

Standards Committee Actions Tracker

Date	Item	Actions	To	Response	Progress Check On / Completed
30/11/09	Guide to the Investigations Process	Officers to produce a guide to consideration and determination hearings.	Allan Wells	Allan Wells drafting a report. To be considered subject to amendment to Constitution being considered at the next meeting (See also 15/02/10 re change of constitution)	15/02/10
15/02/10	Complaints Handling Performance	Information to be provided on the corrective action for Surrey Highways on Controlled Parking Zones.	Loulla Woods		TBS
15/02/10	Action Tracker and Work Plan	Chairman to liaise with MO on how to address partnership related complaints.	Ann Charlton/ Chairman	Committee agreed no further action required. Each member was likely to be covered by appointing cttees Code.	12/04/10
15/02/10	Action tracker and Work Plan	A date for Induction Training to be set up for May 2010.	Elaine Bayfield	Plan of induction for new members agreed by Chairman and implemented. Code of Conduct training 7 June 2010	11/05/10
15/02/10	Action tracker and Work Plan	Surrey Matters be approached again to include articles on Standards Committee (see minute 09/10)	Chairman	The Surrey Matters editorial Team had decided not to include articles on the standards Committee. The Committee requested that this be looked at again.	Linked to 12/04/10 Annual Report
15/02/10	Complaints handling performance	To ensure that the Council's complaints procedures are effective.	Loulla Woods	Reports to be submitted at six month intervals. Year end report to June.	14/06/10
15/02/10	Rec. to Council re change of Constitution	To change Members right to attendance at confidential or exempt meetings unless there was a compelling 'need to know'.	Ann Charlton/ Rachel Crossley	A report was submitted to Council 23 March. Not adopted and referred back to Committee. (See also 30/11/09 Guidance to investigation process)	14/06/10
12/04/10	Draft Annual Report	To be amended in the light of cttees comments. Submitted to Council and published.	Elaine Bayfield	Report was submitted to Council 11 May 2010. Surrey Matters Editorial asked to promote.	

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12/04/10	Member Officer Protocol	Working Group (Allan Wells, Karen Heenan, Colin Taylor) to meet to prepare draft for Cttee	Allan Wells	Report to be submitted to Standards Committee.	
COMPLETED ACTIONS					
2/10/09	The Standards Committee's Role in the Grant and Supervision of Exemptions from Political Restriction	The Monitoring Officer will liaise with the Head of Human Resources to ensure that the protocol is made widely available to staff and HR professionals in the Council.	Ann Charlton	Officers are taking this forward.	completed
30/11/09	Joint Standards Committee Guidance	Officers to assess the options for a Joint Committee within Surrey or with other neighbouring authorities.	Ann Charlton	Options assessed. Considered too bureaucratic to establish.	completed
03/07/09	Code of Conduct: Member Knowledge	That a survey combining questions from the Standards of Conduct survey and the Audit survey be undertaken in 2010 to measure the effectiveness of training on the Code of Conduct.	Ann Charlton/ Cheryl Hardman	Report scheduled for 15/02/10 meeting. Survey to be carried out during March/April. A report is being taken to Committee on 15 February 2010. Superseded by Audit Commission Survey issued March 2010.	15/02/10
03/07/09	LGC Standards and Ethics Award: Learning Points	That Standards Committee produce an annual report, reporting it to Annual Council, circulating it to officers and publishing it on the Surrey County Council website.	Ann Charlton/ Cheryl Hardman	Draft Annual Report prepared for 12 April 2010 meeting.	12/04/10
03/07/09	LGC Standards and Ethics Award: Learning Points	That the Chairman should hold regular meetings with the leadership of the Council, including Group Leaders.	Cheryl Hardman	Meetings were held during February and March.	15/02/10

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03/07/09	LGC Standards and Ethics Award: Learning Points	That in-house publications such as Surrey Matters and Jigsaw be approached to include articles on Standards Committee	Cheryl Hardman	The Surrey Matters editorial team is considering the suggestion but has turned it down for the next issue. Jigsaw is currently being refreshed.	15/02/10
30/11/09	Terms of Reference of the General Purposes Sub-Committees	Officers to consider how to improve clarity over when a meeting will be held in public and when in private.	Ann Charlton/ Sarah Baker	To raise the issues during the review of the complaints process on 15 February 2010.	15/02/10
30/11/09	Terms of Reference of the General Purposes Sub-Committees	a) That Standards Committee approved the Terms of Reference subject to amendments. b) That the General Purposes Sub-Committees be renamed Standards Sub-Committees.	Cheryl Hardman	Amended terms of reference included in the Constitution of the Council by Council on 15 December 2009 and published on the Standards Committee web pages.	Completed
30/11/09	Guide to the Investigations Process	Standards Committee approved the Guide to the Investigations Process subject to amendments. The agreed briefing note to be provided to Members subject to an investigation into an allegation that they have breached the Code of Conduct.	Cheryl Hardman	The Guide has been amended as requested.	Completed
30/11/09	Recruitment of Independent Representatives	Officers to amend the advert and respond to the advertising agency.	Cheryl Hardman	The web advert was amended and forwarded to the advertising agency on 3 December 2009.	Completed
30/11/09	Recruitment of Independent Representatives	Officers to amend the information pack.	Cheryl Hardman	Information pack has been amended.	Completed

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30/11/09	Recruitment of Independent Representatives	Officers to approach the People, Performance and Development Committee to ensure that it does not feel that Standards Committee is infringing on its role.	Cheryl Hardman	The Committee was advised.	Completed
30/11/09	Recruitment of Independent Representatives	Recommendation to Council: That Council delegates responsibility to a selection panel of Standards Committee to shortlist and interview applicants to the position of Independent Representative of Standards Committee.	Cheryl Hardman	Council resolved: "That responsibility be delegated to a selection panel comprising the Chairman of the Standards Committee and three County Councillors, one to be nominated by each of the Group Leaders, to shortlist and interview applicants to the position of Independent Representative of Standards Committee."	Completed
30/11/09	Recruitment of Independent Representatives	That the selection panel consist of one Independent Representative and two elected Councillors who sit on Standards Committee. The Monitoring Officer would support the selection panel in an advisory role.	Cheryl Hardman	Group leaders have nominated their participants on the selection panel. The Chairman of Standards Committee will chair the selection panel and the Monitoring Officer will support the panel in an advisory role.	Completed
30/11/09	Recruitment of Independent Representatives	That the restriction on members of lobbying groups applying to be an Independent Representative be removed.	Cheryl Hardman	Amendment made to information pack and declaration form.	Completed

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30/11/09	Guidance on Members' Correspondence	That the Committee endorses the Guidance on Members' Correspondence and the addition to the Assessment Criteria subject to amendments. That the Chairman of Standards Committee should circulate the Guidance on Members' Correspondence to all Members of the Council and that it should be published on the Standards Committee web pages.	Sarah Baker/Cheryl Hardman	The amended assessment criteria and the Guidance on Member Correspondence have been published on the Standards Committee web pages. The Guidance was circulated to all Members by email on 11 December 2009.	Completed
30/11/09	Complaints Handling Performance: June to October 2009	Data to be included on whether acknowledgments have been made on time in future reports, if the data is readily available.	Loulla Woods	Officers have researched the request and will report back to the Committee on 15 February 2010.	15/02/10
15/02/10	Notice of Complaint to Members	The Monitoring Officer to write to Members requesting that they register their preference re being informed of complaints under the Members Code of Conduct.	Ann Charton/Michelle Grieve/Elaine Bayfield	A letter was prepared and circulated to Members of the Council on 23 March.	23/03/10
15/02/10	Action tracker and Work Plan	Completed actions to be kept separate from outstanding actions.	Elaine Bayfield	Action tracker re-formatted to reflect Committee decision.	12/03/10
15/02/10	Guidance on Member Correspondence	To consider comments following circulation of the Committee's Guidance on Member correspondence	Loulla Woods/Ann Charlton	Guidance adopted subject to changes on dealing with member correspondence.	9/04/10-posted on members area s:net

Shaded rows will be moved below following consideration by Committee and deleted after 12 months.

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Previous Actions

From 3 July 2009 meeting:

Item	Action	Response
13/03/09 Standards of Conduct Survey – Feedback on Findings	That the Monitoring Officer address technical issues raised in the survey results, such as Members' differing views about what should be included in the Register of Interests.	Addressed as part of induction and ongoing training.
13/03/09 Standards of Conduct Survey – Feedback on Findings	That the Monitoring Officer researches which areas of the Code of Conduct Members do not understand.	Audit report on Members' understanding of the Code of Conduct considered at 3 July 2009 meeting.
13/03/09 Standards of Conduct Survey – Feedback on Findings	That the Monitoring Officer ensures that information is available on how to complain about Members and officers.	Information on how to complain about Members' conduct is easily available. Information on the complaints process is also available.
17/04/09 Families Directorate Statutory Complaints Annual Report 2007/08	The Customer Relations Service Manager to discuss forging links between the Families Directorate Statutory Complaints Annual Report and the Joint Area Review Action Plan with the Strategic Director for Children, Schools and Families.	The directorate response is below: "The JAR improvement notice provided the service with a specific set of challenges in response to the inspection findings. The Directorate have accepted the findings of the JAR and have developed an improvement plan to respond to the issues raised. Complaints Management was not raised in relation to this and therefore it would not be appropriate to subsequently add it to part of the Improvement process".

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<p>17/04/09 Report under the Local Government & Housing Act 1989, Section 5a – Complaint by “Mrs Browning”</p>	<p>The Principal Legal Assistant to the Head of Legal Services to clarify whether the role of the Standards Committee with regard to findings of maladministration by the Local Government Ombudsman was statutory or constitutional or both, and advise Members of the answer.</p>	<p>On 21 April 2009, an email from Geraldine Newbold clarifying the situation was sent to the Committee. It stated:</p> <p>“... the Committee's role in relation to LGO findings of maladministration arises from our constitution and is not statutory. When the Standards Committee was established it was included in their remit as this provided some independent scrutiny of such findings.</p> <p>That said it appears that this arrangement is accepted good practice as the Standards Committee of most local authorities consider such reports. In at least one case where this was not happening the Audit Commission has recommended that these arrangements be adopted by the local authority considered”.</p>
<p>17/04/09 Sub-Committee A recommendations</p>	<p>The Monitoring Officer to establish the situation with regard to expenses and to advise Area Directors of her findings.</p>	<p>Geraldine Newbold clarified the situation by email on 29 April 2009:</p> <p>“I was also asked to clarify whether or not co-opted members could claim travel expenses as there appears to be some discrepancy in practice. SCC's constitution provides in the Members Allowance Scheme that co-opted members may claim travel expenses”.</p>
<p>17/04/09 Sub-Committee A recommendations</p>	<p>That all co-opted Members on Surrey County Council Local Committees should undertake training on the processes and policies applicable to the conduct of Local Committees. Training should include a focus on the specific difficulties associated with Traffic Regulation Orders and Rights of Way.</p>	<p>Training has been provided to each Local Committee as part of induction following the County Council elections.</p>
<p>17/04/09 Sub-Committee A recommendations</p>	<p>That further training of Members on the Code of Conduct needs to be undertaken as a matter of priority as there is a clear lack of understanding on some of the implications associated with the Code of Conduct, particularly in relation to the Local Committee.</p>	<p>Training has been provided to each Local Committee as part of induction following the County Council elections.</p>

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17/04/09 Sub-Committee A recommendations	That there needs to be an improved process for assisting members to understand their role, to identify issues well in advance of any meeting, and to ensure that Meetings of the Council are conducted to high standards in accordance with the Local Protocols.	New procedure and undertaking forms for Local Committees have been approved and circulated to Area Directors for further dissemination on 30 April 2009.
17/04/09 Sub-Committee A recommendations	That in the course of the investigation it became apparent that Members may not have a complete understanding of the two categories of personal interest, in particular the registerable interests, as is evidenced by the failure to register membership of the SCC Local Committee. Further training of Members on personal and prejudicial interests needs to be undertaken as a matter of urgency.	Training has been provided to each Local Committee as part of induction following the County Council elections.
17/04/09 Sub-Committee A recommendations	That the draft procedure and undertaking form appended to the report be approved, subject to amendments by the Chairman.	Final procedure and undertaking form circulated to Area Directors on 30 April 2009
17/04/09 Induction for New Councillors and Raising Awareness of the Ethical Standards Regime	That Members' induction packs should include the Standard Board's Pocket Guide to the Code of Conduct and a letter from the Chairman of the Standards Committee.	Letters to candidates and newly elected Members have been sent. Pocket Guide to the Code of Conduct circulated at 15 June 2009 training on Code of Conduct.
17/04/09 Induction for New Councillors and Raising Awareness of the Ethical Standards Regime	That the Chairman of the Standards Committee should join the Member/Officers buffet lunch on 8 June.	The Chairman to attend the buffet lunch on 8 June.

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<p>17/04/09 Induction for New Councillors and Raising Awareness of the Ethical Standards Regime</p>	<p>That the Chairman should be involved in presenting training on 15 June 2009, and that the Chairman would review the presentation material with officers taking account of the Committee's views.</p>	<p>Chairman produced and delivered a short presentation. Ann Charlton developed and delivered the rest of the 15 June training.</p>
<p>17/04/09 Induction for New Councillors and Raising Awareness of the Ethical Standards Regime</p>	<p>That the Chairman consider with officers how to measure the effectiveness of training.</p>	<p>At a meeting it was suggested that the Audit survey re. Member's knowledge of the Code be repeated after a year. To include question from Standards Ethics survey. Results to be sustained.</p>

From 2 October 2009 meeting:

<p>03/11/08 Letter to the Chief Executive re the Local Government Ombudsman's Annual Letter 2007/08</p>	<p>Committee to receive a progress update from the Head of Special Educational Needs at its meeting in February 2009 and a report on outcomes in April 2009.</p>	<p>An update was provided on 13 March (postponed from 2 February). A report on the outcomes of the SEN process review was scheduled for 17 April 2009 and finally included within a report on data showing complaints not picked up through complaints reporting on 2 October.</p>
<p>13/03/09 SEN Complaint Feedback – Response from the Strategic Director for Children, Schools and Families</p>	<p>To receive data on the types of work dealt with daily that were not being picked up through complaints reporting through a future quarterly report on complaints handling.</p>	<p>A report on results of data collection between 20 April and 15 May 2009 was considered on 2 October 2009.</p>

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<p>17/04/09 Complaints Handling Performance – Year End 2008/09</p>	<p>Chairman to write to the Chief Executive, Operations Director for Environment and Infrastructure, and the Executive Member for Transportation to ask how substantive responses by the Highways service to complainants are being improved.</p>	<p>Letter sent on 5 May. Response dated 21 May considered by Standards Committee on 3 July 2009. The Head of Customer Services attended the meeting on 2 October 2009.</p>
<p>17/04/09 Complaints Handling Performance – Year End 2008/09</p>	<p>Standards Committee to invite the Operations Director for Environment and Infrastructure, the Executive Member for Transportation, and the Head of Highways to the meeting of 3 July 2009 to discuss the ways in which the Highways service can improve their substantive responses to complaints and the apparent discrepancy between the formal complaints recording and member's perception of the number of informal complaints.</p>	<p>Letter sent on 5 May. Response dated 21 May considered by Standards Committee on 3 July 2009. The Head of Customer Services attended the meeting on 2 October 2009.</p>
<p>17/04/09 Families Directorate Statutory Complaints Annual Report 2007/08</p>	<p>To receive the Families Directorate Statutory Complaints Annual Report 2008/09.</p>	<p>Considered on 2 October 2009.</p>
<p>17/04/09 Report under the Local Government & Housing Act 1989, Section 5a – Complaint by “Mrs Browning”</p>	<p>A report of the Executive’s response to the Ombudsman’s recommendations will be prepared.</p>	<p>Members have received the report of the Executive’s response.</p>

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17/04/09 Induction for New Councillors and Raising Awareness of the Ethical Standards Regime	That Members be asked how they wish to receive training, and that the Chairman consider how to take this forward with officers.	Democratic Services is establishing how Members wish to receive training. Training was considered at the meeting on 3 July 2009.
03/07/09 Initial Assessment Sub-Committees	That the terms of reference of the Assessment and Review Sub-Committees include a clause delegating authority to the Monitoring Officer, in consultation with the Chairman of the Sub-Committee, to substitute Members onto a Sub-Committee where necessary, for example where an existing Member has a conflict of interest.	The clause has been added and the updated terms of reference published on the Surrey County Council website.
03/07/09 Initial Assessment Sub-Committees	A schedule of dates to be agreed with the two Sub-Committees.	A schedule of dates has been agreed.
03/07/09 Code of Conduct: Member Knowledge	That further training be provided in 2011 and a quarterly briefing note be published.	'Briefings' on the Code of Conduct will be provided in 2011 prior to Committee meetings. A quarterly briefing note to be published, beginning September 2009.
03/07/09 LGC Standards and Ethics Award: Learning Points	That e-learning options be researched further and reported back to Committee.	Forwarded to Katie Booth on 10 July 2009. The use of the e-learning package <i>moderncouncillor.com</i> is being researched.
03/07/09 Complaints Handling Performance	An explanation about below target performance in Schools and Learning to be circulated to Standards Committee members.	Information circulated by email on 14 July 2009.
03/07/09 Complaints Handling Performance	That the Head of Surrey Highways and Head of Customer Services be requested to attend the meeting on 2 October to discuss the Committee's concerns.	The Head of Customer Services attended the meeting on 2 October 2009.

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03/07/09 Actions Tracker and Work Plan	That any Members who had not returned their Register of Interests would be reported to the next Initial Assessment Sub-Committee meeting.	All Members had completed their Register of Interests.
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From 30 October 2009 meeting:

13/03/09 Chairman's Report on Meeting the Local Government Ombudsman	That the Monitoring Officer approach Surrey Police Authority with regard to the possibility of establishing a joint Standards Committee.	Guidance on Joint Committees was considered by the Committee on 30 November 2009 and further action requested.
17/04/09 Making Experiences Count	A review of the changes to the Statutory Complaints procedure in Adult Social Care to be undertaken after six months and reported to Committee, with the aim of extracting learning to be applied elsewhere. On 30 November 2009, to receive a report on the review of the changes to the Statutory Complaints procedure in Adult Social Care to be undertaken after six months.	Report noted on 30 November 2009.
03/07/09 Members' Correspondence	That the Monitoring Officer draft a policy statement on responding to correspondence for approval by Standards Committee at a future meeting.	On 30 November 2009, the Committee endorsed the Guidance on Members' Correspondence and the addition to the Assessment Criteria subject to amendments.
03/07/09 Bringing Standards into Focus: 2009 Annual Assembly of Standards Committees	That Simon Edge attend the Annual Assembly of Standards Committees, with Karen Heenan as second substitute and Nicolas Davies as third substitute.	Karen Heenan attended the conference as the Committee delegate and reported back on 30 November 2009.
02/10/09 Chairman's Report to Standards Committee	Standards Committee to review the briefing note on the investigation process at its next meeting and contribute its views	On 30 November 2009, Standards Committee approved the Guide to the Investigations Process subject to amendments.

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02/10/09 Dispensations: Guidance from Standards for England	Officers to produce a standard form for Members to make requests for dispensation to the Monitoring Officer. Use of the form will be optional.	A form has been produced and has been published on the Standards Committee web pages.
02/10/09 Dispensations: Guidance from Standards for England	That the statement provided in Annexe 2 be amended to state that "A dispensation expires after a maximum of four years"	Amendment has been made.
02/10/09 Dispensations: Guidance from Standards for England	<ul style="list-style-type: none"> a) That Standards Committee agree the process for making a request for dispensation as outlined in Annexe 2 to the report. b) That Standards Committee agree the process to determine the granting of dispensations as outlined in Annexe 2 to the report, including: <ul style="list-style-type: none"> (i) that the granting of dispensations be delegated to Sub-Committee A and Sub-Committee B; (ii) that provision be made for allowing oral representations to the Committee by the Member making the request for dispensation. c) That Standards Committee adopts the local criteria against which requests for dispensation will be considered, as outlined in Annexe 2 to the report. d) That Standards Committee will make the process for making requests for dispensations, the criteria that will be applied and the process that will be followed when the request is considered 	Sub-Committee terms of reference amended. Approved by Standards Committee on 30 November 2009, subject to amendments.

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	known to Members and co-opted Members of the Council through inclusion in the constitution and by making it available on the Standards Committee web pages.	
02/10/09 Dispensations: Guidance from Standards for England	Democratic Services Officers and Local Committee and Partnership Officers to be advised on the dispensation procedure.	Democratic Services Officers and Local Committee and Partnership Officers have been advised.
02/10/09 Determination Hearings Sub- Committee	<ol style="list-style-type: none"> 1. That responsibility for determination hearings be delegated to the existing Assessment Sub-Committees, which will be renamed General Purpose Sub-Committees. 2. That responsibility be delegated to the Monitoring Officer, in consultation with the Chairman of Standards Committee, to decide which General Purposes Sub-Committee should undertake a determination. 3. That responsibility be delegated to the Monitoring Officer, in consultation with the Chairman of the General Purposes Sub-Committee, to agree on three Members of the Sub-Committee to undertake a determination hearing. 4. That the agreed approach to determination hearings be reviewed after three hearings have taken place. 	Sub-Committee terms of reference amended. Approved by Standards Committee on 30 November 2009, subject to amendments.
02/10/09 Other Action Guidance	That the criteria to be taken into account if the assessment sub-committees are considering referring a complaint to the monitoring officer for other action, as outlined in Annexe 2 be agreed subject to the following amendment: Add "or Deputy Monitoring Officer" to the end of	Assessment criteria has been amended and published on the How to Complain About a County Councillor web page.

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	<p>criteria 8. Publish the agreed criteria to be taken into account if the assessment sub-committees are considering referring a complaint to the monitoring officer for other action.</p>	
<p>02/10/09 The Standards Committee's Role in the Grant and Supervision of Exemptions from Political Restriction</p>	<ol style="list-style-type: none"> 1. That the protocol attached at Appendix A to the report be approved and it be recommended to Council that it is included in the Constitution and published on S-Net. 2. That the function be delegated to Sub-Committee A and Sub-Committee B. 	<p>Sub-Committee terms of reference amended. Approved by Standards Committee on 30 November 2009, subject to amendments.</p>
<p>02/10/09 Surrey Highways: Standards Committee Concerns About Responses to Complaints</p>	<p>Chairman of Standards Committee to write to the Head of Customer Services to clarify that the primary concern of the Committee is whether contacts are accurately recorded as complaints.</p>	<p>A letter was sent on 20 October 2009 and noted by Standards committee on 30 November 2009.</p>