

## APPENDIX 3

### STANDARDS COMMITTEE WORK PROGRAMME 2016/17

No	Activity	Who is responsible	Completion	Notes	Legislative Root
1	Undertake Local Assessment of Complaints	MO/Standards Committee	Ongoing	Effective July 2012. See also Local Arrangements adopted by the Council July 2012 and revised May 2014.	Localism Act 2011
2	Undertake investigations and Local determination hearings as necessary	MO/Standards Committee	Ongoing	Effective July 2012. See also Local Arrangements adopted by the Council.	Localism Act 2011
3	Consider dispensation requests	MO/Standards Committee	As received	Scheme of dispensations in Constitution.	Localism Act 2011
4	Prepare annual report for presentation to full Council	Chairman	Annually	At end of municipal year.	Good practice
5	Promotion of the role and work of the Standards Committee	Chairman/ Standards Committee and MO	Ongoing	<p>Promote the work of the SC internally through the Members Bulletin and 'Grapevine'. SC to pursue programme of awareness raising within the Community.</p> <p>Promote the work of the SC through the Horsham District Council Magazine and use of the Council website to include biography pages for Independent Persons and Parish Representatives.</p> <p>Liaison with Parish Councils by regular attendance at Parish Clerks' quarterly meetings and the distribution of SC agenda and reports.</p> <p>Investigate other ways of raising profile of role and work of SC.</p>	Localism Act 2011

No	Activity	Who is responsible	Completion	Notes	Legislative Root
6	Liaison Chief Executive, Leader of Council, Leader of Opposition, Chairman of Standards on standards issues	Chairman and Monitoring Officer	Six monthly	From April 2010. To include annual attendance of Chief Executive at Standards Committee meetings and as required.	Localism Act 2011  Good practice
7	Liaison Chief Executive and MO on standards issues	CE/MO	Monthly 121 and as required	From February 2010	Good practice
8	Standards Training	Chairman and MO	New Code July 2012 and as required. Member induction training May 2015.	MO to organise training throughout the year, to include awareness training for Parish Councils. Dedicated training on Local Assessment, Local Determination and Hearings for the Standards Committee, Independent Persons and Parish Representatives. Awareness training of the Code of Conduct for Members and Management Team of HDC to form a part of Member Development Programme. Use of on-line resources, DVDs etc. as training aide. Attendance at external training events as required.	Localism Act 2011  HDC Corporate Learning and Development Plan
9	Arrangements for dealing with standards complaints in relation to persistent complainants	Chairman and MO	ongoing	References:- Procedure for Local Investigation of Assessed Complaints <a href="http://horsham.moderngov.co.uk/documents/s1428/ProcedureforLocalInvestigationofAssessedComplaints.pdf">http://horsham.moderngov.co.uk/documents/s1428/ProcedureforLocalInvestigationofAssessedComplaints.pdf</a> Guidance for Potential Complainants <a href="http://horsham.moderngov.co.uk/ecSDDisplay.aspx?NAME=SD213&amp;ID=213&amp;RPID=265744">http://horsham.moderngov.co.uk/ecSDDisplay.aspx?NAME=SD213&amp;ID=213&amp;RPID=265744</a>	

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9	Review of Register of Interests	MO	Annual	<p>To ensure that Members of HDC and Parish Councils review the content of their Register of Interests at least once annually.</p> <p>To ensure that updated ROI are available online at HDC website for HDC members and at parish council website for parish members.</p>	Localism Act 2011 and local Code of Conduct
10	Consider regular Ethical Framework update reports	MO/Standards Committee	Quarterly	<p>To ensure that the Standards Committee Members are kept up to date with issues of ethics and governance.</p> <p>Provide access to reports for all HDC members through Members Bulletin on website.</p>	Localism Act 2011
11	Consider regular Ombudsman update reports	MO/Standards Committee	Annually (after receipt of annual Ombudsman Letter summarising complaints received)	<p>To ensure that the Committee has the necessary information to ensure that complaints can be easily made to the Council and properly responded to.</p> <p>To assist with learning lessons and improving performance following complaints made to the Local Government Ombudsman about the Council.</p> <p>To feed this information into the Finance &amp; Performance Sub-Committee report on Complaints, Compliments and Suggestions.</p>	<p>Local Government Act 2000</p> <p>Local Government Ombudsman good practice</p>