

**REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES  
AND MONITORING OFFICER**

---

**WORK PLAN**

**Reason for this Report**

1. To consider the Committee's Draft Work Plan and agree the items for consideration by the Standards and Ethics Committee in 2017/18.

**Background**

2. The Standards and Ethics Committee's Terms of Reference, as detailed on the agenda for this meeting, sets out the remit of the Committee to monitor, review and advise on matters relating to the Ethical code; Members Code of Conduct; matters of governance and probity; and compliance of Members in completing Essential training
3. To enable the Committee to fulfil its role an annual work plan is developed to reflect the Council's Annual Governance Statement; give consideration to standard monitoring reports; and any issues arising from the Committee's work in promoting high standards of conduct and managing complaints. The views of this Committee assist in the development of an ongoing work plan.

**Issues**

4. Attached as Appendix A is the outline Draft Work Plan for 2017/18 that reflects the Future Priorities that are detailed in the Committee's Annual Report, and includes standard items and frequency of reporting. The Committee is invited to consider the plan and, taking into account available resources, to add or remove items and agree the frequency of reporting.

**Legal Implications**

5. There are no direct legal implications arising from the content of this report. However, the Committee is reminded of its statutory role contained in the extract from the Local Government Act 2000 set out below which should be considered alongside its terms of reference when setting the Forward Plan:

## 54 Functions of standards committees

- (1) *The general functions of a standards committee of a relevant authority are--*
- (a) promoting and maintaining high standards of conduct by the members and co-opted members of the authority, and*
  - (b) assisting members and co-opted members of the authority to observe the authority's code of conduct.*
- (2) *Without prejudice to its general functions, a standards committee of a relevant authority has the following specific functions—*
- (a) advising the authority on the adoption or revision of a code of conduct,*
  - (b) monitoring the operation of the authority's code of conduct, and*
  - (c) advising, training or arranging to train members and co-opted members of the authority on matters relating to the authority's code of conduct.*

6. The Committee has the same statutory functions in relation to Community Councils and Community Councillors as it has in relation to the County Council and County Councillors (pursuant to section 56(1) of the Local Government Act 2000).

### **Financial Implications**

7. Consideration needs to be given as to whether or not the work plan can be delivered within existing financial resources. If not, then either the work plan needs to be refined or the budget allocated to the service is reprioritised in order for the plan to be delivered.

### **RECOMMENDATION**

The Committee is recommended to consider the Draft Work Plan as set out in Appendix A, and, taking into account its terms of reference and available resources, to agree with the Director of Governance and Legal Services and Monitoring Officer any amendments and how it wishes to progress the various items or topics contained therein.

**Davina Fiore**  
**Director of Governance and Legal Services and Monitoring Officer**  
**14 November 2017**

Appendix  
Appendix A                      Draft Work Plan 2017/18

Background Papers  
Standards & Ethics Committee Annual Report 2016/17.