

Appendix 1 – Action plan

| Page no. | Recommendation | Priority 1 = Low 2 = Med 3 = High | Responsibility | Agreed | Comments | Date |
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| 9 | R1 Review the terms of reference for the Standards Committee to include details of the broader role it plays in: <ul style="list-style-type: none"> • promoting the requirements of the Code of Conduct outside the Council, and • helping the public, external stakeholders and partners to understand the standards of behaviour it requires of its members. | 2 | Debra Norman – Head of Law | | The terms of reference would be updated as part of the annual review of the constitution. | March 2009 |
| 14 | R2 The Council should adopt a zero tolerance approach to bullying across the Council and provide support for any members experiencing problems of bullying, building on the 'bully buddies' initiative for staff. | 2 | Maria King- HR + Whips of both groups | | Councillors to be provided with information on how to spot bullying and techniques on how to deal with the problem. | September 2008 |
| 15 | R3 Ensure that the whistle-blowing policy and procedure is readily accessible on the Council's website. | 2 | Debra Norman, Head of Law and John Lynch, Head of Democratic Services | | Debra and John would be reviewing the Whistleblowing policy later in the year. | December 2008 |

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| 17 | R4 Undertake more detailed work with members and senior officers, in conjunction with the Standards Committee, to identify reasons for the decline in their confidence in relation to ethical conduct within the Council. This should focus in particular on perceptions of: <ul style="list-style-type: none"> • members treatment of each other and of officers; • officers treatment of members; • officers and members treatment of users; • response to external challenge and criticism, including the handling of complaints; and • members listening to the advice of officers. | 2 | Louise Round, Director of Corporate Resources | | Noted that both Chief Whips on behalf of their respective groups did not feel that there was a problem within the authority or that the results reflected the current position or views of members. The committee would set up a meeting with the Chief Executive to discuss the findings set out in the report. | September 2008 |
| 19 | R5 Ensure that the register of gifts and hospitality for officers is subject to a formal review at least annually, to ensure good levels of compliance. | 2 | John Lynch, Head of Democratic Services | | A report would be submitted to the committee twice a year setting out the gifts and hospitality that had been accepted or declined both by officers and members. | December 2008 |