

Review of the Task Groups Reporting to the Corporate Governance and Standards Committee

NAME OF GROUP	DATE ESTABLISHED / FREQUENCY OF MEETINGS	DATE OF NEXT MEETING	TERMS OF REFERENCE	DETAILS OF GENERAL PROGRESS AND WORK STILL TO BE UNDERTAKEN
<p>Councillors' Development Steering Group</p> <p><i>Current members:</i></p> <p><i>Cllr Colin Cross (c)</i> <i>Cllr Angela Gunning</i> <i>Cllr Jo Randall</i> <i>Cllr Pauline Searle</i> <i>Cllr Catherine Young</i></p>	<p>Dec 2005/ The Group met on 3 occasions in 2020-21</p>	<p>8 July 2021 at 10am (anticipated number of meetings in 2021-22: 4 based upon the group continuing to meet on a quarterly basis)</p>	<p>The current terms of reference of the group are as follows:</p> <p>“To continue to support councillors in their ongoing development and training needs through a clear, structured Action Plan for councillor development that responds to the fundamental themes that support the vision of the Corporate Plan: Place-making, Community and Innovation.”</p> <p><u>Suggested revision to the terms of reference of the Steering Group:</u></p> <p>“To continue to support councillors in their ongoing development and training needs through a clear, structured Action Plan for councillor development that responds to the corporate priorities of the Council</p>	<p><u>Progress:</u></p> <ul style="list-style-type: none"> • The Steering Group has continued to lead on helping the Council meet the standards of the South East Charter for Elected Member Development. • At each meeting, the steering group reviews: <ul style="list-style-type: none"> ○ the councillors’ training and development programme ○ evaluation forms completed after each training/seminar session and recommends changes to the organisation of future events where required ○ the councillors’ training and development budget. <p><u>Work to be undertaken:</u></p> <ul style="list-style-type: none"> • To review and update the Councillor Development Policy Statement • To continue to develop the councillor training programme including identifying shared training and development opportunities with neighbouring councils • To explore alternative (remote) ways of learning for councillors

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			fundamental themes that support the vision of the Corporate Plan: Place-making, Community and Innovation.”	
<p>Corporate Governance Task Group</p> <p><i>Current members:</i></p> <p><i>Cllr Deborah Seabrook (c)</i> <i>Cllr Liz Hogger</i> <i>Cllr Nigel Manning</i> <i>Cllr Ramsey Nagaty</i> <i>Cllr James Walsh</i> <i>Murray Litvak</i> <i>Julia Osborn</i></p>	<p>Nov 2019/ The Group has met on 10 occasions in 2020-21 (plus twice already in 2021-22)</p>	<p>5 July 2021 (anticipated number of meetings in 2021-22: approx. 6-8)</p>	<p>To examine, review, and report back initially to this Committee on the following matters:</p> <p>(a) the Councillors’ Code of Conduct, including the policy on acceptance of gifts and hospitality by councillors;</p> <p>(b) the best practice recommendations of the Committee on Standards in Public Life contained within its Report on <i>Local Government Ethical Standards</i></p> <p>(c) the Council’s guidance on the use of social media by councillors;</p> <p>(d) the revised draft Protocol on Councillor/ Officer Relations</p> <p>(e) the effectiveness of internal communications between officers and councillors;</p>	<p><u>Progress:</u></p> <ul style="list-style-type: none"> • The Task Group has reviewed and made recommendations to the Committee/Council/ Executive on the following matters: <ul style="list-style-type: none"> (a) the Code of Conduct, including the policy on acceptance of gifts and hospitality (the Council adopted the revised code of conduct in October 2020, and made further revisions in respect of gifts and hospitality on 19 May 2021, on the recommendation of the Task Group) (b) the 15 best practice recommendations of the CSPL (the Task Group’s recommendations were adopted, where appropriate, by the Committee/Executive/ Council) (c) the Council’s guidance on the use of social media by councillors (the Executive adopted the revised guidance in September 2020) (d) the Protocol on Councillor/Officer Relations (the Council adopted the revised Protocol in October 2020)

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			<p>and</p> <p>(f) proposals to promote transparency, and effective communications and reporting, including the Council's Communications Protocol.</p> <p>(g) review of anomalies in the Constitution</p>	<ul style="list-style-type: none"> • The Task Group has commenced work on (e) and (f) in the terms of reference • In December 2020, the Task Group was asked by full Council to review the contents of the draft Council Size Submission to the Local Government Boundary Commission for England, prior to reference back to an extraordinary meeting of the Council on 17 December for final approval of the Council Size Submission. <p><u>Work to be undertaken:</u></p> <ul style="list-style-type: none"> • To complete work in respect of (e) and (f) in the terms of reference and report findings and recommendations to the Committee • To consider (g) in the terms of reference • To consider the matters referred to the Task Group at the request of the Overview and Scrutiny Committee on 8 June 2021