

Committee Work Programme and Future Meetings

Monitoring Officer:: Ian Clarke, Legal and Corporate Services
Lead Officer: As above
Contact Details: ian.clarke@southsomerset.gov.uk or (01935) 462184

Purpose of Report

To seek members' approval of the work programme and to advise members of the proposed future meeting arrangements.

Public Interest

In order that the work of the committees is planned effectively and to enable the public to see when items that may be of interest to them are to be discussed by the Standards Committee, it is important that a work programme is produced, agreed and updated.

Recommendation:

- 1) That Members agree the Work Programme as attached as Appendix A
- 2) That Members note the future meeting arrangements

Work Programme

The suggested Work Programme to be agreed by the Committee is attached as Appendix A. Members are invited to suggest other items for future consideration. The Terms of Reference of the Standards Committee are shown at the front of this agenda. so that members can see the scope of their responsibilities and how this may suggest matters for the Programme

Meeting Arrangements

The Committee is scheduled to meet on the following dates:

14 June 2016
11 October 2016
14 February 2017

The next meeting of the Standards Committee is scheduled for 2.15p.m. on Tuesday 14 June 2016 in the Main Committee Room, Brympton Way, Yeovil.

Background Papers: None

Appendix A

Standards Committee Work Programme 2016/17

Report	Timetable	Report Author	Comments
Receive regular update reports from Independent Person	Each meeting of Standards Committee	Chris Borland/Peter Forrester	May be a verbal update
Receive reports from the Monitoring Officer regarding complaints received	Each meeting of Standards Committee	Ian Clarke	Only report if complaints received
Progress reports from Monitoring Officer in relation to current complaints.	Each meeting of Standards Committee	Ian Clarke	Report will contain performance data and not personal details
Consider Dispensation Applications	As required	Ian Clarke	Agreed process in place
Review Guidance for Members on Gifts and Hospitality	February 2017	Ian Clarke	Review every 2 years thereafter
Annual Report to Council by Chairman of Committee and Independent Person	TBA	Chairman	
Review and streamline Hearing Procedures	June 2016	Ian Clarke	The intention will be to make the process more efficient, proportionate, cost effective and timely by dealing with the matter "on the papers".
Consider annual report on receipt of Gifts and Hospitality for Members and Officers	October 2016	Ian Clarke	
Assess and respond to training and support requirements of members of the District, Town and Parish Councils in relation to the Code of Conduct	October 2016	Ian Clarke Angie Cox Jo Gale	Clerks to be contacted as asked to identify the main training requirements from their perspective to help design the training programme.

Report	Timetable	Report Author	Comments
Review Guidance and Process for dealing with Complaints.	February 2016	Ian Clarke	Review every 2 years thereafter
Review Protocol on Member/Officer relations.	October 2016	Ian Clarke	Review every 2 years thereafter
Consider revisions to the Constitution	As required	Ian Clarke	
Consider complaints (where not delegated to the Monitoring Officer)	As required	Ian Clarke	No such complaints currently
Consider investigation reports (Hearings Panel) where required	As required	Ian Clarke	No investigations currently
Impose or recommend sanctions where there has been a breach of the Code of Conduct	As required	Ian Clarke/Hearings Panel	No hearings needed currently
Independent Persons to meet with Political Group Leaders and Chief Executive annually.	To be confirmed	Committee Admin to organise	
Consider the Ombudsman's Annual Report	To be determined	Ian Clarke	