

## Standards Committee Actions Tracker – 03/09/2010

<b>Date</b>	<b>Item</b>	<b>Actions</b>	<b>To</b>	<b>Response</b>	<b>Progress Check On / Completed</b>
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 re right to attend meetings of Sub-Committees (See also 15/02/10 re change of constitution). Add to Work Programme for October 2010	20/0710
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	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). To be re-worded in the light of the Committee's comments and re-circulated to members of the committee prior to submission to Council 20 July 2010.	20/07/10
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 23 July 2010 and a report be submitted to the Council	23/07/10
14/06/10	Chairman's Report	Letter to be sent to Chair or Standards for England re future of Standards	Chairman/ Elaine Bayfield	Letter sent 1 July 2010	01/07/10
14/06/10	Appointment of Standards Sub-Committees	Dates of Sub-Committees to be circulated to all Members of the Sub-Committee	Elaine Bayfield	Dates confirmed to all Committee Members	23/06/10

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14/06/10	Complaints Monitoring Reports	Adult Services, Children, Schools and Families and Corporate complaints	Mona saad Jessica Brooke Loulla Woods	Reports considered by Standards Committee	14/06/10
14/06/10	Improvements to Customer Complaints	Report to be submitted to Standards Committee on Improvements to be made to Customer Complaints procedure.	Loulla woods	Report to be submitted to 23 July meeting.	29/10/10
14/06/10	Politically Restricted Posts	New procedures in light of changes to legislation	Allan wells	Report to be submitted to 23 July meeting.	23/07/10
<b>COMPLETED ACTIONS</b>					
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
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

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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	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
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
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 Charlton/ 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
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

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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. 14/06/10 Committee agreed no further action.	Complete
12/04/10	Draft Annual Report	To be amended in the light of ctees comments. Submitted to Council and published.	Elaine Bayfield	Report was submitted to Council 11 May 2010. Surrey Matters Editorial asked to promote. 14/06/10 Committee agreed no further action.	Complete

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