

Title	Work Plan	
For further information about this report please contact	Graham Leach, Senior Committee Services Officer, (01926 456114) email graham.leach@warwickdc.gov.uk	
Service Area	Members' Services	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	
Date and meeting when issue was last considered and relevant minute number	November 2010	
Background Papers	None	
Contrary to the policy framework:		No
Contrary to the budgetary framework:		No
Key Decision?		No
Included within the Forward Plan? (If yes include reference number)		No

Officer / Councillor Approval

With regard to officer approval all reports *must* be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).

Officer Approval	Date	Name
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holder(s)		
Consultation Undertaken		

Final Decision?	No
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Suggested next steps (if not final decision please set out below)

This report contains a rolling work plan which will be considered at every meeting of the Standards Committee

1. **SUMMARY**

1.1 This report outlines the Committee's work plan to allow them to plan the work load for their meetings along with a constant training programme.

2. **RECOMMENDATION**

2.1 The work plan, as set out at Appendix 1, be amended as required.

2.2 The log of complaints under the code of conduct, as set out at Appendix 2, be noted.

3. **REASONS FOR THE RECOMMENDATION**

3.1 The work plan is the responsibility of the Committee and it is entitled to amend it, add or remove items as it sees fit.

3.2 The log of complaints is a public register available via the website and cannot be amended.

4. **ALTERNATIVE OPTION CONSIDERED**

4.1 The Committee is responsible for its own work load and therefore there can be no alternative options considered.

5. **BUDGETARY FRAMEWORK**

5.1 The content of the report has no budgetary impact.

6. **POLICY FRAMEWORK**

6.1 The content of the report does not impact upon the Policy Framework for the Council.

7. **BACKGROUND**

7.1 The work plan was produced to allow the Committee to monitor its work load and also programme in regular training to allow them be kept up to date with regards to any changes in the areas it is responsible for.

7.2 The Council is obliged to hold a log of complaints made to it under the Code of Conduct and to ensure it is publicly available. Warwick District Council publish their log of complaints on the Council's website under the Standards Committee web page. The Committee requested to see this so that all members of the Committee were informed of what complaints had been made.

STANDARDS COMMITTEE
WORKPLAN - 2010/11

21 June 2011

Item to be considered	Lead Officer
Members' Register of Financial and other Interests under the Mandatory Code of Conduct - The register containing details of financial and other interests notified by individual members of Warwick District Council will be available for inspection by members of the Committee.	Graham Leach
Annual Governance Statement - Action Plan end of year report	Andrew Jones
Verbal Update on the Appoint of Parish/Town Council representatives	Graham Leach

20 July 2011

Item to be considered	Lead Officer
Members' Register of Financial and other Interests under the Mandatory Code of Conduct - The register containing details of financial and other interests notified by individual members of Parish & Town Council's will be available for inspection by members of the Committee	Graham Leach
Training on the Local Standards Framework	Andrew Jones

21 September 2011

Review of Development Review Forum	Paul Pinkney
Appointment of Representative to the Review of the Constitution	Graham Leach

2 November 2011**1 February 2012****4 April 2012****TBC June 2012****21 November 2012****19 February 2013****3 April 2013**

Warwick District Council - Local Standards Framework

Register of complaints made to the Monitoring Officer of Warwick District about Warwick District Councillors and Town/Parish Councillors of Town/Parish Council's within Warwick District

If a complaint is made about a Councillor and it is found not to be a breach of the code of conduct, the details of the complaint will be listed but without the names of the individuals concerned. This list will be maintained in accordance with the Local Assessment of Complaints and Review Procedures adopted by this Council.

Ref	Date received	Complaint	Outcome
LSF.01.2009	8 January 2009	No response to complaint made re noise problem	Monitoring Officer believed that there had been no breach of Code of Conduct, an apology was offered by the Warwick District Councillor and this was accepted by the complainant, and the complaint was withdrawn.
LSF.02.2009	4 February 2009	Conduct of a Warwick District Councillor regarding a survey into low cost housing and a subsequent planning application.	This matter was considered by an Assessment Sub-Committee. There were a number of individual aspects to this case. Some were referred to the Monitoring Officer to undertake further action and the others were agreed that no further action should be taken. The decision was reviewed, at the request of the complainant by a Review Sub-Committee and it confirmed the previous decision.

LSF.03.2009	9 April 2009	No support had been given by a ward councillor to an elector of the ward regarding a housing benefits claim.	This complaint is now considered to be closed. The complaint is unresolved as the complainant has not clarified the aspects of the complaint. However, over six months have passed since the date of submission and no further action seems likely.
LSF.04.2009	10 June 2009	A Warwick District Councillor had published comments on a website community forum which could bring the council into disrepute and used the authority's resources incorrectly.	The matter was considered by an Assessment Sub-Committee and was referred for investigation. The Consideration and Hearing Sub-Committee received the subsequent report from the external investigator and accepted the conclusion that there had been no breach of the Code of Conduct.
LSF.05.2009	2 September 2009	A Warwick District Councillor did not declare an interest in a piece of land owned by the Thomas Oken and Nicholas Eyffler Charity, of which they were a Trustee appointed by WDC which had been identified as a potential site for housing	No further action to be taken regarding the complaint. However, Councillors to be reminded of the need to declare any interests at the appropriate time and that this should also apply to working parties and other informal meetings. Following a request from the complainant this matter was considered by a Review Sub-Committee who agreed that no further action should be taken but asked the Monitoring officer to bring forward a report to the Standards Committee on declarations of interest at informal meetings.

LSF.06.2010	12 April 2010	Two Warwick District Councillors had failed to meet the Council's obligations to comply with the Discrimination Act 2005.	The Assessment Sub-Committee agreed that no further action should be taken present as discussions were ongoing with the parties involved. The complainant asked for the decision to be reviewed and a Review Sub-Committee determined that the complaint against one Councillor had been resolved through an apology but asked the Monitoring Officer to take other action by way of enabling the other Councillor participating in conciliation with the complainant and the Councillor should also attend the Council's Equality & Diversity Training Course.
LSF.07.2010	22 April 2010	A Warwick District Councillor had taken various actions which had brought the Council into disrepute, and had caused discrimination.	The matter was considered by the Assessment Sub-Committee and was referred for investigation.
LSF.08.2010	16 June 2010	A Warwick Town Councillor had acted without showing due respect and politeness for a local resident.	The complainant agreed that he would accept mediation by the Monitoring Officer which has taken place. A response from the complainant is awaited.

LSF.09.2010	20 August 2010	A Warwick District Councillor has made comments, including at committee meetings open to the public, which appear to have been bullying and showing lack of respect to officers.	This matter was considered by a Hearing Sub-Committee and a breach of the code was found a copy of the Decision notice for this case is available via the Council's website.
LSF.10.2010	28 October 2010	A Warwick District Councillor has failed to treat an officer of another local authority with due respect.	The matter was investigated and considered by a Consideration Sub-Committee who determined, in agreement with the investigator, that there had not been a breach of the Code of Conduct.
LSF.11.2010	10 December 2010	A complaint was received about the conduct of a District Councillor.	The complaint was withdrawn following a written apology from the Councillor involved.
LSF.12.2011	9 March 2011	A complaint was received relating to the conduct of a Warwick District Councillor in a public meeting	The matter was considered by an Assessment Sub-Committee who decided that no further action should be taken because the Councillor had made the necessary declarations of interest and the comment made was a general observation about a style of planning application.
LSF.13.2011	21 March 2011	A complaint was received regarding the conduct of 3 Bishop's Tachbrook Parish Councillors alleging the failure to declare interest under the Code of Conduct; bullying members of the public; and bringing the office into disrepute.	The matter was considered by an Assessment Sub-Committee who referred the aspect about failing to declare the correct interests under the Code of Conduct for investigation.

LSF.14.2011	5 April 2011	A complaint was received regarding the response of a Warwick District Councillor in email to a member of the public.	The matter was considered by an Assessment Sub-Committee and has been referred for other action by the Monitoring Officer.
LSF.15.2011	3 May 2011	A Warwick District Councillor has stopped another Councillor from assisting a member of the public.	The matter has been referred to an assessment Sub-Committee for consideration who decided that no action should be taken as there was no evidence of a breach of the Code of Conduct. The complainant has requested that this decision be reviewed.
LSF.16.2011	6 July 2011	A Parish Councillor has failed declare the correct interests at a Parish Council meeting	The matter has been referred for investigation.
LSF.17.2011	15 July 2011 25 July 2011	Three separate complaints were received regarding the comments of a Warwick District Councillor on 29 June 2011 which the complainants found offensive and rude.	The matter was considered by an Assessment Sub-Committee who decided that no action should be taken as there was no evidence of a breach of the Code of Conduct. A complainant has requested that this decision be reviewed.
LSF.17A.2011	25 July 2011	A complaint was received about two Warwick District Councillors regarding statements they made at the Council meeting on 29 June 2011. The complainant alleged that a Councillor had lied and the other had made an offensive remark	The matter was considered by an Assessment Sub-Committee who decided that no action should be taken as there was no evidence of a breach of the Code of Conduct. A complainant has requested that this decision be reviewed.

LSF.18.2011	17 August 2011	A complaint was received about the conduct of a Warwick District Councillor including failing to treat others with respect, improper use of Council resources and bringing the office of Councillor into disrepute	This matter has been passed to an Assessment Sub-Committee for consideration.
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