

CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 14
16 MARCH 2020	PUBLIC REPORT

Report of:	Fiona McMillan, Director Law and Governance and Monitoring Officer		
Cabinet Member(s) responsible:	Councillor David Seaton, Cabinet Member Finance		
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> <p>1. Notes and agrees the Work Programme for the remainder of the municipal year 2019/20.</p>	

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. 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 2019/20.

APPENDIX A

DATE: 8 JULY 2019			
		Section / Lead	Description
	Scrutiny update from Government and review of scrutiny committee arrangements	Dem Services	To receive a report on conclusions and findings from government report and review current scrutiny arrangements.
	Officer Code of Conduct	Fiona McMillan	To update the Officer Code of Conduct
	Committee start times and Council meeting frequency	Dem Services	To review the start times for all Committees of the Council and to review the overall number of Full Council meetings
	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
	Update on Parish Council Register of Interests	Linda Letch/Claire Osborne	To receive an update on progress with Parish Council register of interests.
	Report on Code of Conduct Issues	Fiona McMillan	To receive an update as to any code of conduct cases
	Work Programme 2019 / 2020	Democratic Services Dan Kalley	

DATE: 30 SEPTEMBER 2019

	Section / Lead	Description
Constitution and Ethics Committee Meeting Start Time 2020-21	Fiona McMillan/Dem Services Legal	Committee to agree it's start time for 2020-21
Model Code of Conduct (LGA) (If completed)	Fiona McMillan	To review the Council's code of conduct based on new model code of conduct from the LGA.
Members Gifts and Hospitality Policy guide	Fiona McMillan	To update and review the policy guide for Member's gifts and hospitality
Update on Scrutiny Committees	Paulina Ford	To provide members with an update on Scrutiny Committees roles following discussions with CMT and Scrutiny Chairpersons
Full Council additional meetings	Dem Services	To provide the Committee with proposals from CMT and Group Leaders on the proposal for additional Full Council meetings
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 2019 / 2020	Democratic Services Dan Kalley	

DATE: 16 MARCH 2020

	Section / Lead	Description
Chairing of Scrutiny Committees	Paulina Ford Democratic Services	To review the chairing of Scrutiny Committees
Members Gifts and Hospitality	Amy Brown/Pippa Turvey Legal	To update and review the Members Gifts and Hospitality
Update to Standing Orders – Minutes and motions submission review	Pippa Turvey Democratic Services	To update the Council's standing orders to include cut off for Members to raise queries on omissions from minutes
Independent Remuneration Panel	Amy Brown Legal	
Member Officer Protocol	Fiona McMillan Legal	To review working arrangements of motions and working with officers of the Council and use of Council resources
Budget Policy Framework	Emma Riding Finance	
INFORMATION AND OTHER ITEMS		
Dispensations Issues	Fiona McMillan Legal	To receive an update on the use of dispensations.
Review of urgent decisions taken	Fiona McMillan Legal	To review the number of urgent decisions taken by other local authorities
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 2019 / 2020	Democratic Services Dan Kalley	

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MUNICIPAL YEAR 2020/21

DATE: TBC			
		Section / Lead	Description
	Standing Orders – Video recordings at meetings/Voting and abstentions	Fiona McMillan Legal	To review Council Standing Orders over the use of visual recordings at Council meetings and clarify equality of voting/abstentions
	Petition Scheme	Fiona McMillan Legal	To make additions to the petition scheme and decision making implications
	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 2020 / 2021	Democratic Services Dan Kalley	