

BELFAST CITY COUNCIL STANDARDS AND BUSINESS COMMITTEE DRAFT OUTLINE PROGRAMME OF WORK

MAIN AIMS AND OBJECTIVES OF THE STANDARDS AND BUSINESS COMMITTEE

- promoting and maintaining high standards of conduct by elected Members and officers
- encouraging positive joint working across political groups and between officers and Members while upholding high standards of values and behaviours in a relationship of mutual trust
- supporting and facilitating collaborative working between Members and senior officers, particularly to support the consideration of strategic priorities by relevant committees

DRAFT OUTLINE PROGRAMME OF WORK

The proposed programme of work sets out the issues that the Standards and Business Committee is expected to consider during 2021 / 2022. It is aligned to the Committee's Terms of Reference and is intended to help Members and officers plan their work. The programme will be regularly reviewed and updated to incorporate any new or emerging issues and is subject to change across the year accounting for any resource implications and / or matters arising from Members. In addition to the standing agenda items of apologies, agreeing and adopting the minutes of the previous meeting and declaring any interests, the below table sets out those agenda items that will occur on a monthly, quarterly, six-monthly or annual basis or on an ongoing basis / as required.

FREQUENCY OF AGENDA ITEM	AGENDA ITEM
MONTHLY	<ul style="list-style-type: none">• Receive, review and either adopt or refer Notices of Motion as necessary• Review and note agenda items for other Standing Committees which identify standards implications
QUARTERLY	<ul style="list-style-type: none">• Noting the previous quarterly session of the joint CMT / Party Group Leaders facilitated working group• Note the quarterly review of committee plans• Review of report from Monitoring Officer to update Members on any complaints resolved through the Members' Internal Dispute Resolution Protocol or referred to the Local Government

FREQUENCY OF AGENDA ITEM	AGENDA ITEM
	<p>Commissioner for Standards, and any proposed amendments to the Members' Internal Dispute Resolution Protocol in light of any issues that have arisen</p> <ul style="list-style-type: none"> • Review of updates to the Coll Report Action Plan
SIX-MONTHLY	<ul style="list-style-type: none"> • Review of alignment of Notices of Motion with the corporate plan and consideration of strategic policies by relevant committees • Review of the operation of the Standards and Business Committee and making any recommendations • Review of the previous biannual training presentation on [e.g Local Government Code of Conduct for Councillors / use of social media / COI / membership of 3rd party organisations] for Members and relevant officers • Receive and note investigations / adjudications made by the NI Local Government Commissioner for Standards and any related recommendations • Review of the Council's Scheme of Delegation
ANNUALLY	<ul style="list-style-type: none"> • Review of the programme of facilitated work between Members and officers and make recommendations for the programme • Review of programme of Member training, Members' rate of attendance and Members' feedback on training • Review of the Council's Members' Internal Dispute Resolution Protocol and revising / updating it as necessary • Receive and note the NI Local Government Commissioner for Standards Annual Report • Notation of the Members' Register of Declaration of Interests, Register of Gifts & Hospitality and membership of 3rd party organisations

FREQUENCY OF AGENDA ITEM	AGENDA ITEM
	<ul style="list-style-type: none"> Review of the Council constitution and providing recommendations to the Strategic Policy & Resources Committee as to any required amendments thereto in relation to the standards regime
ONGOING / AS NEEDED	<ul style="list-style-type: none"> Reviewing the Council's Standing Orders with a view to making recommendations to the Strategic Policy & Resources Committee Advising the Council on the Local Government Code of Conduct for Councillors, including any revisions thereto Developing, monitoring and reviewing any local protocols required to support the standards regime within the Council Ensuring adherence to the Local Government Employee and Councillor Working Relationship Protocol Overseeing any mediation process put in place to restore internal relationships between political parties, Members and / or officers Receiving and considering any guidance from the Local Government Commissioner for Standards Receiving and noting decisions of other Standards Committees Planning activities to promote Officer/Member relationships e.g. workshop / away day Identifying points of learning / required standards training and best practice, and disseminating this information to all Members (e.g. confidentiality of restricted reports, tweeting during meetings) Oversight and review of ethical standards policies eg ethical procurement, modern slavery, social value Initial consideration and review of Council matters that are under internal or external investigation

OTHER AGENDA ITEMS MIGHT INCLUDE:

- Develop a Joint Declaration of Cooperation between Members and Officers
- Review of the NI Local Government Code of Conduct for Councillors in relation to Acceptance and Registration of Gifts and Hospitality
- Receive and consider any guidance from the Local Government Commissioner for Standards
- Receive and note decisions of other Standards Committees

- Activities to promote Officer/Member relationships e.g. workshop / away day
- Discuss the role of Councillor / civic offices
- Identify points of learning / required standards training and best practice and disseminate this information to all Members
- Draw attention to standards issues (eg confidentiality of restricted reports, tweeting during meetings)
- Initial consideration and review of Council matters that are under internal or external investigation