

<b>CONSTITUTION AND ETHICS COMMITTEE</b>	AGENDA ITEM No. 9
<b>9 JULY 2018</b>	<b>PUBLIC REPORT</b>

Report of:	Fiona McMillan, Interim Director Law and Governance	
Cabinet Member(s) responsible:	Councillor David Seaton, Cabinet Member Resources	
Contact Officer(s):	Dan Kalley, Senior Democratic Services Officer	Tel. 296334

## **WORK PROGRAMME, FUTURE DATES AND MEMBER ISSUES**

R E C O M M E N D A T I O N S	
<b>FROM:</b> Fiona McMillan, Interim Director of Law and Governance	<b>Deadline date:</b> N/A
<p>It is recommended that the Constitution and Ethics Committee</p> <ol style="list-style-type: none"> <li>1. Notes and agrees the Work Programme for the municipal year 2018/19</li> <li>2. Agrees the proposed dates of future meetings for the municipal year 2018/19</li> </ol>	

### **1. ORIGIN OF REPORT**

- 1.1 This is a standard report to the Constitution and Ethics Committee which forms part of its agreed work programme. This report provides details of the Draft Work Programme for the following municipal year.
- 1.2 The Committee is currently proposed to meet two times a year, however as there are a number of items for the Committee to discuss it has been suggested that an additional two dates are provisionally added to the calendar.

If there is no business to conduct at these meetings they will be cancelled, with agreement from the Chair and Group representatives.

The two additional proposed dates are:

1. 1 October 2018
2. 11 March 2019

The other date in the calendar, which was agreed at Full Council is Monday 7 January 2019.

### **2. PURPOSE AND REASON FOR REPORT**

- 2.1 The programme can be refreshed throughout the year in consultation with senior officer and the Committee membership to ensure that it remains relevant and up to date. In addition, any delays in reporting issues are recorded so that they do not drop off the committee agenda.
- 2.2 This is also an opportunity for Members of the Committee to raise any issues of concern under the Committee's terms of reference for discussion or addition to the work programme.

**3. TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	
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**4. IMPLICATIONS**

**Financial Implications**

4.1 There are none.

**Legal Implications**

4.2 There are none.

**Equalities Implications**

4.3 There are none.

**5. APPENDICES**

5.1 Appendix A - Work Programme 2018/19.

## APPENDIX A

DATE: 1 OCTOBER 2018 (Provisional)			
		Section / Lead	Description
	Parish Councils - Register of Interests	Dem Services	To take stock of Parish Councils register of interests
	Independent Persons - Appointment processes	Fiona McMillan Legal	To review the processes of appointing the Independent Persons Appointment.
	Whistle-Blowing	Fiona McMillan Legal	To review the Councils policy on whistle-blowing.
	Council meetings - timings	Fiona McMillan/Dem Services	To look into the timings for Council agenda items.
	Officer Code of Conduct	Fiona McMillan Legal	To review the Officer Code of Conduct and assess its suitability
	Civic Protocols	Mayor's Office	To review the Civic Protocols and ensure fit for purpose.
	Gifts and Hospitality	Fiona McMillan Legal	To review the Gifts and Hospitality following the Audit process.
	Petitions Scheme	Dem Services	
	<b>INFORMATION AND OTHER ITEMS</b>		
	Dispensations Issues	Fiona McMillan Legal	To receive an update on the use of dispensations.

	Update on National Issues	Fiona McMillan Legal	To receive a report on any issues of national importance
	Report on Code of Conduct Issues	Fiona McMillan	To receive an update as to any code of conduct cases
	Work Programme 2018 / 2019	Democratic Services Dan Kalley	

**DATE: 7 JANUARY 2018**

		<b>Section / Lead</b>	<b>Description</b>
	<b>INFORMATION AND OTHER ITEMS</b>		
	Dispensations Issues	Fiona McMillan Legal	To receive an update on the use of dispensations.
	Update on National Issues	Fiona McMillan Legal	To receive a report on any issues of national importance
	Report on Code of Conduct Issues	Fiona McMillan	To receive an update as to any code of conduct cases
	Work Programme 2018 / 2019	Democratic Services Dan Kalley	

**DATE: 11 MARCH 2019 (Provisional)**

		<b>Section / Lead</b>	<b>Description</b>
	<b>INFORMATION AND OTHER ITEMS</b>		
	Dispensations Issues	Fiona McMillan Legal	To receive an update on the use of dispensations.
	Update on National Issues	Fiona McMillan Legal	To receive a report on any issues of national importance
	Report on Code of Conduct Issues	Fiona McMillan	To receive an update as to any code of conduct cases
	Work Programme 2018 / 2019	Democratic Services Dan Kalley	

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