

STANDARDS COMMITTEE - WORK PROGRAMME 2009/10

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
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, and a review of the updated LGA Guidance on 'Probity in Planning'.	Chief Planning Officer Phil Crabtree
Breach of Local Codes	To receive a report setting out details in relation to the existence and status of Local Codes and Protocols contained within the Constitution, and inviting Standards Committee to consider the mechanisms used to determine complaints against Members in relation to Local Codes.	Principal Corporate Governance Officer Kate Sadler
Officer Code of Conduct	To receive a report informing Members whether the Officer Code of Conduct will be reviewed prior to the release of a national Code by the Department for Communities and Local Government.	Chief Human Resources Officer Lorraine Hallam

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER/NOTES
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
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
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
Review of Effectiveness of Standards Committee	To receive a report considering the effectiveness of the Standards Committee.	Head of Governance Services Andy Hodson
Ethical Audit Action Plan – HR Actions Update	To receive a report updating Members on the HR Actions from the Ethical Audit Action Plan, including the Staff Survey and the 360 Degree Managers' Appraisals.	Human Resources Manager Alex Watson
Review of Local Assessment Procedures	To receive a report providing details of the outcomes of the review of the Local Assessment procedures (including notifying subject Members of the existence of a complaint).	Senior Corporate Governance Officer Amy Kelly

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER/NOTES
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 issues that have arisen during the year.	Senior Corporate Governance Officer Amy Kelly
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
Local Assessment Progress Report	To receive a six-monthly progress report in relation to Local Assessment.	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

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		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
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

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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
Member Code of Conduct	Approval of a revised Leeds City Council Member Code of Conduct following receipt of the Model Code.	Principal Corporate Governance Officer Kate Sadler
Protocol for Elected Members/Officer Relations and Protocol for Elected Members / Education Leeds Relations ³	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

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 in Summer 2009.

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

³ To be submitted after the new Officer Code has been released

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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