

Draft Content for CEC Annual MO report

1. Role of the Monitoring Officer

- 1.1. Explanation of MO responsibilities and legislative background, and non-statutory responsibilities.
- 1.2. Reference to importance of role in wider corporate governance and assurance informing AGS.
- 1.3. Requirement for a Deputy MO; assurance on arrangements in place.

2. Standards Complaints

- 2.1. Reference to arrangements in place.
- 2.2. Number of complaints over period in review and comparison to previous year; CEC and Parish
- 2.3. Status of complaints made (provides assurance on how promptly these are being managed)
- 2.4. Any reference to training provided on Code of Conduct or changes planned to process.

This section would replace current reports provided to the Committee. Currently these are being taken every six months; would need to consider whether to move to annual only, or annual and then a further in year update.

3. Register of Member's Interests/Declarations of Interests

- 3.1. Reference to arrangements in place and how assurance is obtained those arrangements are working.
- 3.2. Any non-compliance issues arising in year and subsequent changes to process which may be have been required.
- 3.3. Reference to training or changes planned to process.

This would be new content for the Committee.

4. Register of Gifts and Hospitality

- 4.1. Reference to arrangements in place and how assurance is obtained that arrangements are working.
- 4.2. Any non-compliance issues arising in year and subsequent changes to process which may be have been required.
- 4.3. Reference to training or changes planned to process.

This would be new content for the Committee.

5. Member Training and Development

- 5.1. Reference to arrangements in place and how assurance is obtained that arrangements are working
- 5.2. Reference to developments undertaken or changes planned to process.

This would be new content for the Committee. Consideration would need to be given to complementing the work of the Member Technology and Development Panel.

6. Dispensations

- 6.1. Brief reference to arrangements in place and how assurance is obtained that arrangements are working.
- 6.2. Details of dispensations granted in year/compared to previous year

Dispensations have been reported on separately to the Committee as and when required previously. Separate reports may still be required to be taken during the year, but could be summarised in an annual Monitoring Officer Report.

7. Information Requests

- 7.1. Annual figures for Freedom of Information (FOI), Environmental Information Regulations (EIR) and Subject Access Requests (SAR) and comparison to previous years.
- 7.2. Numbers of internal reviews, outcomes of escalations to ICO and trend analysis.
- 7.3. Reference to training or changes planned to process.

This section would replace the existing annual compliance report on FOI, EIR and SAR.

The Committee had agreed to replace GDPR updates earlier in 2018 in favour of an annual information governance report to be provided by the SIRO; in developing an MO report, discussion would need to be taken to ensure there was no duplication or omission between the two reports.

8. Complaints including Local Government and Social Care Ombudsman (LGO) referrals

- 8.1. Annual figures for complaints; usually broken down by service area, including ASDVs and comparison to previous years.
- 8.2. Numbers of internal reviews and outcomes of escalations to LGO.
- 8.3. Any particular trends.
- 8.4. Reference to training or changes planned to process.

This section would replace the annual customer feedback report.

We currently report in May based on our own figures to inform the Annual Governance Statement (AGS), as the LGO's figures aren't usually available until the end of July, which is too late to inform either draft or final AGS. Will need to consider whether the report is supplemented by an additional report on the LGO's figures around the October committee.

9. Regulation of Investigatory Powers Act (RIPA)

- 9.1. Brief reference to arrangements in place and how assurance is obtained that these arrangements are working.
- 9.2. Details of authorisations granted in year/compared to previous year and particular trends.
- 9.3. Reference to training or changes planned to process.
- 9.4. Reference to external inspection from the Office of the Surveillance Commissioner (if applicable).

This section would replace the separate annual RIPA report.

10. Confidential Reporting

- 10.1. Brief reference to arrangements in place and how assurance is obtained that arrangements are working.
- 10.2. Details of disclosures received in year/comparison to previous year.
- 10.3. Analysis of whether disclosures were really confidential reporting or complaints/grievances.
- 10.4. Training undertaken/changes planned to policy or process.

This section would replace a separate report to the Committee on whistleblowing.

11. Constitution/Decision Making process in operation

- 11.1. Reference to requirement to review and monitor operation of Constitution and how this is undertaken at CEC/refer to Constitution Committee
- 11.2. Number of closed sessions of public meetings (Section 12a of LGA 1972), and where these occurred
- 11.3. Key decisions taken with less than 28 days notice of intention (Number of/comparison to previous year, circumstances when it occurred and why)
- 11.4. Scrutiny call-ins (Number of, and circumstances)

This would form new content for the Committee in this format although some of it may previously have been referenced in the AGS.