

**CITY AND COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**

STANDARDS & ETHICS COMMITTEE: 12 January 2006

REPORT OF THE MONITORING OFFICER AGENDA ITEM: 7

PROGRAMME OF WORK

Purpose of the Report

1. To consider the Committee's Work Programme.

Background

2. The Committee's Terms of Reference are set out in the Agenda.
3. A draft work programme based on the Committee's Terms of Reference is attached at Appendix 1.

Issues

4. The work programme and the prioritisation of its work is largely a matter for the Committee to decide.

Financial & Legal Implications

5. There are none arising from this report.

Recommendations

6. That the draft programme of work set out in Appendix 2 be considered by the Committee.

**KATE BERRY
Monitoring Officer
5 January 2006**

APPENDIX 1

STANDARDS COMMITTEE – WORK PROGRAMME – 2005/2006

ITEM	BACKGROUND/ACTION REQUIRED	TERM(S) OF REFERENCE	COMMITTEE TARGET DATE
Developing Work with Community Councils (2)	Members consider it a high priority to develop closer working relationships with Community Councils and to raise the profile of the Standards Committee and Standards' issues generally. A programme of visits and links to be set up.	(c)	Ongoing
Corporate Governance & Monitoring Officer Protocol (1)	The Committee has received a presentation on Corporate Governance. The Council may wish to seek the assistance of the Committee in developing appropriate guidance in due course. The Committee may also wish to consider recommending that the Council adopt a Monitoring Officer protocol.	(a) (j)	November 2005
Member Development (1)	Members of the Council will need further training on the Code. A further training session to be organised for Members and information to be supplied to Town and Parish Councils.	(b)	November 2005
Member Development (2)	Further background information to assist Members of the Committee in carrying out their duties to include; a presentation of the Council's Whistleblowing procedure; a presentation of the Council's audit arrangements.	(a)	November 2005
Decision making within the Council (2)	The Committee may wish to comment on current arrangements in the light of the constitutional review being undertaken	(c)	January 2006
Cancellation of Council Meeting on 17 November (1)	The Standards Committee requested a report	(a)	January 2006
Community Clerks Forum (3)	As part of developing good relationships, the Committee may wish to consider developing and supporting such a Forum.	(a)	Spring 2006

Away-day with members of other local Standards Committee (3)	As part of the general development of Members the Monitoring Officer to facilitate a local exchange of information and good practice.	(c)	Spring 2006
Annual Review of existing protocols (3)	As part of the general work of the Committee, to ensure all relevant council protocols are "fit for purpose" (member/officer protocol; planning protocols). To make recommendations to the Executive for any improvements.	(b)	March 2006
Annual Report (1)	The Standards Committee will present an annual report of its work and future programme to the Council. A draft report will be prepared by officers for consideration by the Standards Committee.	(a)	March and May 2006
Role of use of Media (2)	Corporate Governance Commission reports commission on role of the media	(a)	March 2006
Ethical Audit (1)	To carry out an ethical audit of the Council – seeking views of Members, Officers, partners and stakeholders.	(a)	March and May 2006
Website Design (3)	Development of website for Standards Committee – to consider proposals.	(h)	May 2006
A Code for the Future (2)	WAG has issued a consultation document. An amended code will be issued in due course. The Committee will need to consider how best to inform and advise the Council on any amended provisions.	(b)	July 2006

NB The items have an initial rating set against them to reflect urgency and significance

- 1 – High
- 2 - Medium
- 3 - Low