

**PROGRESS ON ANNUAL WORK PLAN FOR 2010/11**

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**Summary and Recommendation:**

**Reports on the Annual Work Plan for 2010/11**

**Recommendation: That the Committee note the report and give guidance on the issues highlighted at 2.9 and 2.11**

**1. INTRODUCTION**

1.1 Following a workshop with Graeme Creer and arranged through the North West Employers Organisation Members agreed an Annual Work Plan for 2010/11. This report provides information on progress towards achieving the Work Plan.

**2. PROGRESS ON WORK PLAN**

2.1 The following were identified as the Work Plan for 2010/11:-

- a. Internal awareness campaign followed by public awareness campaign through-
  - i. Advising Copeland and Parish and Town Councillors;
  - ii. Working with the Communications Unit to increase public awareness.
- b. Devise a series of single learning point broadsheets to distribute to all Councillors at Council meetings and to provide to Parish and Town Clerks.
- c. Look to acquire a specific budget for Standards Committee work from 2011/12.
- d. Produce an Annual Report.

- e. Continue with and firm up quarterly meetings between the Chairman of Standards Committee, the Leader of the Council and the Chief Executive.
- f. Review and revise the Council's Ethics and Conduct web page.
- g. Make Audit Commission assessments available to Standards Committee members and develop protocols with Audit Committee to ensure that they each complement their respective roles.
- h. Devise a mechanism for measuring satisfaction levels for all involved in misconduct allegations.
- i. Ensure there is a reference to Ethics in the Council's vision/ objectives.
- j. Develop a protocol for partnership working that outlines the standards of behaviour expected of those working in partnership.
- k. Consider a formal compact with CALC in relation to Standards.

#### 2.2 a. Awareness Campaign

Two items have appeared in Copeland Matters. An item appeared in Dispatches (although in August 2009). Advice notes have been sent to Members. Broadsheets referred to at 2.3 have been sent to Members. Parish and Town Councils have been sent copies of last year's Annual Report. Other correspondence has been sent to Parish and Town Councils.

#### 2.3 b. Learning point broadsheets

Various broadsheets have been produced and samples will be brought along to the meeting. Although I believe they are useful for reference purposes for Members feedback from Copeland Councillors has been that when distributed with Council papers they tend to get lost because of the amount of paper being distributed at Council meetings.

#### 2.4 c. Specific budget for Standards Committees

It has not been possible to obtain a specific budget.

#### 2.5 d. Annual Report

An Annual Report was prepared last year and a separate item has been placed on the Standards Committee agenda for this meeting.

#### 2.6 e. Liaison meetings

A liaison meeting was held and details of discussions given at the December meeting. A further meeting has been requested.

#### 2.7 f. Ethics and Conduct Web Page

Following a meeting with representatives of Standards for England the web page was revised in line with their recommendations.

#### 2.8 g. Audit Commission assessments

A copy of the Annual Audit Plan has been sent to members of the Committee.

#### 2.9 h. Satisfaction levels of all involved in misconduct allegations

A questionnaire has not yet been devised. Some sample questions will be drafted for the meeting for consideration based around perceptions of clarity of documentation, courtesy and timeliness and other measures to do with quality of service.

#### 2.10 i. Reference to Ethics in Council's vision/ objectives

Copeland's new Council Plan is to be presented to Council for approval on 22 February. Of the 19 objectives in the Plan the most relevant is to "provide a transparent account of performance and use of resources". A number of others also relate to Ethics and Values.

#### 2.11 j. Protocol for partnership working

There is a Parish Charter for Copeland.  
The Council does have an agreed format for Partnering Arrangements- as shown in Appendix A.  
Locality Working Arrangements are now also in place- see Appendix B.  
Standards for England have recommended the Protocol shown at Appendix C and Members' views are requested on this.

#### 2.12 k. Formal Compact with CALC

I wrote to CALC last year but did not receive any reply. Preparation of this report has prompted me to write once more.

**List of Appendices - Appendix A- Council Approved Partnership Protocol  
Appendix B- Locality Working Arrangements  
Appendix C- Partnership protocol recommended by Standards for England**

**List of Background Documents: None**

**List of Consultees: Corporate Leadership Team**

# Appendix A

## Partnership Arrangements – Contents of Protocols

### **A. Rationale**

1. Who the Partnership is between?
2. Why the Partnership exists?
3. What are its agreed aims?
4. How does this Partnership add value?
5. How will the Partnership know whether funds are being well spent?
6. How will the public know this?

### **B. Governance**

1. How do the Partnership's corporate governance arrangements link to those of individual partners?
2. How are decisions made and recorded?
3. Who makes sure they are acted on?
4. Who scrutinises them?
5. To whom are they reported?

### **C. Performance Management**

1. How do you know which targets of the partnerships you are meeting and which you are failing to meet?
2. Who manages and reports progress?

### **D. Financial Management**

1. Who provides the money?
2. Who decides how to spend it?
3. Can the money be re-allocated?
4. What are the financial reporting arrangements?

### **E. Risk Management**

1. How do you know when things are going wrong?
2. Who can take action when things are going wrong?
3. How do you resolve conflicts of interests?

## Appendix A

### **F. Termination**

1. What happens when the partnership comes to an end?
2. Or if one or more partners decides no longer to be involved?
3. How will resources be re-allocated back to partners?

### **G. Serving the Public**

1. How should the partnership communicate in the most effective way with the public?
2. How can the public and service users obtain redress when things go wrong?
3. What is the complaints and suggestions process the public should use?

## **Partnership behaviour protocol**

### **Achieve intended outcomes**

Our priorities are evidence based and our decision making is transparent.

We will:

- Share resources to achieve joint outcomes
- Monitor how well we have used our resources
- Actively encourage ideas and innovation
- Ensure that decision making is transparent
- Be committed to continuous improvement
- Ensure that claims of improved performance are based on clear evidence
- Establish accountability both across the partnership (horizontally) and within each organisation (vertically)

### **Public interest**

We act in the interest of the public and demonstrate value.

We will:

- Focus on long term as well as short term issues
- Act in the interests of the public good over individual interests
- Demonstrate to the community how we are achieving publicly valued outcomes
- Agree a protocol for the handling of complaints that relates to our joint work

### **Building partners' capacity**

We build capacity in our partnership.

We will:

- Be committed to developing individual partners' skills to achieve our aims
- Encourage partners to be confident working outside of their organisational culture
- Be open to partners' suggestions and help

## **Value and respect each other**

We respect and value everyone's contribution.

We will:

- Ensure that all partners contribute appropriately and openly
- Acknowledge the capabilities of all members
- Recognise and embrace the role of voluntary and community sector partners
- Avoid dominance by one or two individuals
- Respect each other's roles and needs
- Actively encourage the participation of all partnership members
- Build effective working relationships with each other
- Recognise the value of all partners' contributions

## **Act ethically**

We act ethically. We are open and objective and encourage constructive challenge.

We will:

- Agree a mechanism for whistleblowing and dealing with complaints
- Ensure whistleblowers are supported
- Actively promote a 'no-blame' culture
- Support partners to both understand and constructively challenge any poor behaviour
- Use appropriate, unambiguous and simple language
- Agree how we will achieve democratic accountability
- Ensure that our dialogue is open and transparent
- Declare conflicts of interest and address them
- Make sure that the purpose of all meetings is made clear
- Be honest and objective

## **Aligning strategies and networks**

We harness our collective efforts through joint planning, delivery and governance arrangements.

We will:

- Ensure that partners can influence the decision making of member organisations
- Allow sufficient time and capacity to be given to understand an issue and to reflect on its impact
- Make sure that actions taken by the partnership are clear, time-limited and task-orientated
- Encourage all partners to actively shape the strategy
- Ensure that agreed actions are carried out