

HALTON BOROUGH COUNCIL

STANDARDS COMMITTEE 10TH SEPTEMBER

DRAFT ACTION LIST

The following list is for consideration by the Committee:-

NO.	PRIORITY	ACTION	BY	DATE
1	HIGH	Further role play session repeating the 'hearing' on 28 th February 2007 with more time allowed – Role of Chair – To maintain impartiality throughout hearing. Facilitate and ensure compliance with procedure. Secure fairness of hearing. (previously 1,5,8,10) Council Solicitor to prepare and circulate flowcharts illustrating the sequence of events and deadlines in relation to hearings. Consider further training involvement by Charles Kerry (Chester) Consider further training involvement by Graeme Creer (Weightmans)	OD	Done – training carried out in Warrington 18 June 2008
3	HIGH	Council Solicitor to arrange for Standards Committee members to attend other Council's Standards Committee hearings as a training opportunity.	OD	Done – Contact made with Wigan
6	HIGH	Consider cost of training initiatives and make provision in budget for 2008/9. Consider funding sources for Training during 2007/8.	OD	No further funding Available – training provided from within resources
7	MEDIUM	Develop Standards Committee internet website presence.	OD	June 2008- Done. Further information uploaded on new complaints arrangements

NO.	PRIORITY	ACTION	BY	DATE
9	LOW	Video of interview with Leader of Council and Chief Executive. Further use in conjunction with later training sessions. Explore ways of using training video as part of civic responsibility training in Halton's schools (previously 9,16) [the new monitoring officer to review the video when in post, taking into account recent changes, to determine what amendments are required]	OD	Video reviewed & now out of date due to new Code, on which training has been given
12	MEDIUM	Council Solicitor and Chair invite Halton's parish council clerks and chairpersons to meeting to explore training needs of parish councillors. Halton's parish council clerks and chairpersons training session of parish clerks and chairpersons (prev 12, 13)	Chair/OD	Done – Meeting convened with Chief Executive, Council Solicitor & all Parish Clerks & Chairs to cover general issues. Took place 10 th July 2008. Parishes to bring forward training requests. None received. Training on new Code given to all Parishes.
15	MEDIUM	Explore the idea of small loose-leaf folder for members of the Committee to keep copies of key documents: e.g. Principles, Code of Conduct and Guidance.	Chair/OD	March 2008
16	HIGH	Halton's preparations, arrangements and training for dealing with local filter duties.	OD	Done. Further draft terms of reference and protocols being developed for consideration by Committee – intended to be

				circulated before 10 September meeting.
17		A letter be sent to the Standards Board for England requesting that their method of allocating places on conferences be amended so that, in future, an invitation be sent to the Chairs of all Standards Committees initially and they be provided with the opportunity of taking up this offer by a specified date.	OD	2 places booked; Letter sent to Standards Board