

**STANDARDS COMMITTEE - WORK PROGRAMME 2007/08**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER/NOTES	DATE ENTERED INTO WORK PROGRAMME / SOURCE
<b>Meeting date: 10<sup>th</sup> October 2007 – The deadline for reports for this meeting is 17<sup>th</sup> September 2007</b>			
Adjudication Panel Decisions/Notable Cases	Regular report detailing the most recent Adjudication Panel decisions and any other notable standards cases.	Corporate Governance Officer Amy Kelly	
Members' register of interests	To receive a report of the Director of Legal and Democratic Services regarding a review of the arrangements in place for the register of Members' interests.	Corporate Governance Officer Amy Kelly	
Protocol for Elected Members/Officer Relations	The Monitoring Officer will report to the Standards Committee regarding whether the arrangements set out in the Protocol have been complied with and will include any proposals for amendments in the light of any issues that have arisen during the year.	Principle Corporate Governance Officer Kate Sadler	
Training on the new Code of Conduct	To receive a report outlining the training which has been provided for Leeds City Councillors and Parish Councillors on the new Code of Conduct.	Amy Kelly Corporate Governance Officer	
Standards Committee Communications Plan (to raise the profile of the Committee)	To consider a draft communications plan for the Standards Committee, which identifies audiences and objectives and appropriate media for communication.	Head of Corporate Communications Louise Tonkinson	

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Comprehensive Performance Assessment	To receive a report outlining the requirements of the Use of Resources assessment for 2007/08.	Chief Officer Financial Management Doug Meeson	
Officer declarations of interest and gifts and hospitality	To receive an updated report on the steps the Council has taken to embed existing arrangements for Officers to make declarations of interests and declarations of offers of gifts and hospitality.	Head of Human Resources Strategy Helen Grantham	
<b>Meeting date: 5<sup>th</sup> December 2007 – The deadline for reports for this meeting is 12<sup>th</sup> November 2007</b>			
Standards Committee Independent Members' Forum	To receive the minutes from the October meeting of the Independent Members Forum.	Corporate Governance Officer Amy Kelly	
Adjudication Panel Decisions/Notable Cases	Regular report detailing the most recent Adjudication Panel decisions and any other notable standards cases.	Corporate Governance Officer Amy Kelly	
Complaints referred to the Standards Board for England in the period April 2006 to October 2007	Regular item every 6 months detailing the number of complaints referred to the Standards Board for England in relation to Members of Leeds City Council and local Parish or Town Councillors within the area, and the outcome of those complaints.	Corporate Governance Officer Amy Kelly	

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Ethical Framework and Awareness Programme for officers	To receive a report outlining work which has been done to further analyse the results of the ethical audit, and details of the new ethical framework and awareness programme for officers.	Head of Human Resources Strategy Helen Grantham	
Consultation with Members regarding the additional of local provisions to the Code of Conduct	To receive a report outlining the results of the consultation with Members regarding whether additions need to be made to the Code of Conduct.	Principle Corporate Governance Kate Feltham	
Local Filtering of Complaints	To receive a report outlining the new arrangements for local filtering of complaints due for implementation in April 2008, including the creation of a filtering panel.	Principle Corporate Governance Officer Kate Feltham	
<b>Meeting date: 13<sup>th</sup> February 2008 – The deadline for reports for this meeting is 21<sup>st</sup> January 2008</b>			
Draft Standards Committee Annual Report 2006/2007	To seek Members' input on content of the Standards Committee annual report 2006/2007. The report provides proposals and suggestions for content, and a draft report.	Corporate Governance Officer Amy Kelly	
Parish Council Training	To receive and consider a report detailing the outcome of the annual review of available governance and other related training for Parish Council Members and Clerks and the extent of take up within Parishes in Leeds.	Corporate Governance Officer Amy Kelly	

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Adjudication Panel Decisions/Notable Cases	Regular report detailing the most recent Adjudication Panel decisions and any other notable standards cases.	Corporate Governance Officer Amy Kelly	
Annual report on the Monitoring Officer Protocol	The Monitoring Officer will report to the Standards Committee regarding whether the arrangements set out in the Protocol have been complied with and will include any proposals for amendments in the light of any issues that have arisen during the year.	Assistant Chief Executive (Corporate Governance) Nicole Jackson	
Ethical Audit Action Plan – Progress Report	To receive a report outlining the progress so far against the Ethical Audit Action Plan.	Principle Corporate Governance Officer Kate Feltham	
<b>Meeting date: 2<sup>nd</sup> April 2008 – The deadline for reports for this meeting is 10<sup>th</sup> March 2008</b>			
Final Standards Committee Annual Report 2006/2007	To seek Member's approval for the final draft of the Standards Committee Annual Report 2006/2007.	Corporate Governance Officer Amy Kelly	
Adjudication Panel Decisions/Notable Cases	Regular report detailing the most recent Adjudication Panel decisions and any other notable standards cases.	Corporate Governance Officer Amy Kelly	

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Standards Committee Procedure Rules	The Monitoring Officer will report to the Committee on how the "gate-keeping" role has been discharged, in respect of preliminary investigations under paragraph 3.2, and in respect of reports where s/he decided that no further action should be taken, under paragraph 4.1. The Monitoring Officer will report to the Standards Committee annually on whether the arrangements set out in this procedure have been complied with, and will include any proposals for amendments in the light of any issues that have arisen during the year.	Assistant Chief Executive (Corporate Governance) Nicole Jackson	

ITEM	DESCRIPTION	RESPONSIBLE OFFICER/NOTES
<b><u>Unscheduled Items</u></b>		
Draft Code of Practice for the Determination of Licensing and Planning Matters	Consideration of a new draft code of practice for the determination of licensing and planning matters, to replace the two separate codes and to include provisions in relation to the Gambling Act.	Lead Officer: Robert Wade
Officer Code of Conduct	Approval of a revised Leeds City Council Officer Code of Conduct following receipt of the Model Code. <sup>1</sup>	Lead Officer: Stuart Turnock

<sup>1</sup> The Department for Communities and Local Government will not resume work on the officer code of conduct until late 2007.

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER/NOTES
Partnerships Survey	To receive a report detailing the outcome of the partnerships survey and the Corporate Governance arrangements in place within the Council's partnerships.	Lead Officer: Liz Davenport
Membership of Standards Committee	To receive a report comparing the membership of the Standards Committee in Leeds with other Local Authorities, and considering any lesson for Leeds. (Minute 84)	Lead Officer: Andy Hodson
Members' Register of Gifts and Hospitality	To receive a report summarising the recent review of the Members' register of gifts and hospitality and outlining any trends. (Minute 98)	Lead Officer: Amy Kelly