



## STANDARDS COMMITTEE REPORT

|                     |   |
|---------------------|---|
| <b>Report Title</b> | <b>Standards Working Group (Work Plan) – Terms of Reference</b> |
|---------------------|---|

**AGENDA STATUS: PUBLIC**

|                                |  |
|--------------------------------|--|
| <b>Committee Meeting Date:</b> | 20 March 2017                            |
| <b>Policy Document:</b>        | No                                       |
| <b>Directorate:</b>            | Borough Secretary and Monitoring Officer |

### 1. Purpose

---

- 1.1 The purpose of the report is to present the draft Terms of Reference of the Standards Working Group (Work Plan) for the Committee's approval.

### 2. Recommendations

---

- 2.2 To approve the Terms of Reference of the Standards Working Group (Work Plan) at Appendix 1.

### 3. Issues and Choices

---

#### 3.1 Report Background and Issues

- 3.1.1 At its meeting held on 19 December 2016, the Standards Committee set up a Working Group to put together a draft Work Plan for the Standards Committee for 2017/2018. The Working Group consists of Councillors, Patel, Oldham, Smith and B. Markham. The establishment of a Work Plan will ensure that the Committee can meet all of its responsibilities and obligations during the year. It is seen as good practice for the Standards Committee to produce an annual Work Plan.

- 3.1.2 The Standards Working Group, at its meeting on 19 January 2017, considered draft Terms of Reference for the Working Group, and provided comment and suggestions. In the objectives of the draft Terms of Reference, it is stated that the Working Group will action items on the Work Plan, as necessary, prior to, or following, their consideration by the Standards Committee; this will include carrying out reviews and commenting on draft Strategies, Policies, Codes and

other Council documents and processes that are within the remit of the Standards Committee.

3.1.3 Following approval of the Terms of Reference, the Working Group can then embark upon the work that it has been commissioned by the Standards Committee to undertake.

3.1.4 Appended to this briefing note are draft Terms of Reference for the Standards Working Group (Work Plan) for the Standards Committee's consideration and comment.

### **3.2 Choices**

3.2.1 Members are asked to approve the Terms of Reference for the Standards Working Group (Work Plan) at Appendix 1 of this report.

## **4. Implications (including financial implications)**

---

### **4.1 Policy**

4.1.1 This report does not have any direct policy implications.

### **4.2 Resources and Risk**

4.2.1 This report does not have any direct resource implications.

### **4.3 Legal**

4.3.1 The legal framework for registering and declaring interests is identified in the body of the report.

### **4.4 Equality**

4.4.1 There are no direct equality and diversity implications arising from this report.

### **4.5 Consultees (Internal and External)**

4.5.1 Not applicable.

### **4.6 Other Implications**

4.6.1 None.

## **5. Background Papers**

---

5.1 Report and Appendix – Terms of Reference, Standards Working Group (Work Plan) - 19 January 2017

**Francis Fernandes**  
**Borough Secretary and Monitoring Officer**