



## **DRAFT VERSION**

# **STANDARDS WORKING GROUP – WORKPLAN**

## **TERMS OF REFERENCE**

### **1. Purpose/Objectives of the Working Group**

- To produce a draft Work Plan for the Standards Committee for the Municipal Year 2017/2018 for the approval of the Standards Committee.
- To suggest items for inclusion on the agenda of meetings of the Standards Committee, based on the content of the Work Plan.
- To action items on the Work Plan, as necessary, prior to, or following, their consideration by the Standards Committee; this will include carrying out reviews, commenting on draft Strategies, Policies, Codes and other Council documents within the remit of the Standards Committee.

### **2. Outcomes Required**

- The production of a draft Work Plan for the Standards Committee for 2017/18.
- Action items on the Work Plan prior to, or following, consideration by the Standards Committee.
- Issues detailed on the Work Plan are presented to the appropriate meetings of the Standard Committee.

### **3. Information Required**

- Background data
- Background reports
- Best practice data
- Desktop research (if applicable)

### **4. Format of Information**

- Background data, including:
  - Relevant national and local background research reports and other papers
  - Relevant Council Policies and Strategies

- Relevant Legislation
- Draft Policies, Strategies, Codes and Plans for the Working Group's input
- Details of best practice external to Northampton, as applicable

## **5. Membership and Quorum of the Working Group**

- The Working Group comprises four members from the Standards Committee: Councillors Patel, B Markham, Oldham and Smith
- The quorum of the Working Group is three members of the Working Group

## **6. Co-options to the Working Group**

- None

## **7. Community Impact Screening Assessment**

- A Community Impact Screening Assessment to be undertaken on the scope of the work of the Standards Working Group (Work Plan)

## **8. Work Timetable**

- January 2017 – December 2017.  
Meetings to commence at 5.00 pm
- Additional meetings will be scheduled as required.

## **9. Responsible Officers**

Francis Fernandes, Borough Secretary and Monitoring Officer, Marianne McCarthy, Solicitor, and Tracy Tiff, Scrutiny Officer

## **10. Resources and Budgets**

Francis Fernandes, Borough Secretary and Monitoring Officer, Marianne McCarthy, Solicitor, and Tracy Tiff, Scrutiny Officer, to provide internal advice, briefing notes and draft reports, Policies, Strategies and Plans to the meetings of the Working Group.