

**STANDARDS AND ETHICS COMMITTEE – WORK PROGRAMME – 2024/25**

**APPENDIX A**

<b>TOPIC</b>	<b>OBJECTIVE/OUTCOME</b>	<b>WHO IS RESPONSIBLE?</b>	<b>PRIORITY</b>	<b>STATUS</b>	<b>REPORT TO COMMITTEE</b>
(1) Gifts and Hospitality	To monitor and review the acceptance of gifts and hospitality by Members (annually).	Monitoring Officer	Medium	Scheduled	Spring / Summer 2024
(2) Code of Conduct Complaints	To receive information on complaints made against Members of the Council alleging breaches of the Code of Conduct (quarterly).	Monitoring Officer	Medium	Ongoing	ON AGENDA
(3) Member Briefings	To publish Member Briefings on the work of the Committee and member conduct issues	Chair / Monitoring Officer	Medium	Scheduled	Spring 2024
(4) Feedback from Observation of Council & Committee meetings	Independent Members to attend Council, Committee and Community Council meetings to become more acquainted with the work of the Councils; and report feedback for consideration by the Committee	Independent Members of the Committee	Medium	Ongoing	As and when received
(5) Whistleblowing Policy	(1) To review the Whistleblowing Policy to ensure it remains fit for purpose; and (2) Monitor reports made under the whistleblowing policy and consider any ethical issues arising	Monitoring Officer	Medium	Scheduled	Spring 2024

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(6) Officers Personal Interests	To receive a report on Senior Officers Personal Interests Declarations (annually)	Monitoring Officer / HR	Medium	Scheduled	Spring / Summer 2024
(7) Meeting with Group Leaders and Whips	To facilitate ongoing engagement with representatives from all political groups; to consider group leaders' new duties in relation to Members' conduct and relevant training	Political Group Leaders for complying with their new duty to promote high standards of conduct, and the Standards Committee for monitoring this	Medium	Scheduled	Spring 2024 and annually thereafter
(8) Annual Report 2023/24	Prepare Annual Report 2023/24	Committee Chair/ Monitoring Officer	Medium	Scheduled	Summer 2024
(9) Cardiff Undertaking	To review the Undertaking, to ensure it remains up to date and fit for purpose	Monitoring Officer	Medium	Scheduled	Autumn 2024
(10) Members' Use of Council IT for Political Group Meetings	To receive an information report on the adoption and implementation of the new Protocol agreed by Council on the recommendation of this Committee	Monitoring Officer	Low	Scheduled	Autumn 2024
(11) South East Wales Corporate Joint Committee – Standards Sub-Committee Functions	To receive a report on discharge of standards committee functions for the Corporate Joint Committee	Monitoring Officer	Medium	Scheduled	Spring / Summer 2024

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(12) Members Survey	To consider outcomes of an Interim Survey in relation to Members conduct and behaviours	Head of Democratic Services	Medium	Scheduled	Summer 2024

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