

NORTH YORKSHIRE COUNTY COUNCIL

STANDARDS COMMITTEE

2 June 2008

Standards Committee Work Programme 2008

0.0 PURPOSE OF REPORT

1.1 To consider the Committee's future Work Programme.

2.0 BACKGROUND

2.1 At each of its meetings, the Standards Committee reviews its programme of work. The current Work Programme is attached at Appendix 1 and the Ethical Audit Action Plan is attached at Appendix 2, for ease of reference.

2.2 The Work Programme and Action Plan incorporate the core items which were required to meet the Audit Commission's Key Lines of Enquiry.

3.0 WORK PROGRAMME

3.1 The entries for this meeting of the Committee have been amended by deferring the items re the use of the various standards statements until the September meeting, due to the lengthy report to this meeting regarding the Local Ethical Framework.

3.2 At its last meeting, the Committee agreed that the Ethical Audit Action Plan attached at Appendix 2 should no longer be brought to each Committee meeting, given that it feeds in to the Committee's Work Programme. The Action Plan was, however, to be brought to this meeting so that Members could consider the Plan in the light of the Annual report of the Committee. The Action Plan is also to be brought to the Committee at the end of each year for an annual check of issues contained within it.

3.3 Members are requested to consider the proposed Programme and whether they would wish to make any changes or include any other items.

4.0 RECOMMENDATIONS

4.1 That Members consider this report and review the Standards Committee's Work Programme.

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Background Documents:

None

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21 May 2008

WORK PROGRAMME FOR STANDARDS COMMITTEE 200

MEE TING	ITEM	REPORT REQUIR ED			
	*Complaints and findings from the Standards Board	report			

Action	Method	Who	Resources	By when
What improvements need to be made	How will the action be achieved?	Who will take responsibility for action?	What resources are required to achieve improvement?	What is realistic?
B. Relationships				
4. Raise awareness amongst Members and Officers of the roles of those involved in delivering the Ethical Framework	Information about the Standards Committee and MO roles will be readily available to officers	MO and Standards Committee	IT resource for Intranet availability	April 2007
C. COMMUNICATION				
1. Induction				
(a) Review induction processes	New e-learning induction package will have a required element on the requirements of the officer code and the ethical framework	Monitoring Officer and	IT e-learning package needs to be up and running	September 2006
(b) Review recruitment documentation in relation to the requirement to complete the register of interests	Recruitment documentation will refer to the requirement to complete the register of officer interests where relevant	Asst Chief Executive (HR) and MO		April 2007
(c) Review Member induction processes	Asst Chief Executive (HR) will review induction process for Members	Asst Chief Executive (HR) and MO		April 2008
2. Training				
(a) Provide ethical training for key partners	Offer of appropriate training to key partnerships	MO and Standards Committee and Assistant CEX (Policy Perf and Pships)		April 2007
(b) Provide training to officers on Partnerships and the ethical issues arising	Provide specific ethics training on the officers code and other issues to officers	MO and Partnerships Wkg Gp		April 2007

Action	Method	Who	Resources	By when	
What improvements need to be made		How will the action be achieved?	Who will take responsibility for action?	What resources are required to achieve improvement?	What is realistic?
(c) Review the effectiveness of existing Member training and attendance		Review existing training for Members including induction	MO and Asst Chief Executive HR and Group Leaders		April 2008
(d) Conduct a regular audit of training received by Members and Officers on ethical issues		Database of training received by Members and Senior Officers	MO and Member Development Unit		April 2007
3. Electronic Information					
(a) Review material on Ethical issues and procedures on the Intranet for staff and Members <i>The Standards Cttee has agreed this should be considered early in 2007. It may be appropriate to include a link to the Standards Bulletin and also to Use Key Messages to disseminate information.</i>		Creation of Intranet site on ethical issues for staff	MO	IT support	April 2007
(b) Review the Internet site to include information on the Council's Ethical Framework <i>The Standards Cttee has agreed this should be considered early in 2007. It may be appropriate to include a link to the Standards Bulletin and also to Use Key Messages to disseminate information.</i>		Review current website to provide more information	MO	IT support	April 2007
(c) Provide regular electronic updates to Senior Officers about the implementation and availability of information on policies and procedures		Regular bulletins to staff via email	MO	Support within legal services	December 2006
D. Accountability					
1. Develop a review process which enables self analysis of decision making procedure		Procedure developed and followed	MO and Complaints Officers and Internal Auditor		April 2008
2. Examine ways of building accountability into statutory processes which appear to lack accountability		Review existing processes such as decision taking/ partnership documentation	MO and Head of Committee Services/partnership working group		April 2008
E. MANAGEMENT OF STANDARDS					
1. Develop clear guidance to officers and members on ethical issues in specific areas		Prepare specific guidance documents	MO and Standards Committee		Ongoing

Action	Method	Who	Resources	By when	
What improvements need to be made		How will the action be achieved?	Who will take responsibility for action?	What resources are required to achieve improvement?	What is realistic?
3.	Review the effectiveness and availability of existing guidance to officers and members in relation to ethical issues	Review and raise awareness about existing guidance	MO and Standards Committee		April 2008
5.	Produce user friendly statement of the Council's stance on ethical issues and rules of conduct to provide to contractors and other stakeholders	Produce eye-catching leaflet to provide to those involved in contracting with the authority	MO and Standards Committee		July 2007
F. TEAM WORKING AND CO-OPERATION					
1.	Provide joint training for officers and members on ethical issues	Provision of joint training sessions for officers and Members	MO and Standards Committee		April 2007
2.	Develop a clear statement about the interaction of complaints between officers and members	Procedure developed and made readily available	MO and Complaints Officers and Internal Auditor		September 2007