any other changes to the Constitution.	<ul style="list-style-type: none"> • As required 	<ul style="list-style-type: none"> • Monitoring Officer 	
18.	To receive the Local Government Measure.	<ul style="list-style-type: none"> • When published by the WAG 	<ul style="list-style-type: none"> • Monitoring Officer • Managing Director 	Information will be given at the Committee's meeting on 14/9/2011
19.	Recruitment of the new Standards Committee to be recruited by 17/12/2011	<ul style="list-style-type: none"> • Summer of 2011 onwards 	<ul style="list-style-type: none"> • Monitoring Officer • Deputy Monitoring Officer • Solicitor to the Monitoring Officer 	Ongoing

ANNUAL DEVELOPMENT PLAN FOR ELECTED MEMBERS

November 2010 – March 2012

SUBJECT AREA	AUDIENCE	POTENTIAL PROVIDER	DATE TRAINING PLANNED IF KNOWN
Chairing Skills – Coaching Sessions	Chairs/Vice-Chairs	Clare Forrest	November 2010
Risk Management	Audit Committee	James Quance – PWC Owen Rees – Zurich	November 2010
Treasury Management	Audit Committee/Executive	Richard Basson, Sector	December 2010
Developing Political Protocols		Ian Bottrill	January/February 2011
Code of Conduct & Ethics	Town and Community Councils	Ken Burton – One Voice Wales	February 2011
Design Communication for Wales	Planning Committee Members	External	March 2011
Planning Improvement Plan	Planning Committee Members	Internal	March 2011
Risk Management	Audit Committee/Executive	James Quance – PWC Owen Rees – Zurich	April/May 2011
Update on new Statutory Complaints Procedure	All Members	Corporate Information Officer and Customer Care Officer	TBA
Planning Updates	Planning Committee Members	Robyn Jones (Legal) & E Gwyndaf Jones (Planning)	As and when identified

Licencing Updates	Licencing Committee Members	Jointly with Gwynedd County Council	As and when identified
Updates on the Code of Conduct	All Members	Monitoring Officer	TBA
IT Skills	All Members	Internal & External providers	As and when identified
Overview of Project Management	As identified by Interim Project Manager	Internal	As and when identified
Prioritising Workloads	All Members	Jointly with Gwynedd County Council	TBA
Scrutiny – Analysing Budgets	All Scrutiny Committees	Corporate Director Finance	TBA
Scrutiny - Chairing	All Scrutiny Committees	Clare Forrest	TBA
Scrutiny – Questioning Skills	All Scrutiny Committees	Internal	TBA
Planning an indepth Scrutiny Review	All Scrutiny Committees	Internal	TBA
Procurement Issues	To be identified	Internal	TBA
Induction	As identified for newly appointed Elected Members	Internal	As and when identified