

STANDARDS COMMITTEE - WORK PROGRAMME 2009/10

ITEM	DESCRIPTION	RESPONSIBLE OFFICER/NOTES
Meeting date: 8th July 2009		
Review of the Members' Register of Gifts and Hospitality	To receive a report of the Assistant Chief Executive (Corporate Governance) outlining the results of a review of the Members' Register of Interests and Gifts and Hospitality for the year 2008/09.	Senior Corporate Governance Officer Amy Kelly
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
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. The Monitoring Officer will also report on any amendments made to the various codes of practice referred to in the Protocols which have been made since the last report.	Senior Corporate Governance Officer Amy Kelly
Parish and Town Council Annual Audit 2007	To receive a report outlining the action taken by the Monitoring Officer and the Chair of the Standards Committee in addressing the results of the Parish and Town Council Annual Audit.	Senior Corporate Governance Officer Amy Kelly
Arrangements for Conducting Local Hearings	To receive a report containing proposals to establish a Hearings Sub-Committee in light of the increased membership of Standards Committee.	Senior Corporate Governance Officer Amy Kelly

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER/NOTES
Meeting date: 15th October 2009		
Adjudication Panel Decisions/Notable Cases	Regular report detailing the most recent Adjudication Panel decisions and any other notable standards cases.	Senior Corporate Governance Officer Amy Kelly
Adjudication Panel Annual Report 2008/09	To receive a report advising Members of the Committee of the contents of the Adjudication Panel's Annual Report for the year ending 31 st March 2009.	Corporate Governance Officer Laura Ford
Standards Board for England Annual Review 2008/09	To consider a report outlining the contents of the Standards Board for England Annual Review 2008/09.	Corporate Governance Officer Laura Ford
Parish Council Annual Audit 2009	To consider a report on the results of the Parish Council Annual Audit and proposals for addressing these results.	Senior Corporate Governance Officer Amy Kelly
Review of Local Assessment Procedures	To receive a report providing details of the outcomes of the review of the Local Assessment procedures.	Senior Corporate Governance Officer Amy Kelly
Meeting date: 16th December 2009		
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 Laura Ford

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER/NOTES
Ethical Audit Action Plan – Progress Report	To receive a report outlining the progress against the Ethical Audit Action Plan over the last year.	Principal Corporate Governance Officer Kate Sadler
Standards Committee Media Protocol	To consider the annual review of the Standards Committee Media Protocol.	Principal Corporate Governance Officer Kate Sadler
Standards Committee Communications Plan	To consider a report reviewing the Standards Committee Communications Plan including any proposals for amendment.	Corporate Governance Officer Laura Ford
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
Standards Committee Half Year Progress Report	To receive a report of the Assistant Chief Executive (Corporate Governance) on the work completed by the Standards Committee in the last six months to be reported to the Corporate Governance and Audit Committee in February 2010.	Corporate Governance Officer Laura Ford
Meeting date: 17th February 2010		
Draft Standards Committee Annual Report 2009/10	To seek Members' input on content of the Standards Committee annual report 2009/10. The report provides proposals and suggestions for content, and a draft report.	Corporate Governance Officer Laura Ford
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	Senior Corporate Governance Officer Amy Kelly

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	issues that have arisen during the year.	
Standards Committee Training Plan	To receive a report reviewing the Standards Committee training plan, and seeking the Committee's approval of any amendments to the plan.	Corporate Governance Officer Laura Ford
Meeting date: 22nd April 2010		
Final Standards Committee Annual Report 2009/2010	To seek Member's approval for the final draft of the Standards Committee Annual Report 2009/2010.	Corporate Governance Officer Laura Ford
Adjudication Panel Decisions/Notable Cases	Regular 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
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

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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
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. ²	Head of Human Resources Alex Watson
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
Standards Regulations 2009	To receive a report informing Members of the Standards Regulations 2009, which will: allow councils to establish joint standards committees; enable the Standards Board to suspend a standards committee's powers to assess Code of Conduct allegations (in certain circumstances where they consider this to be in the public interest); and revise the existing dispensation regulations.	Principal Corporate Governance Officer Kate Sadler
Review of Effectiveness of Standards Committee	To receive a report considering the effectiveness of the Standards Committee.	Head of Governance Services Andy Hodson

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

² Regulations regarding this process are not due to be released until later in 2009.

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER/NOTES
Increased Interaction between the Standards Committee and the Council's Leadership	To receive a report presenting proposals to increase interaction between the Standards Committee and the Council's Leadership.	Corporate Governance Officer Laura Ford