

# North Tyneside Council

## Report to Standards Committee

Date: 22 June 2017

### ITEM

Title: Action Plan/Work Programme 2017 - 18

---

#### Report from Service

Area: Law and Governance

Report Author: Vivienne Geary, Head of Law and Governance and Monitoring Officer (Tel: 643 5339)

Wards affected: All

---

#### 1.1 Purpose:

To provide a report on the Action Plan/Work Programme of the Standards Committee for 2017/18.

#### 1.2 Recommendation(s):

The Committee is requested to consider and suggest any additions and amendments to this report as appropriate; and to approve the action plan/work programme.

#### 1.3 Information

##### 1.3.1 The Standards Committee's - Action Plan/Work Programme up to 31 March 2018

The Standards Committee is responsible for the Authority's statutory duty to promote and maintain high standards of conduct by the Elected Mayor, Councillors, Co-opted Members.

The draft Action Plan/Work Programme sets out below details the proposed tasks and matters that will be undertaken by the Committee in this municipal year.

The Committee met informally in February 2017 to discuss the work programme and its development for this municipal year. In addition the Chair and former Deputy Chair along with the Independent Persons also attend a regional standards committee development session/event hosted by the Authority. At that session/event delegates also considered and identified areas and topics where further development and training was necessary for Members across the region. The suggestions/development requests received have been fed into the draft of the work programme. The Committee will note that the use of social media was a recurring theme and has therefore been directly addressed in the proposed work programme.

Members are requested to consider the proposed tasks and matters and determine the action plan/work programme for 2017/18.

The Action Plan/Work Programme will be monitored by the Committee at each meeting and the progress of the identified actions will be reported in the Committee's Annual Report in May 2018.

Action	Why	By When
Monitor the operation of the new Members' Code of Conduct.	To ensure that it is operating effectively	Ongoing
To review the Authority's Local Arrangements for dealing with Complaints under the Code of Conduct.	To ensure that the Authority's Local Arrangements meet the requirements and expectations of the Members and the relevant legislation.	Ongoing
To continue to develop an ongoing programme of meetings with invited guests, including the Elected Mayor, the Chief Executive, Senior Leadership Team, Group Leaders, the Chair and Deputy Chair of Council and the Chairs of the Overview and Scrutiny Committee and the Planning Committee and other Regulatory Committees.	To develop a dialogue between the Committee, and members and appropriate Officers relating to ethical governance and ethical standards.	Ongoing
To invite Chairs of Standards Committees from other Authorities in the region to attend Committee meetings.	To provide an opportunity to understand ethical governance and standards issues in other Authorities.	Ongoing
6 monthly regional meeting of the Chairs and Deputy Chairs of regulatory committees be arranged in consultation with other regional authorities	To provide an opportunity to share knowledge and best practice.	First meeting by October 2017 and second meeting by 31 March 2018

<p>To promote the development of all members by:</p> <ul style="list-style-type: none"> <li>• seeking the provision of advise and training on the exclusion of the press and public from Regulatory Committees;</li> <li>• the attendance of Regulatory Committee Members (including the Standards Committee) at relevant Committees at neighbouring authorities;</li> <li>• encouraging the extension of filming of meetings to include the Planning Committee; and</li> <li>• the provision of training on relevant ethical standards issues.</li> </ul>	<p>To assist the Authority to fulfil its statutory duty to promote and maintain high standards of conduct.</p>	<p>By March 2018</p>
<p>To review training available to all Council Members on ethical governance, ethical standards issues including arrangements with respect to the Code of Conduct; granting of dispensations, the use of Social Media and declaring interests.</p>	<p>To ensure all members receive information on ethical governance, ethical standards to minimise risk of unwitting breaches of the Code of Conduct.</p>	<p>By January 2018</p>
<p>To seek the further promotion with all Members of the Authority's e-learning training on the use social media.</p>	<p>To assist all Member in the use of social media.</p>	<p>By August 2017</p>
<p>To seek the development of advanced face to face training for those Members who use social</p>	<p>To assist those Member who use social media regularly.</p>	<p>By September 2017</p>

media regularly.		
Continue production of Annual Standards Committee Report	Presentation of Annual Report of the work of the Committee during the previous 12 months.	By end of each municipal year.
Chairs and Deputy Chairs and Independent Persons of Standards Committees to meeting in a regional forum.	To facilitate a dialogue and discussion about ethical governance and the application of the Code of Conduct for Members.	Ongoing. The last meeting was held on 3 April 2017.
To provide training to the Independent Persons on their role, this to include invitations to relevant training for Members.	To ensure that the Authority's Independent Persons understand their role in relation to ethical governance and the Code of Conduct for Members as well as the disciplinary procedures for Statutory Officers.	December 2017.
The Authority's Whistle-blowing procedure for Members to be refreshed.	To ensure it is up to date.	September 2017
Produce a pocket guide to the Code of Conduct and the requirements in relation to interests be developed and circulated to all Members.	To assist Members in how the Code of Conduct applies to them.	June 2017
Produce a generic 'bullet-point' list on "Chairing Skills"; to include the need for the Chair to summarise decisions on every occasion.	To assist the smooth operation of Committees and decision making.	September 2017

Implement the Learning Pool system to advise individual Members on training attended and completed and prompts to remind them of forthcoming/ outstanding training.	To assist Members understand what training they are required to do, what other training is available and what training they have completed.	September 2017
---	---	----------------

**1.4 Appendices:**

None.

**1.5 Contact officers:**

Vivienne Geary, Head of Law and Governance Services

(0191) 643 5339

Stephen Ballantyne, Lawyer Specialist: Governance and Employment

(0191) 643 5329

**1.6 Background information:**

Code of Conduct for Members and Co-opted Members  
The Localism Act 2011

Standards Committee Annual Report 2016-2017

Note of informal meeting of Standards Committee – 10 February 2017.