



### Standards Committee – 22<sup>nd</sup> April 2013

#### Standards Committee: Work Programme and Fundamental Skills Schedule for the 2013/14 Municipal Year

##### 1. Summary of report:

- 1.1 The purpose of this report is to establish a proposed Work Programme and a Schedule of Fundamental Skills Sessions for the Standards Committee during the 2013/14 Municipal Year (see Appendix 1).

##### 2. Recommendation

- 2.1 That the Work Programme and Schedule of Fundamental Skills Sessions be approved as set out in Appendix 1.

##### 3. Background

- 3.1 Standards Committee meets on a quarterly basis and, under the new Standards Regime, a significant amount of work that the Committee used to consider is no longer applicable which has led to a reduction in the Committee's workload.
- 3.2 In view of this, the Head of Legal and Democratic Services has consulted with the Chair of the Committee, Councillor Underhill, and is proposing to broaden the Remit of the Committee in two parts: -
1. to incorporate more of a 'governance' role / reviewing the Constitution;
  2. to help establish relevant and appropriate training for new and existing Members on the Council.
- 3.3 Certain sections of the Constitution are affected by frequent changes in legislation which requires those parts to be reviewed fairly regularly. However, the remaining sections, which are not affected by legislative changes, tend to be overlooked somewhat and quickly become outdated as a consequence. It is, therefore, proposed that the Constitution be broken down in to relevant / manageable sections and be reviewed by the Committee at each meeting.
- 3.4 At the close of the 2013/14 Municipal Year, a report, encompassing the reviews undertaken by the Committee, would be submitted to Council for consideration and approval thus bringing the Constitution up to date and ensuring that it is fit for purpose, as far as is practicable.
- 3.5 In addition, at each meeting it is proposed that certain 'Fundamental Skills' be considered with a view to establishing a relevant and appropriate Training

Programme for new and exiting Members on the Council. It is envisaged that, by the close of the 2013/14 Municipal Year with Committee having considered each of the 'Fundamental Skills' areas outlined in Appendix 1, such a Training Programme would be established in time for the new intake of Councillors following the 2014 elections.

- 3.6 To enable all of this to come to fruition, the new Standards Committee will need to be in a position to 'hit the ground running' from the start of the 2013/14 Municipal Year with an agreed Work Programme already in place. For this reason, a proposed Work Programme and Schedule of Fundamental Skills Sessions, as set out in Appendix 1, have been drafted to get the maximum efficiency out of the limited number of Committee meetings available.

**4. Resource and legal considerations:**

- 4.1 None directly related to this report.

**5. Performance and risk management issues:**

- 5.1 None directly related to this report.

**6. Equality Implications:**

- 6.1 None directly related to this report.

**6. Consultation:**

- 6.1 Consultation has been undertaken with the current Chair of the Committee, Councillor Underhill.

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Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Standards Committee**  
**Fundamental Skills Schedule and Work Programme**

Meeting Date	Fundamental Skill Subject	Work Programme
July 2013	Standards Regime / Complaints Procedure	To review Parts 1 & 2 of the Constitution
October 2013	Mock Hearing Case	To review Part 3 of the Constitution (Excluding Delegations to Officers*)
January 2014	Enquiries from Constituents / Features of Good Decision Making	To review Part 4 of the Constitution (Excluding Financial Rules*)
April 2014	Use of Resources / Protocols within the Constitution	To review Part 5 onwards of the Constitution (Excluding Delegations to Officers)

\* **These Functions come under the Remit of the Audit Committee**