

CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 11
29 OCTOBER 2018	PUBLIC REPORT

Report of:	Fiona McMillan, Director Law and Governance and Monitoring Officer	
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	
FROM: Fiona McMillan, Director of Law and Governance and Monitoring Officer	Deadline date: N/A
<p>It is recommended that the Constitution and Ethics Committee</p> <ol style="list-style-type: none"> Notes and agrees the Work Programme for the remainder of the municipal year 2018/19. Agree to the changing of the meeting in January to allow reports to be ready following the Christmas shutdown. Agree to the Member Officer Protocol being circulated to Group Leaders for suggested alterations and for those to be brought back to the next meeting for discussion and agreement. 	

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.

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?	NO	If yes, date for Cabinet meeting	N/A
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4. BACKGROUND

- 4.1 The Member Officer Protocol has been altered and amended on a piecemeal basis to take into account new legislation and suggestions from Councillors.

- 4.2 As part of the drive to streamline and make the Council's Constitution more accessible there is an opportunity for Councillors to contribute to the Member Officer Protocol.
- 4.3 This can then be brought to the Constitution and Ethics Committee to scrutinise and make final recommendations to Council.
- 4.4 It is proposed that this will enable better working relationships between Councillors and Officers going forward.

Social Media Guidance

- 4.5 The Social Media Guidance has been circulated previously to Councillors, however should the Committee wish an item can be placed on the work programme for a future meeting.

January date

- 4.6 To move the date to the end of January 2019 this will allow reports to be ready following the Christmas shutdown, should members agree to move this from the 7 January 2019. The potential date is Monday 28 January 2019.

5. IMPLICATIONS

Financial Implications

- 5.1 There are none.

Legal Implications

- 5.2 There are none.

Equalities Implications

- 5.3 There are none.

6. APPENDICES

- 6.1 Appendix A - Work Programme 2018/19.

APPENDIX A

DATE: 29 OCTOBER 2018			
		Section / Lead	Description
	Whistle-Blowing	Fiona McMillan Legal	To review the Councils policy on whistle-blowing and return functions to Audit Committee
	Council meetings - timings	Fiona McMillan/Dem Services	To look into the timings for Council agenda items.
	Civic Code	Fiona McMillan Legal	To review the Civic Code.
	Petitions Scheme.	Dem Services	Update to the petition scheme around acceptance of petitions the Council has no power over.
	INFORMATION AND OTHER ITEMS		
	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: JANUARY 2019

		Section / Lead	Description
	Parish Councils - Register of Interests	Fiona McMillan/Dem Services	
	Officer Code of Conduct	Fiona McMillan	
	Member Officer Protocol	Fiona McMillan	Suggestions from Councillors to be scrutinised for formal recommendations to Council.
	INFORMATION AND OTHER ITEMS		
	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

		Section / Lead	Description
	Officer Employment Rules	Karen Craig HR	
	INFORMATION AND OTHER ITEMS		
	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
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