



City of Westminster

## Standards Committee

<b>Date:</b>	<b>13 July 2010</b>
<b>Classification:</b>	<b>For General Release</b>
<b>Title:</b>	<b>Standards Committee: Work Programme</b>
<b>Report of:</b>	<b>Head of Legal Services</b>
<b>Wards Involved:</b>	<b>None</b>
<b>Policy Context:</b>	<b>Management of the Council</b>
<b>Financial Summary:</b>	<b>There are no financial implications arising from this report</b>
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### **1. Executive Summary**

- 1.1 This report sets out the work programme for the Committee for the 2010/11 municipal year. The Committee are asked to comment and suggest any additional reports.
- 1.2 The Committee, at its special meeting on 15 February 2010, agreed to receive an updated Work Programme at each meeting. The attached Work Programme has been updated to reflect the items endorsed for action arising from the Committee's consideration of the follow-up Ethical Governance Audit.

### **2. Recommendation**

- 2.1 That the current position in respect of the work programme be noted.

### **3. Background**

- 3.1 The Standards Committee has meetings programmed as follows for the remainder of the 2010/11 municipal year: 15 November 2010 and 9 March 2011.
- 3.2 The Committee will be asked at each meeting to monitor its Work Programme and consider any additional items it would like added. The current Work Programme is attached for endorsement.

If you wish to inspect one of the background papers please contact Mick Steward: 020 7641 3134; email: [msteward@westminster.gov.uk](mailto:msteward@westminster.gov.uk)

### **Background Documents**

- Report and Minutes of Standards Committee.

## STANDARDS COMMITTEE – WORK PROGRAMME

OUTLINE OF OUTSTANDING REPORT	DATE REPORT DUE	LEAD OFFICER
1. Report setting out revised processes for use during the consideration of complaints of Member misconduct following a review of these.	17 March 2010	Head of Legal Services
2. Member Induction Programme for 2010.	17 March 2010	Head of Members' Services
3. Politically Restricted Posts: Amendment to Regulations	17 March 2010	Director of Human Resources
4. Report on increasing awareness of the Role of the Monitoring Officer.	17 March 2010	Head of Legal Services
5. Report setting out the results of the review of the Code of Governance following the decision of the Standards (Hearings) Sub-Committee, including a review of guidance on the publication of Ward Newsletters.	13 July 2010 (see agenda)	Head of Legal Services
6. Report outlining the existing organisational plan, setting out the processes in place for ensuring that high ethical standards are maintained.	13 July 2010 (see agenda)	Head of Legal Services in consultation with the Director of Human Resources
7. Annual Report giving an Overview of Ethical Standards throughout the authority.	13 July 2010 (see agenda)	Head of Legal Services
8. Communications Plan to enhance the awareness of Ethical Standards both internally and externally.	13 July 2010 (see agenda)	Head of Legal Services in consultation with Director of Communications and Strategy

OUTLINE OF OUTSTANDING REPORT	DATE REPORT DUE	LEAD OFFICER
9. Report outlining how frontline staff working for Council Contractors are made aware of key Council policies, eg Whistleblowing.	13 July 2010 (see agenda)	Customer Commissioner
10. Report on declaring interests at both the start of meetings and when the item is reached (request by Councillor Bush)	13 July 2010 (see agenda)	Head of Legal Services
11. Annual Governance Statement	13 July 2010 (see agenda)	Head of Risk and Audit
12. Report reviewing timelines within the Committee procedures	13 July 2010 (see agenda)	Head of Legal Services
13. Review of the Council's Complaints Handling procedure particularly to ensure that ethical governance issues are highlighted to enable corrective action to be taken, if necessary.	15 November 2010	Complaints and Customer Manager
14. Report on the outcome of the best practice exercise agreed as part of the response to the follow-up ethical governance exercise.	15 November 2010	Head of Legal Services
15. Report setting out possible JDs for Members, including the possibility of recommending to the Standards Committee, that in cases where a Councillor is substantially failing in their duties, that it be recommended that the Basic Allowance be withdrawn.	15 November 2010	Head of Members' Services in consultation with the Head of Legal Services

OUTLINE OF OUTSTANDING REPORT	DATE REPORT DUE	LEAD OFFICER
16. Attendance by Leader of the Council, accompanied by the Chief Executive.	9 March 2011	Head of Members' Services
17. Summary of the actions taken in response to the follow-up Ethical Governance audit.	9 March 2011	Head of Legal Services
18. Update report on the work of the Standards Sub-Committee	Each meeting	Head of Legal Services
19. Report, as necessary, setting out developments in the area of Standards	Each meeting	Head of Legal Services