

**REPORT TO:** STANDARDS AND PERSONNEL APPEALS COMMITTEE  
**DATE:** 25 JULY 2016  
**HEADING:** STANDARDS AND PERSONNEL APPEALS COMMITTEE – WORK PLAN – 2016-2017  
**PORTFOLIO HOLDER:** N/A  
**KEY DECISION:** NO                      **SUBJECT TO CALL-IN:** NO

---

## **1. PURPOSE OF REPORT**

This report asks Members of the Committee to consider and approve the attached Work Plan for the Committee for the next municipal year.

## **2. RECOMMENDATION(S)**

The Committee is requested to consider and approve the Standards and Personnel Appeals Committee Work Plan for 2016-2017.

## **3. REASONS FOR RECOMMENDATION(S)**

To reflect good practice.

## **4. ALTERNATIVE OPTIONS CONSIDERED (with reasons why not adopted)**

The Committee may consider adding or deleting work items and may consider if the timeframe for completion of tasks needs amending.

## **5. BACKGROUND**

The draft work plan for the Standards and Personnel Appeals Committee for the municipal year 2016-2017 is attached at Appendix 1 to the report.

The Committee is asked to consider the draft plan for approval.

## **6. IMPLICATIONS**

### **Corporate Plan:**

The Council will strive to ensure effective community leadership, through good governance, transparency, accountability and appropriate behaviours.

### **Legal:**

There are no significant legal issues associated with the approval of the work plan. Legal issues in relation to specific pieces of work will be considered at that time.

### **Financial:**

There are no financial implications associated with approving the work plan. Any financial issues in relation to specific pieces of work will be considered at that time.

**Health and Well-Being / Environmental Management and Sustainability:**

There are no Health and Well-Being or Environmental Management and Sustainability implications associated with this report.

**Human Resources:**

There are no HR implications associated with this report.

**Diversity/Equality:**

There are no Diversity/Equality implications associated with this report.

**Community Safety:**

There are no Community Safety implications associated with this monitoring report.

**Other Implications:**

None.

**BACKGROUND PAPERS**

None

**REPORT AUTHOR AND CONTACT OFFICER**

**Ruth Dennis**  
**ASSISTANT CHIEF EXECUTIVE (GOVERNANCE)**  
**& MONITORING OFFICER**  
01623 457009  
r.dennis@ashfield-dc.gov.uk

## Standards and Personnel Appeals Committee Work Plan – 2016/2017

Proposed Work Item	Timeframe
<p><b>1. Quarterly Complaint Update</b></p> <ul style="list-style-type: none"> <li>A report to committee to keep it updated in respect of new and ongoing complaints made relating to the conduct of Members.</li> </ul>	<p>July 2016 October 2016 December 2016 March 2017</p>
<p><b>2. Members with External Roles which Might Conflict with their Councillor Role</b></p> <ul style="list-style-type: none"> <li>Explore the potential to incorporate guidance and/or requirements into the Code of Conduct for Members who have external roles which might conflict with their Councillor role.</li> </ul>	<p>July 2016</p>
<p><b>3. Update Regarding Implementation of LGA Recommendations and assessment of the impact.</b></p> <ul style="list-style-type: none"> <li>Including an update regarding the Appointment of Co-optees and Retention of Independent Persons</li> </ul>	<p>October 2016 March 2017</p>
<p><b>4. Member Development Strategy and Programme</b></p>	<p>October 2016</p>
<p><b>5. DBS Checks for Councillors</b></p> <ul style="list-style-type: none"> <li>To consider best practice</li> <li>To consider recommending an approach and policy to Council</li> </ul>	<p>October 2016</p>
<p><b>6. Secret Societies</b></p> <ul style="list-style-type: none"> <li>Explore the potential to incorporate a requirement to declare membership of secret societies into the Members' Code of Conduct.</li> <li>Draft for approval suggested wording for inclusion in the Code of Conduct if it is legally possible to include such a requirement for recommendation to Council.</li> </ul>	<p>December 2016</p>

<p><b>7. Members' Allowances – Performance Related Element of the Basic Allowance</b></p> <ul style="list-style-type: none"> <li>• Development of policy for approval by Council</li> </ul>	<p>December 2016 March 2017 (If required)</p>
<p><b>8. Whistleblowing Policy</b></p> <ul style="list-style-type: none"> <li>• Annual report to consider amendments (if required) to the policy and to monitor the application of the policy</li> </ul>	<p>March 2017</p>
<p><b>9. Annual Review</b></p> <ul style="list-style-type: none"> <li>• Report to consider the work of the Committee over the year compared to the Work Programme and to consider new actions.</li> </ul>	<p>March 2017</p>
<p><b>10. Constitution Review</b></p> <ul style="list-style-type: none"> <li>• Consideration of proposed amendments to the Constitution for recommendation to Council</li> </ul>	<p>March 2017</p>