

AGENDA SUPPLEMENT (1)

Meeting: **STANDARDS COMMITTEE**
Place: **Committee Room III, County Hall, Trowbridge**
Date: **Wednesday 19 May 2010**
Time: **2.00 pm**

The Agenda for the above meeting was published on 11 May 2010 and indicated that the reports detailed below would be to follow. These are now available and are attached to this Agenda Supplement.

Please direct any enquiries on this Agenda to Pam Denton, of Democratic Services, County Hall, Trowbridge, direct line 01225 718371 or email pam.denton@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225)713114/713115.

All public reports referred to on this agenda are available on the Council's website at www.wiltshire.gov.uk

Membership:

Wiltshire Council Members

Cllr Nigel Carter, Cllr Ernie Clark, Cllr Peter Fuller, Cllr Malcolm Hewson, Cllr Julian Johnson and Cllr Ian McLennan

Town/Parish Council Co-opted Members

Mr William Bailey, Mr Craig McCallum, Mr Paul Neale, Mr Robert Oglesby JP, Mr John Scragg, Miss Pam Turner, Mr Keith Wallace and His Hon David MacLaren Webster QC

Independent Co-opted Members

Mrs Jane Bayley, Mr Michael Cronin, Mr Philip Gill MBE JP, Mrs Isabel McCord (Chairman), Mr Ian McGill CBE, Mr Stuart Middleton, Mr Gerry Robson OBE (Vice-Chair) and Mr Keith Shipman

15. **Standards Committee Plan 2010-2014** (*Pages 1 - 6*)

Report by the Monitoring Officer (this is now attached below)

DATE OF PUBLICATION: 13 May 2010

WILTSHIRE COUNCIL

STANDARDS COMMITTEE

19 May 2010

STANDARDS COMMITTEE PLAN 2010 - 2014

Purpose of Report

1. To ask the Committee to consider a revised plan and performance evaluation framework for the Standards Committee for 2010 – 2014.

Background

2. Since the last meeting the plan and its performance evaluation has been reviewed by the Chairman, Vice Chairman, Mr McGill and myself as Monitoring Officer.

Main Considerations for the Council

3. A copy of the revised plan is attached as an appendix to this report.
4. During our review the top priorities for action this year were identified. These are actions we believe we must take to achieve our goals and are shown at the beginning of the plan. The remaining actions in the plan presented to the last Standards Committee meeting are listed under Other Areas for Action. These are actions that we should be able to complete this year but are of lower priority.
5. The plan will be used as a working document to monitor progress towards the achievement of the Committee's goals. It is proposed that the Committee reviews the plan twice a year.

Environmental Impact

6. None.

Equalities Impact

7. The plan is consistent with the Council's Equality and Diversity Policy.

Financial Implications

8. None arising directly from this report. There will be costs associated with the implementation of the plan e.g. training, printing costs. These will be met from within existing resources.

Legal Implications

9. Implementation of the plan will enable the Committee to discharge its legal responsibilities more effectively.

Proposal

10. The Committee is asked to:

- note the plan and its performance evaluation;
- agree the top priorities for action in 2010;
- nominate a member with IT expertise to be the Committee's lead on ensuring the Standards content on the Wiltshire Council website is easily accessible

Reason for Proposal

To enable the Committee to discharge its role and responsibilities more effectively and to provide a means of monitoring and evaluating progress towards the achievement of the Committee's vision and goals.

Ian Gibbons
Monitoring Officer

Report Author: Ian Gibbons

The following unpublished documents have been relied on in the preparation of this Report: None

Appendix

Revised Standards Committee Plan

STANDARDS COMMITTEE PERFORMANCE AGAINST PLAN

Wiltshire Council's Vision is to create stronger and more resilient communities, underpinned by 3 key goals:

- 1. Deliver high quality, low cost, customer focused services.**
- 2. Ensure local, open, honest decision-making.**
- 3. Working together to support Wiltshire's communities**

Wiltshire Council Standards Committee Vision is to raise public trust and confidence in local democracy by promoting consistently high standards of conduct throughout local government in Wiltshire

Top Priorities for Action 2010

Standards Committee Goals	Standards Committee Output	Targets	Owner Responsibility	Comments
<p>Promote the ethical well-being of Wiltshire Council by embedding standards further within the Council</p> <p>And</p> <p>Promote standards in partnerships</p>	<p>Work collaboratively with Cabinet, Overview and Scrutiny Select Committees and the Audit Committee in improving the Council's governance arrangements; develop working protocol for inclusion in the Constitution.</p> <p>Undertake review of the effectiveness of the Constitution as requested by Council.</p> <p>Provide training on the Code of Conduct; monitor take-up and effectiveness of training.</p>	<p>Protocol to be completed for inclusion in Constitution in July 2010.</p> <p>Complete by 30 September 2010.</p> <p>Code of Conduct to be included in the induction process of Officers and Councillors Provide E Training Package by July 2010 100% of Wiltshire Councillors undertaken training on code ?% reduction in complaints upheld against Wiltshire Councillors</p>	<p>Ian Gibbons / Chair</p> <p>Ian Gibbons / Chair</p> <p>Nina Wilton / Vice Chair</p>	<p>Joint seminar on Comprehensive Area Assessment arranged on 17 February 2010 Protocol to be reviewed at next Constitution Focus Group meeting</p> <p>Review annually</p> <p>With HR advice, explore viability of Code of Conduct awareness being linked to appraisal reports</p>
<p>Work with Parish, Town and City Councils to support them in their application of the local standards framework</p>	<p>Develop training package for Town, Parish and City(T,P&C) Councils in conjunction with WALC; finalise and implement programme for delivery of training; monitor the take-up and effectiveness of training.</p>	<p>Agree content / schedule by 31 July 2010? Begin implementation by 1 September 2010 Monitor effectiveness from 1 November 2010? ? % of T,P&C councils offered training by 1 April 2011 ? % reduction in complaints upheld against T,P&C councillors</p>	<p>Nina Wilton / Vice Chair</p>	<p>Need advice from WALC how this is monitored. Perhaps a simple feedback form is needed for completion by T,P&C Council Clerks after the training?</p>

	Standards Committee visible presence at meetings of Area Boards.	Standards Committee briefing to all Area Boards by October 2011.	Ian Gibbons / Chair	Briefing package to be developed by a Standards Committee Task & Finish Group by 31 July 2010.
Inform and engage the public on standards in local government	Produce leaflet on making a complaint and the local assessment process for distribution throughout Wiltshire. Ensure that the Standards Content on the Wiltshire Council Website is easily accessible	28 February 2010 30 September 2010	Done Nina Wilton / Standards Committee member	Issued. Standards Committee member with IT expertise to be nominated at committee meeting on 19 May

<p>Chair's overview and summary of identified key trends.</p> <p>1.</p> <p>2.</p> <p>3.</p>
--

<i>Other Areas for Action</i>				
Standard Committee Goals	Standard Committee Output	Targets	Owner Responsibility	Comments
Apply the local standards framework in a fair, efficient and proportionate manner	Review approach to local assessment to bring decisions more in line with national average of complaints referred for investigation; arrange workshop on local assessment.	Local Assessment Workshop held on 3 February 2010. Review quarterly	Ian Gibbons / Chair	Next review September 2010
	Consider outcome of Standards for England's review on proportionality in local standards framework; review proportionality in the operation of the Council's own procedures including the use of mediation and informal resolution of complaints.	Report on review to meeting on 22 September 2010	Ian Gibbons / Chair	Standards for England review complete. Review of Wiltshire Council local assessment procedures to be completed for Standards Committee meeting in September 2010
	Review timescales for completing each stage of the local assessment process.	Completed Initial assessment within 20 working days of receipt of complaint. Review decision within 20 working days of request for review. All investigations to be completed within 6 months of complaint reaching the Assessment Sub-Committee's (or if appropriate the Review Sub-Committee's) Decision. Subsequent Standards Committee hearings to be completed within 12 weeks of receipt of Investigator's Report	Ian Gibbons / Chair	
	Implement new Code of Conduct with training for all councillors.	Await implementation of new Code	Ian Gibbons / Vice Chair	Await advice from Government on proposed implementation date for New Code
Promote the ethical well-being of Wiltshire Council by embedding standards further within the Council	Support the Council in moving to a single culture by promoting agreed values.	To be developed in consultation with the Chief Executive and Cllr Laura Mayes, Wiltshire Council's Portfolio holder for Culture Change	Ian Gibbons / Chair	Andrew Kerr, Chief Executive and Laura Mayes, Portfolio lead for culture change to be invited to meeting in May 2010. Link in with Council's action plan for culture change.
	Increase the Committee's visibility by attendance at meetings of Council, Cabinet, Committees and Area Boards.	Chair or Vice Chair to attend Council Meetings	Chair	

<p style="text-align: center;">And Promote standards in partnerships</p>	<p>Arrange regular meetings between the Chairman of the Standards Committee, Monitoring Officer, Leader and Chief Executive to maintain contact and exchange areas of development and opportunities.</p> <p>Oversight of the Council's complaints handling to ensure that complaints are dealt with efficiently and lead to improvements in services to the public.</p> <p>Review partnership governance arrangements; incorporate agreed values and standards of behaviour in partnership documentation</p>	<p>(6 per year) Chair or Vice Chair to attend 50% of Cabinet Meetings Standards Committee representation at all Area Boards at least once a year</p> <p>Quarterly.</p> <p>Annual statistical return to be considered by the Committee.</p> <p>Timetable for review to be agreed.</p>	<p>Ian Gibbons / Chair</p> <p>Nina Wilton / Chair</p> <p>Ian Gibbons / Chair</p>	<p>Other Standards Committee Members encouraged to attend, especially where business is directly relevant to Standards Committee</p> <p>Dependent on the development of a complaints tracking system</p> <p>This includes Community Partners and commercial partners. Project plan for review being prepared.</p>
<p>Work with Parish, Town and City Councils to support them in their application of the local standards framework</p>	<p>Communicate regularly with Town, Parish and City Councils on standards issues e.g. through Parish newsletter</p>	<p>Articles in Parish newsletters as required. Provide annual digest of code of conduct cases</p>	<p>Nina Wilton / Chair</p>	