

STANDARDS COMMITTEE - WORK PROGRAMME 2008/09

ITEM	DESCRIPTION	RESPONSIBLE OFFICER/NOTES
<p>Meeting date: Tuesday 17th February 2009 – The deadline for reports for this meeting is Friday 23rd January 2009</p>		
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.	Senior Corporate Governance Officer Amy Kelly
Three monthly review of Local Assessment Process	To receive a report outlining the results of the consultation, and providing final proposals for amendments to the procedure.	Senior 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
Local Investigations	To receive a report detailing the arrangements in place to conduct local investigations, and outlining the updated Standards Board advise with regard to conducting investigations and Standards Committee Determinations.	Senior Corporate Governance Officer Amy Kelly
<p>Meeting date: Tuesday 21st April 2009 – The deadline for reports for this meeting is Friday 27th March 2009</p>		
Final Standards Committee Annual Report 2008/2009	To seek Member's approval for the final draft of the Standards Committee Annual Report 2008/2009.	Senior Corporate Governance Officer Amy Kelly

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Adjudication Panel Decisions/Notable Cases	Six monthly report detailing the most recent Adjudication Panel decisions and any other notable standards cases.	Senior 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
Update on the implementation of the Ethical Framework Training and Awareness Programme for Officers	To receive a report providing Members with an update on the implementation of the Ethical Framework Training and Awareness Programme for Officers.	Head of Human Resources Alex Watson

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER/NOTES
<u>Unscheduled Items</u>		
Officer Code of Conduct	Approval of a revised Leeds City Council Officer Code of Conduct following receipt of the Model Code. ¹	Chief Officer (Human Resources) Lorraine Hallam
Protocol for Elected Members/Officer Relations and Protocol for Elected Members / Education Leeds Relations	The Monitoring Officer will report to the Standards Committee regarding whether the arrangements set out in the Protocols have been complied with and will include any proposals for amendments in the light of any issues that have arisen during the year. ²	Senior 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. ³	Head of Human Resources Alex Watson
Results of the Parish profile and actions taken	The Monitoring Officer and Chair of the Standards Committee will report to the Standards Committee regarding the results of the Parish profile based on the Parish Council Annual Audit returns, and any action taken.	Senior Corporate Governance Officer Amy Kelly

¹ Consultation on the new officer Code of Conduct will close on 24th December 2008. It is anticipated that the new Officer Code will be released prior to the Annual Meeting in 2009.

² To be submitted after the new Officer Code has been released.

³ Regulations regarding this process are not due to be released until later in 2008.

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Results of the 2008 Case Study	To receive a report from Cardiff University informing Members of the results of the study undertaken at the Council in September 2008.	Senior Corporate Governance Officer Amy Kelly
Review of Effectiveness of Standards Committee	To receive a report considering the effectiveness of the Standards Committee.	Head of Governance Services Andy Hodson
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 of local complaints under paragraph 8.2, and where she decided that no further action should be taken, under paragraph 8.3. 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. ⁴	Principal Corporate Governance Officer Kate Sadler
Ethical Arrangements in Partnerships	To receive a report detailing the draft ethical components of the toolkit for partnerships.	Principal Corporate Governance Officer Liz Davenport

⁴ To be submitted a year after the three monthly review of the Local Assessment Process.