

**Appendix 2**

Improvement	Reason	Action	Completion Date	Outcome	Owner
<b>LEADERSHIP</b>					
<p>1. Assist the Leader, CE, Chairman of Overview and Scrutiny Committee, Chairman of Audit Committee, Chairman of the Council and Political Group Leaders to further promote the strong ethical agenda.</p> <p>Assist the leadership of the Council in setting the tone by creating a climate of openness, support and respect.</p>	<p>The Leader of the Council, Chairman of the Council and the Chief Executive are already recognised as good role models and proactively promote the ethical agenda, both inside and outside the Council. The Standards Committee advises the leadership as to how it can positively impact on staff, public confidence and trust in the organisation</p>	<p>Annual Meetings between the Chair of the Standards Committee and:</p> <ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Leader of the Council</li> <li>• Chairman of Overview and Scrutiny</li> <li>• Chairman of Audit Committee</li> <li>• Leaders of Political Groups (to mutually exchange views and relevant information relating to Standards issues generally)</li> </ul> <p>6 monthly meeting between Chair of the Standards Committee and Chairman of the Council</p>	<p>August 2010 (completed) By Nov 2010 By Nov 2010 By Nov 2010</p> <p>July 2010 (completed)</p>	<p>August 2010. Had full discussion on our role, future plans, and the importance of ensuring high standards within the Durham county. Full commitment given to the work of the standards committee within our remit. Discussion re officer member protocol and raising awareness.</p> <p>June 2010. Full discussion on standards within the work undertaken together with the officer/member protocol.</p>	<p>DW/JL</p>
<p>2. Heighten importance of Corporate Governance for Councillors</p>	<p>It is recognised that the Standards Committee, Audit Committee and Overview and Scrutiny Committee all have delegated constitutional responsibilities for the Authority's Corporate Governance</p>	<p>Annual Meetings between the Chair of the Standards Committee and:</p> <ul style="list-style-type: none"> <li>• Chairman of Overview and Scrutiny</li> <li>• Chairman of Audit Committee</li> </ul>	<p>By Nov 2010 By Nov 2010</p>		<p>DW/JL</p>

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	Framework				
Improvement	Reason	Action	Completion Date	Outcome	Owner
<b>COMMUNICATIONS</b>					
3. Increase awareness and accessibility of details regarding the local standards framework, the role of standards committee, meetings, accountability mechanisms, hearings and other relevant information	The Standards Committee is outward facing and therefore seeks to ensure that both its partners and the public have awareness of the local standards framework. Furthermore it recognises that a number of factors may affect public trust in local government, a key driver of mistrust being the degree to which the public are kept informed	Provision of a dedicated Standards Committee webpage	To be reviewed periodically	Feedback given on ensuring the webpage is reflecting current issues. Completed August 2010	MT
4. Raise public awareness of the values of the Code of Conduct and the role of the Standards Committee and proactively disseminate information to staff, local people and communities highlighting the importance of the	In order to improve public confidence that the Councillors acting on their behalf are working to the guidelines of probity, good behaviour and within an ethical framework particularly to highlight the importance of maintaining high standards of	Articles in Durham County News (minimum of 2 per year – contents to be agreed by the Standards Committee)	April 2010  2 <sup>nd</sup> article – Quarter 1 2011	Feed received from a variety of sources on the importance of the raised awareness of the importance standards. Interest expressed by 2 individuals of becoming independent members of the standards committee. Responses given.	DW/C L

ethical agenda	conduct				
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<b>TRAINING</b>					
<p>7. To ensure that the training and development needs of Standards Committee members are identified and actions taken to meet these needs.</p> <p>In addition the Standards Committee will ensure that the opportunity for training and awareness is extended to all members of the Council</p>	<p>The Standards Committee recognises the value and importance of raising standards of ethical conduct through training, guidance and information. Furthermore it recognises the merit in providing such opportunities to all members of the council.</p>	<p>Ethics and Governance sessions will be organised for Councillors and the Standards Committee</p>	<p>Periodically</p>		<p>CL/D W</p>
<p>8. Training to Standards Committee staff on administration of the Standards framework</p>	<p>To better understand the process, ensure efficient and effective administration of the Standards complaints process and to disseminate as appropriate</p>	<p>Half day one-to-one session between the Democratic Services Manager and relevant staff</p>	<p>July 2010</p>	<p>Democratic Services Manager met with Senior Committee Services Officer and reviewed all processes and procedures currently in place for the handling of complaints.</p>	<p>SS/JL</p>

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9. Raise awareness of latest issues and developments affecting Members of the Standards Committee	To ensure that the Standards Committee and its Members are fully informed of issues relevant to Standards	Provide feedback following Members/Officer attendance at relevant conferences/events	Ongoing		ALL
10. Ensure that all Members of the Standards Committee are aware of and fully understand the Authority's adopted Member/Officer protocol	To ensure that the Standards Committee meet their obligations in overseeing the protocol for Member/Officer relations.	To circulate the Member/Officer protocol to all members of the Standards Committee	Feb 2011		JL

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<b>REVIEW</b>					
11. Ensure that the development strategy is moving forward and is progressing in accordance with the agreed action plan	To ensure that the agreed action plan/development strategy and targets contained therein are being appropriately supervised	Chair and Vice-Chair of the Standards Committee to hold quarterly meeting with Monitoring Officer and Democratic Services Manager.	Ongoing, however effectiveness of this action to be reviewed in Sept 2011		SS/CL /JL
12. Ensure that complaints to the Standards Committee are being dealt with within statutory timeframe	To ensure full compliance with the requirements of the Local Assessment Framework	Quarterly updates to be reported to every plenary session of the Standards Committee	Ongoing		CL/SS /JL/Ext Audit
13. Ensure that members of the Standards Committee are fulfilling their obligations	To encourage and monitor the commitment from all members of the Committee further to Section 85(1) of the Local Government Act 1972	Chair and Vice Chair of the Standards Committee to receive annual updates on attendance of Standards Committee members	To be completed annually		JL

Key Performance Indicators 1, 3, 4 and 6 are aligned to Key Lines of Enquiry 2.3 – *Does the organisation promote and demonstrate the principles and values of good governance?*