

## Standards Committee Actions Tracker – 20/10/2010

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	Report to be drafted. 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 February 2011	18/02/11
15/02/10	Complaints Handling Performance	Information to be provided on the corrective action for Surrey Highways on Controlled Parking Zones.	Loulla Woods	The <a href="#">Surrey Transport Plan Draft Parking Strategy</a> , which includes CPZs, has been published and is in the process of public consultation for the period 14 Sept – 9 Nov	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	Reports submitted to Council 23 March and 14 July but deferred. (See also 30/11/09 Guidance to investigation process). Chairman to consult Group Leaders on way forward.	18/02/11
12/04/10	Member/ Officer Protocol	Working Group (Allan Wells, Karen Heenan, Colin Taylor) to meet to prepare draft for Cttee	Ann Charlton Allan Wells	Last considered by Committee 3 September. To be subject to Member/Staff consultation before final presentation to Committee and Council (date to be agreed).	29/10/10
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 29 October meeting.	29/10/10
14/06/10	Politically Restricted Posts	New procedures in light of changes to legislation	Allan Wells	Considered by Committee 3 September 2010. Reported to and agreed by Council 12 October 2010	12/10/10

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03/09/10	Audit Commission Ethical Governance Survey	Issues arising from the 2010 survey and general behaviour issues be considered as part of the Member/officer consultation on the Protocol (Mins 42/10, 43/10 refer)	Ann Charlton Rachel Crossley Allan Wells	See 12/04/10 above.	29/10/10
03/09/10	Audit Commission Ethical Governance Survey	Consideration be given to holding joint Member/officer training on the Code of Conduct and Member/Officer Protocol (Min 41/10 refers)	Rachel Crossley	To await adoption of the new Member/Officer Protocol	29/10/10
03/09/10	Complaint Performance 1 <sup>st</sup> Quarter 2010/20111	The below target performance of families be drawn to the attention of the Children and Families Select and Adult Social Care Select Committees and appropriate Strategic Directors. (Min 46/10)	Belinda Newth	Item going before C&F Select Committee in November 2010 as Bulletin Item. August Performance for CSF was at 94% And for Adults was at 92% - both reflect a marked improvement of performance.	29/10/10
03/09/10	Complaint Performance 1 <sup>st</sup> Quarter 2010/20111	The Committee's Role in monitoring customer complaints be investigated as part of any review of the roles of Committees	Rachel Crossley	A report to be submitted to the 29 October 2010 meeting (item 7 on this agenda).	29/10/10
03/09/10	Applications for dispensation - Airtrack and Spelthorne Local Committee	Dispensations to be granted as agreed at Committee (Min 47/10(1)).	Elaine Bayfield	Letters sent confirming dispensations and registers of interest up-dated.	13/09/10
03/09/10	Applications for dispensation - Airtrack and Spelthorne Local Committee	Authority delegated to Monitoring Officer to grant further dispensations on the same grounds until 03/09/12. (Min 47/10(2))	Ann Charlton	Letters sent confirming dispensations and registers of interest up-dated.	03/09/12

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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	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

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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
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

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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. 14/06/10 Committee agreed no further action.	Completed
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. 14/06/10 Committee agreed no further action.	Completed
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
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

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