

Appendix 2

The following are suggested areas for discussion in relation to developing a Forward Work Programme and this list is not definitive.

Item	Suggested approaches/detail	Resource/cost implication (if known)	Achieved/Date to be achieved
<p>Training members on the Code of Conduct</p>	<p>Face to face training by the Monitoring Officer</p> <p>E-learning</p> <p>Co-ordinated training via NW Standards Committee for City/Town and Community Councils</p> <p>Train the Trainer ie training for Clerks only who can then deliver the sessions to their members.</p>	<p>Cost neutral but limited capacity to deliver in house throughout the year.</p> <p>Code training has been filmed, possible to send copies of training to all clerks to disseminate.</p> <p>Cost could be shared across region .</p> <p>Cost neutral if local authority venue is used. Training will be delivered by the Monitoring Officer.</p>	<p>Partly achieved via ongoing 'roadshows'</p>
<p>Raising awareness of the Code</p>	<p>Code of Conduct leaflets published</p> <p>Other 'user – friendly' materials ie quick reference or pocket guide?</p>	<p>Cost of printing</p>	<p>A limited amount (200) were printed and distributed following last local government elections. All county council members received a copy. Electronic copy of leaflets send to all clerks to print off and circulate.</p>

	Standards Committee Report from the Chair to all City, Town and Community Councils with reference to PSOW case studies.	Cost neutral.	
Review Standards Committee Terms of Reference	<p>Current Terms of Reference is set out below this table for information.</p> <p>Extension of terms, some Councils Standards committees cover whistleblowing and PSOW Maladministration Complaints, in addition to complaints about members.</p>	<p>Members attendance costs may increase.</p> <p>These areas are currently covered by the Councils Corporate Governance Committee</p>	
Annual Report to Full Council	Annual report by the Chair to Full Council on behalf of the Committee	Raise awareness. Attendance costs only.	
Monitoring of complaints across the County at community and county level.	Standing item	Is the Committee happy with the content ? Any observations .	Ongoing
Attendance at meetings	Standing item	Standards members already proactive, but do we need a strategic approach ?	Ongoing

Mandatory Code training	Already adopted at County level within the Code and the Council Constitution.	Standards Committee previously written to councils to recommend similar adoption.	
Publicly promoting work of Standards Committee	Reports /minutes already published on the Council website, copies sent to the press.	Is this sufficient?	
Use of social media	Protocol in place		

Standards Committee (current) terms of reference

Role and Function

The Standards Committee will have the following roles and functions:

- (a) promoting and maintaining high standards of conduct by councillors, co-opted members and church and parent governor representatives;
- (b) assisting the councillors, co-opted members and church and parent governor representatives to observe the Members' Code of Conduct;
- (c) advising the Council on the adoption or revision of the Members' Code of Conduct;
- (d) monitoring the operation of the Members' Code of Conduct;
- (e) advising, training or arranging to train councillors, co-opted members and church and parent governor representatives on matters relating to the Members' Code of Conduct;
- (f) granting dispensations to councillors, co-opted members and church and parent governor representatives from requirements relating to interests set out in the Members' Code of Conduct;
- (g) dealing with any reports from a case tribunal or interim case tribunal,

and any report from the monitoring officer on any matter referred to that officer by the Public Services Ombudsman for Wales.

(h) the exercise of (a) to (f) above in relation to the County Council and the Community Councils wholly or mainly in the area of the County Council.

(i) in consultation with the Monitoring Officer, considering such other matters as are appropriate and necessary to maintain the highest standards of conduct by the Council, its members and co-opted members. (This includes approved roles under the Protocol for Member/Officer relations, the Self Regulatory Protocol or any other protocol.)

(j) undertaking an Annual Review of findings of breaches of the Members Code of Conduct by the Public Services Ombudsman for Wales and reporting its views (if any) to the Council.

(k) to receive references from the Councils Corporate Governance Committee regarding issues of attendance by Members at training on the Code of Conduct.