

**STANDARDS COMMITTEE**

**15<sup>TH</sup> NOVEMBER 2010**

**STANDARDS COMMITTEE OUTLINE WORKPLAN AND TRAINING NEEDS**

**REPORT BY THE INTERIM MONITORING OFFICER**

**Purpose of the report** – To enable an effective work plan to be adopted, and members training needs arising identified, so that all necessary elements of a standards regime are in place by 1<sup>st</sup> April 2011.

**Resource implications** – implications for any additional tasks or training needs would need to be assessed.

**1. RECOMMENDATIONS**

1.1 The Committee is recommended:

- 1 Subject to Members' comments, to agree the work plan for the Committee appended to the report, and
- 2 To identify Members' training needs arising so that the Committee can implement its agreed work plan.

**2. INTRODUCTION**

2.1 The Authority was established on 1<sup>st</sup> April 2010, and is currently in its "shadow" year prior to becoming fully operational on 1<sup>st</sup> April 2011. The Committee has a responsibility to ensure that all necessary elements of a standards regime are in place by 1<sup>st</sup> April 2011, so that the Authority is compliant with relevant legislation and guidance.

**3 OUTLINE WORKPLAN**

- 3.1 Separate items on the agenda for this meeting have explained the role and purpose of the Committee, and its statutory functions.
- 3.2 An outline work plan has been developed, to ensure that those matters which require consideration by the Committee are accommodated within the timetable for the Committee's business meetings. The work plan is appended to this report, and the Committee's views are invited on the plan.

**4. STANDARDS COMMITTEE MEMBER TRAINING NEEDS**

4.1 Thus far, training has been provided for all members of the Authority on the Members' Code of Conduct. Following appointment of independent members to

Standards and Audit Committee, separate arrangements are being made for training those Members on the Code.

- 4.2 Training is also scheduled to take place on the same day as this meeting, covering the Role and Purpose of Standards Committee, and the procedures for handling complaints under the Code of Conduct.
- 4.3 Members are asked to consider the tasks that lie ahead for the Committee, arising out of the work plan, and identify such further training needs that they may have, to ensure that the Committee can fulfil its role effectively.

## **5. RESOURCES**

- 5.1 The resources necessary to implement the draft work plan are already provided for. The resource implications of any additional tasks, and for meeting training needs, will need to be assessed.

## **6. RISK MANAGEMENT**

- 6.1 An outline work plan has been devised to ensure all necessary elements of the standards regime are in place by the date upon which the Authority assumes its full operational responsibilities, 1<sup>st</sup> April 2011.

## **7. HUMAN RIGHTS, EQUALITIES, HEALTH & SAFETY**

- 7.1 The Code adopted by the Authority includes the prohibition of doing anything that may in breach of equality laws. Promotion of compliance with this is within the Committee's role.

## **8. CONSULTEES**

- 8.1 Interim Chief Executive, Interim Chief Financial Officer, Senior Management Team

## **9 CONCLUSION**

- 9.1 The report invites the Committee to review the work plan that has been prepared to ensure that all necessary elements of a standards regime are in place by 1<sup>st</sup> April 2011, so that the Authority is compliant with relevant legislation and guidance. Members are asked to suggest any additions or variations to the plan, and to identify training needs arising.

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Appendix:  
Outline Work Plan

**South Downs National Park Authority**  
**Standards Committee**  
**Outline Work Plan 2010 -11**

**Informal Training Session – November 2010**

1. The statutory role of a Standards Committee
2. Handling of Complaints under the Members' Code of Conduct

**First Formal Meeting of Standards Committee – November 2010**

1. Introduction – role and purpose of Standards Committee
2. Standards Committee work plan 2010-11
3. Standards Committee members' training and development needs
4. Adoption of Procedures for Local Assessment and Handling of Complaints under Members' Code of Conduct

**Second Formal Meeting of Standards Committee - February 2011**

1. Minutes of First Formal Meeting
2. Protocol for Handling of Planning Matters
3. Protocol for Member and Officer Relations
4. Officer Code of Conduct
5. Authority Complaints Procedure

(points 2 – 5 to be recommended to Authority for adoption in March 2011)