

**STANDARDS COMMITTEE - WORK PROGRAMME 2008/09**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER/NOTES
<b>Meeting date: Thursday 16<sup>th</sup> October 2008 – The deadline for reports for this meeting is Monday 22<sup>nd</sup> September 2008</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
Ethical Framework Training and Awareness Programme for Officers	To receive an updated report on the steps the Chief Officer (Human Resources) has taken to implement the Ethical Framework Training and Awareness Programme proposed in December 2007.	Human Resources Manager Alex Watson
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.	Principal Corporate Governance Officer Kate Feltham
Protocol for Elected Members / Education Leeds 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 light of any issues that have arisen during the year.	Principal Corporate Governance Officer Kate Feltham
Standards Committee Communications Plan	To consider a report reviewing the Standards Committee Communications Plan including any proposals for amendment.	Corporate Governance Officer Amy Kelly
Complaints referred to the Standards Board for England in the period October 2007 to June 2008	Annual report 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

**STANDARDS COMMITTEE - WORK PROGRAMME 2008/09**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>RESPONSIBLE OFFICER/NOTES</b>
Ethical Audit Action Plan	To receive the updated Ethical Audit Action Plan for the 2008/09 municipal year, which will include actions arising from the results of the Ethical Audit 2007.	Principal Corporate Governance Officer Kate Feltham
Code of Practice for the Determination of Planning Matters	To receive an annual report outlining whether the arrangements set out in the Code have been complied with and any proposals for amendment in the light of any issues that have arisen throughout the year.	Chief Planning Officer Phil Crabtree
<b>Meeting date: Tuesday 16<sup>th</sup> December 2008 – The deadline for reports for this meeting is Friday 21<sup>st</sup> November 2008</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
Complaints referred to Leeds City Council since June 2008	To receive a report outlining the number of complaints regarding Leeds City Councillors and Parish and Town Councillors in Leeds considered by the Assessment Sub-Committee since June 2008, and the outcome of those complaints.	Corporate Governance Officer Amy Kelly
Standards Board for England Annual Assembly	To receive a report on the recent Standards Board Annual Assembly, and feedback from those Members of the Committee who attended.	Corporate Governance Officer Amy Kelly
Parish Council Annual Audit 2008/09	To receive a report outlining the results of the Parish Council Annual Audit undertaken in October/November 2008.	Corporate Governance Officer Amy Kelly

**STANDARDS COMMITTEE - WORK PROGRAMME 2008/09**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER/NOTES
<b>Meeting date: Tuesday 17<sup>th</sup> February 2009 – The deadline for reports for this meeting is Friday 23<sup>rd</sup> January 2009</b>		
Draft Standards Committee Annual Report 2008/09	To seek Members' input on content of the Standards Committee annual report 2008/09. 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
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.	Principal Corporate Governance Officer Kate Sadler
Ethical Audit Action Plan – Progress Report	To receive a report outlining the progress against the Ethical Audit Action Plan over the last six months.	Principal Corporate Governance Officer Kate Sadler
<b>Meeting date: Tuesday 21<sup>st</sup> April 2009 – The deadline for reports for this meeting is Friday 27<sup>th</sup> March 2009</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

**STANDARDS COMMITTEE - WORK PROGRAMME 2008/09**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>RESPONSIBLE OFFICER/NOTES</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
Code of Practice for the Determination of Licensing Matters	To receive a report outlining whether the arrangements set out in the Code have been complied with and will include any proposals for amendment in light of any issues that have arisen throughout the year.	Section Head Licensing and Enforcement Gill Marshall
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.	Principal Corporate Governance Officer Kate Sadler

**STANDARDS COMMITTEE - WORK PROGRAMME 2008/09**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER/NOTES
<b><u>Unscheduled Items</u></b>		
Officer Code of Conduct	Approval of a revised Leeds City Council Officer Code of Conduct following receipt of the Model Code. <sup>1</sup>	Chief Officer (Human Resources) Lorraine Hallam
Ethical Arrangements in Partnerships	To receive a report detailing the draft ethical components of the toolkit for partnerships.	Principal Corporate Governance Officer Kate Feltham
Parish Council Annual Audit	To receive the results of the Parish Council Audit carried out following the adoption of the new Code of Conduct in 2007.	Corporate Governance Officer Amy Kelly
Politically Restricted Posts	To receive a report setting out details of the Council's new requirements for considering appeals against politically restricted posts and how the Chief Officer (Human Resources) proposes to comply with them under the new duty given to Standards Committees. <sup>2</sup>	Human Resources Manager Alex Watson

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

<sup>2</sup> Regulations regarding this process are not due to be released until later in 2008.