

<b>MEEETING</b>	<b>STANDARDS COMMITTEE</b>
<b>DATE</b>	<b>7, April, 2014</b>
<b>TITLE</b>	<b>SELF-ASSESSMENT</b>
<b>AUTHOR</b>	<b>DILYS PHILLIPS, MONITORING OFFICER.</b>

1. In its work programme for the year the Committee has noted that it will be holding a self-assessment at its meeting in April.
2. The purpose of the self-assessment is to give the Committee the chance to consider how it fulfils its responsibilities against the functions which it has been given under the regulations and in the Council's constitution.
3. The result will give the opportunity to influence the work programme in the future.
4. A draft is presented here of the self-assessment document which has been prepared by the officers. It has been drawn up in order for the Committee to have the opportunity to assess its work and its effectiveness against the statutory and constitutional requirements.
5. The Committee members are asked to consider the functions listed in the first column and then note which assessment they believe is relevant, using the following categories :

Category 1 - Evidence that the Committee is fully meeting the requirements.

Category 2 -Evidence that the Committee meets the basic requirements but can do more to fully comply.

Category 3 - No evidence that the Committee meets the requirements.

6. It is necessary to note the evidence which supports the category which the Committee awards. The column "Evidence" shows some examples of evidence, but it is possible that the Committee members are able to add to it.

7. By assigning a category to each function and noting the evidence, it is possible for the Committee to come to a conclusion regarding which further steps they need to take (if any). The last column contains some suggestions for further steps. These are the matters which will be fed through to the Committee work programme in the future.

8. **RECOMMENDATION.**

The Committee is asked to consider the draft documents and hold a self-assessment of its work.

**SELF ASSESSMENT OF THE STANDARDS COMMITTEE - 7/4/14**

<b><u>FUNCTION</u></b>	<b><u>ASSESSMENT</u></b> <b><u>(1/2/3)</u></b>	<b><u>EVIDENCE</u></b>	<b><u>FURTHER STEPS</u></b>
<p>Promote and maintain a high standard of conduct amongst members.</p>		<p>An annual report detailing the work of the Standards Committee has been published.</p>	<p>1. Members of the committee to attend meetings of the Council as observers on a regular rolling programme.</p> <p>2. Hold occasional meetings with the stakeholders who have an interest in standards of conduct, e.g. Chairman of the relevant committees, chief officers of the Council.</p>
		<p>An annual work programme for the Committee has been published.</p>	
		<p>A meeting was held with the leaders of the political parties.</p>	
		<p>The Chairman and Vice-chairman attended the North Wales Standards Committee Forum to share experiences with other standard committees.</p>	
		<p>The co-opted members have attended committees / meetings of the Full Council as observers.</p>	
<p>Assist the members to keep to the Code of Conduct.</p>		<p>A local resolution procedure for complaints which are not matters for investigation by the Ombudsman has been adopted.</p>	<p>Consider drawing up simple guidelines for members on how to deal with their contact with the Council in their role as private individuals (e.g. applicants for planning permission/ owners of companies which have contracts with the Council).</p>
		<p>A Social Media Protocol has been adopted.</p>	
		<p>The Member Member/Officer Protocol was reviewed.</p>	

<u>FUNCTION.</u>	<u>ASSESSMENT</u> <u>(1/2/3)</u>	<u>EVIDENCE</u>	<u>FURTHER STEPS.</u>
Advise the Council regarding adopting or amending the Code of Conduct.		Advice was given on the Code of Conduct in 2008.	
		Observations were made to the relevant Minister on reviewing the Code of Conduct.	
Monitor the operation of the Code of Conduct.		Reports are received regularly on allegations against members.	Look at the Ombudsman's casebook to see if there are any lessons to be learnt from other councils.
		Annual reports are received from the Ombudsman and the Wales Adjudication Panel.	
		Annual reports are received on the register of interests and the declarations made.	
		Annual reports are received on the register of gifts and hospitality.	
Advise, train or arrange training for members on matters relating to the Code of Conduct.		Annual reports are received on the training arranged during the year.	<ol style="list-style-type: none"> <li>1. Look at a way of assessing the quality and effectiveness of the training by analysing feedback forms.</li> <li>2. Continue to offer updated sessions for members annually.</li> <li>3. Continue to offer training sessions occasionally to committee members at the beginning of meetings in accordance with a training programme.</li> </ol>
		Training for members of the county council was held in May, 2012 and July, 2013.	
		5 members of the Committee attended the Standards Conference held in April, 2013.	
		Occasional training sessions are held for Committee members before the formal meeting (the last one was in January, 2014).	

<u>FUNCTION.</u>	<u>ASSESSMENT</u> <u>(1/2/3)</u>	<u>EVIDENCE</u>	<u>FURTHER STEPS.</u>
Grant dispensations to members.		A "policy" on granting dispensations has been adopted.	Review the procedure regarding dispensations.
		A procedure for considering applications for dispensations has been adopted.	
Deal with reports of tribunals and any reports from the Monitoring Officer on matters referred by the Ombudsman.		A procedure for conducting hearings has been adopted.	Review the procedure for conducting hearings.
		One hearing has been held since 2012.	
Authorise the Monitoring Officer to pay allowances to persons assisting with an investigation.		There has been no occasion to pay such an allowance.	
Exercise the above functions in relation to community councils.		Training sessions for community council clerks were held in the autumn of 2013.	Meet representatives from community councils to discuss how to achieve high standards of behaviour.
		A survey questionnaire regarding the register of interests was sent to community councils	
		A survey questionnaire regarding gifts and hospitality was sent to community council.	
		The annual report of the Committee is sent to all community councils.	