

APPENDIX 1

ETHICAL GOVERNANCE HEALTH CHECK 2007 – ACTION PLAN

	<u>Recommendation</u>	<u>Responsibility</u>	<u>Action Required</u>	<u>Target Date</u>	<u>Outcomes</u>	<u>Completed</u>
1.	Further training for Members and Officers with regard to new political structure	Standards Committee	Arrange appropriate training sessions	September 2007	Training on “New Decision-Making Structure” provided for all Members on 31 May 2007. Officer training sessions undertaken by Chief Executive & Corporate Director (Internal Services) in July 2007. Further member training requests anticipated from the outcome of the work being undertaken by the Review Committee on the new member decision-making process To be kept under review by Standards Committee as part of Member Training Programme.	July 2007 (Ongoing)
2.	Appointment of Independent Member as Chairman of Standards Committee	Council	Keep under review and ensure timely implementation of legislative requirements	May 2008	Decision taken to appoint Chairman in accordance with timeframe for implementation of Local Government & Public Involvement in Health Act 2007. Expected to come into force from beginning of new municipal year.	
3.	Review of composition of the Standards Committee	Standards Committee	Standards Committee to determine most appropriate composition and report to Council as necessary	5 July 2007	Review undertaken by the Standards Committee at its meeting on 5 July 2007. Further review likely following introduction of regulations and guidance on revised conduct regime	5 July 2007
4.	Review remit of Standards Committee	Standards Committee	Standards Committee to determine	5 July 2007	Reviewed by Standards Committee on 5 July 2007 and agreed that current empowerment and terms of reference of the Standards	5 July 2007

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			appropriateness of its remit and report to Council as necessary		Committee are appropriate. Remit to be kept under review following proposals for introduction of regulations and guidance on a revised conduct regime.	(Ongoing)
5.	Develop alternative ways of engaging members in continuing learning and development	Standards Committee	Standards Committee to explore options to encourage the widest take up of training opportunities including use of mentors, visits to best practice authorities, peer feedback, etc	October 2007	Initial consideration on 5 July 2007 followed by a report from Head of Information & Customer Services on 4 October 2007. Member Training Programme agreed, proposals for joint working with neighbouring authorities, the National Councillor Mentoring Service and the Modern E-Learning Service to be pursued. Alternative approach to personal development plans deferred for further information to be obtained for January meeting of Standards Committee. This work will form part of the Committees regular review of the training and development programme and will therefore be ongoing.	October 2007 (Ongoing)
6.	Improve use of complaints monitoring to inform decision making	Executive Board	Quarterly informative to Executive Board detailing current complaints information	December 2007	Complaints procedure being revised in accordance with Access to Services Review. Information on complaints to be presented to SMT and Executive Board quarterly beginning with period ending December 2007. First report to Executive Board - February 2008.	December 2007
7.	Develop channels for improved consultation and feedback from residents	Executive Board	Improve opportunities for use of Rochford District Matters and Council	October 2007	As part of the Access to Services work a Citizens Panel has been established to form a representative group of residents to provide feedback on Council services. Focus groups have been organised from the	October 2007 (Ongoing)

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			website to inform, undertake “temperature checks” and gather feedback on specific topics		<p>Citizens Panel membership to advise on the access to services strategy and the content of the new waste and recycling contracts.</p> <p>A telephone survey has been conducted to assess satisfaction with how residents currently access our services. Questionnaires have been circulated with RDM on dog control orders and Cherry Orchard Country Park. The website has been used to gather feedback on dog control orders and the Local Development Framework. Roadshows have been held on global warming together with visits to schools and involvement of local businesses. A co-ordinated consultation plan is being developed for 2008/09.</p> <p>Improvement of channels for consultation and feedback from residents is now an ongoing task and key part of the Access to Service development programme.</p>	
8.	Develop existing channels of information for officers	Standards Committee	Standards Committee to review current use of team briefings and Chief Executive\Leader briefings	October 2007	<p>Cross-referenced with outcomes of Peer Review 2007.</p> <p>Staff Intranet now revised and further officer briefings incorporated in Staff Training and Development programme to follow through on key events e.g. budget, main priorities for Council, CPA, etc.</p>	October 2007 (Ongoing)
9.	Develop Access to Services review to	Executive Board	Standards Committee to	Between October	Report to Standards Committee - January 2008	

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	ensure minority groups are engaged and needs addressed		consider outcomes of Access to Services review and make recommendations as appropriate to Executive Board	2007 and April 2008		
10.	Improve awareness of whistling blowing procedure	Standards Committee	Include whistle-blowing policy within the Constitution. Review use of policy annually. Include ethical awareness in Officers Personal Development Review	July 2007	Policy included within the Constitution. Officers Personal Development Review documentation amended to include reference to awareness of ethical governance issues including Whistle Blowing procedure	July 2007
11.	Ensure adequate training on new Code of Conduct	Standards Committee	Invite all Members to Standards Committee meeting for update, feedback and review of new Code	October 2007	Training Sessions for all Members on new Code of Conduct - May 2007 followed by joint IDeA & Audit Commission Workshops on ethical governance regime. Further update, feedback and review based on Standards Board DV "The Code Uncovered" – October 2007. Ongoing training to be included in annual member training programme	October 2007 (Ongoing)