

# North Tyneside Council Report to Standards Committee Date: 31 August 2017

## ITEM 7

Title: Standards  
Committee - Action  
Plan/Work Programme

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<b>Report from Service Area:</b>	<b>Law and Governance</b>	
<b>Report Authors:</b>	<b>Vivienne Geary, Head of Law and Governance</b>	<b>(Tel: 643 5339)</b>
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<b>Wards affected:</b>	<b>All</b>	

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### 1.1 Purpose:

To advise the Committee of the action plan/work programme of the Committee for the year up to 31 March 2018.

### 1.2 Recommendation(s):

The Committee is requested to consider and note this report.

### 1.3 Information

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

This Action Plan is monitored by the Committee at each meeting and the progress of the identified actions will be reported in the Committee's Annual Report to Council at the end of the municipal year.

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

Action	Why	BY WHEN	PROGRESS
1. 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 applied to them.  <i>(Standards Committee approved the pocket guide for circulation to All Members with a covering letter at the next full Council meeting on 20 July 2017).</i>	June 2017  July 2017	Completed June 2017  Completed July 2017
2. Seek the further promotion with all Members of the Authority's e-learning training on the use social media.	To assist all Members in the use of social media through e-learning.	August 2017	Ongoing
3. Seek the development of advanced face-to-face training for those Members who use social media regularly.	To assist those Members who use social media regularly. <i>(Invitations also sent to neighbouring authorities).</i>	September 2017	Dates confirmed for 10 & 11 October 2017 (2 sessions each day) - hosted by NTC
4. The Authority's Whistle-blowing Procedure for Members.	To refresh the procedure to ensure it is up to date.	September 2017	Report submitted to 31 August Standards Committee
5. 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	Report to be submitted to 30 November Standards Committee following discussion at regional meeting of Monitoring Officers in August 2017

Action	Why	BY WHEN	PROGRESS
6. Implement the Learning Pool system to advise individual Members on training attended and completed and prompt to remind them of forthcoming / outstanding training.	To assist Members to understand what training they are required to do, what other training is available and what training they have completed.	September 2017	Report submitted to 31 August Standards Committee
7. 6-monthly meetings of Chairs and Deputy Chairs regulatory committees to be arranged in consultation with other regional authorities.	To provide an opportunity to share knowledge and best practice.	October 2017 - (1 <sup>st</sup> meeting)  31 March 2018 - (2 <sup>nd</sup> meeting)	To be arranged
8. 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	To be discussed at regional meeting of Monitoring Officers in August 2017

Action	Why	BY WHEN	PROGRESS
<p>9. Review training available to all 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 and standards issues to minimise risk of unwitting breaches of the Code of Conduct.</p>	<p>January 2018</p>	<p>Ongoing</p>
<p>10. Promote the development of all Members to assist the Authority to fulfil its statutory duty to promote and maintain high standards of conduct by:-</p>	<p>Seeking the provision of advice and training on the exclusion of the press and public from Regulatory Committees.</p> <p>The attendance of Regulatory Committee Members (including the Standards Committee) at relevant Committees of neighbouring authorities.</p> <p>Encouraging the extension of filming of meetings to include Planning Committee in consultation with the Chair and Planning Members by considering the feasibility on taking this forward.</p> <p>The provision of training on relevant ethical standards issues.</p>	<p>March 2018</p>	<p>On going</p> <p>On going. To be discussed at regional meeting of Monitoring Officers in August 2017</p> <p>Liaising with Chair of Planning</p> <p>On going</p>
<p>11. Monitor the operation of the new Members' Code of Conduct.</p>	<p>To ensure that it is operating effectively.</p>	<p>Ongoing</p>	<p>Ongoing</p>

Action	Why	BY WHEN	PROGRESS
12. 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	Ongoing
13. Programme of invited guests – Elected Mayor, Group Leaders, Chairs' of Regulatory Committees, Overview, Scrutiny and Policy Development Committee, Chair and Deputy Chair of Council, the Senior Leadership Team; and Regional Chairs of Standards Committees.	<p>Invite Chairs of Regulation and Review Committee and Licensing Committee to the 31 August 2017 Standards Committee to share their views on ethical governance and standards.</p> <p>Invite the Elected Mayor and Chief Executive to the 8 March 2018 Standards Committee to share their views on ethical governance and standards. <i>(Both have previously attended the former Governance Committee in June 2013 and Standards Committee in November 2013, respectively).</i></p> <p>Invite Chairs' of Standards Committees from Durham, Gateshead and Hartlepool Councils' to the 30 November 2017 Standards Committee to share their views on ethical governance and standards.</p>	Ongoing	<p>Chair of Regulation and Review Committee accepted</p> <p>Mayor and Chief Executive accepted</p> <p>Awaiting steer from Monitoring Officer Group</p>
14. Chairs and Deputy Chairs and Independent Persons of Standards Committees to meet in a regional forum.	<p>To facilitate a dialogue and discussion about ethical governance and the application of the Code of Conduct for Members. <i>(last meeting held 3 April 2017 hosted by North Tyneside Council).</i></p>	Ongoing	On Going. To be discussed at regional meeting of Monitoring Officers in August 2017
15. Continue production of the Annual Standards Committee Report.	Presentation of Annual Report on the work of the Committee During the previous 12 months.	End of each municipal year	On Going

**1.4 Appendices:**

None.

**1.5 Contact officers:**

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**1.6 Background information:**

None.