

STANDARDS AND ETHICS COMMITTEE –WORK PLAN 2017/18

APPENDIX A

The following topics have been prioritised on a Red / Amber/ Green (RAG) basis with Red being the highest priority and include indicative timescales as applicable:

TOPIC	OBJECTIVE/OUTCOME	WHO IS RESPONSIBLE?	PRIORITY	REVIEW DATE
(1) Annual Report	Prepare Annual Report	Committee Chair/ Monitoring Officer	Low	13 June 2018
(2) Annual Meeting with Group Leaders and Whips	To facilitate ongoing engagement with representatives from all political groups.	Elected Members	Medium	February 2018
(3) Gifts and Hospitality <i>Frequency of reporting – annual</i>	(1) To monitor and review the acceptance of gifts and hospitality by Members; and (2) To consider standards and ethics issues relating to the provision by the Council of gifts and hospitality to third parties (to include issues such as a policy in relation to when the provision of hospitality is appropriate and the monitoring of such provision).	Monitoring Officer	Medium	(1) 22 November 2017 (2) 28 March 2018
(4) Code of Conduct Complaints <i>Frequency of reporting – quarterly</i>	To receive information on complaints made against Members of the Council alleging breaches of the Code of Conduct.	Monitoring Officer	Medium	22 November 2017 28 March 2018 13 June 2018
(5) Promoting high standards of conduct in Community Councils	For Committee to consider how best to discharge its functions in respect of Community Councils	Chair/ Monitoring Officer	Medium	22 November 2017

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(6) Member Briefings <i>Frequency of briefing - twice a year</i>	To publish biannual Member Briefings on the work of the Committee and member conduct issues	Chair / Monitoring Officer	Low	28 March 2018
(7) Training <i>Frequency of monitoring - twice a year</i>	To monitor Members' compliance and attendance at Essential Code of Conduct sessions including Induction and refresher sessions	Monitoring Officer	Low	28 March 2018
(8) Member Survey <i>Frequency of monitoring - annually</i>	To receive feedback from Members in relation to issues within the remit of the Committee	Monitoring Officer	Low	February 2018
(9) Observation of Committee meetings	Independent Members to attend other Committee meetings to become more acquainted with the work of different committees.	Independent Members of the Committee	Medium	Ongoing
(10) Whistleblowing Policy <i>Frequency of monitoring – annual (Last reviewed March 2017)</i>	To monitor and review the operation of the Council's whistleblowing arrangements; and consider any ethical issues arising.	Monitoring Officer	Low	28 March 2018
(11) Code of Corporate Governance	To note the new Code of Corporate Governance being developed by the Audit Committee and provide views on issues within the remit of Standards & Ethics.	Monitoring Officer / Section 151 Officer	Low	February 2018