

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

**STANDARDS & ETHICS COMMITTEE: 22 MAY 2007**

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**REPORT OF THE MONITORING OFFICER AGENDA ITEM: 10**

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**PROGRAMME OF WORK**

**Purpose of the Report**

1. To consider the Committee's Work Programme for 2007.

**Background**

2. The Standards and Ethics Committee's Terms of Reference provide the Committee with responsibility in the following areas:-
  - To monitor and scrutinise the ethical standards of the Authority, its Members, employees and any associated providers of the Authority's services and to report to the Council on any matters of concern.
  - The content and updating of the Council's Ethical Code and advise on the effective implementation of the Code.
  - To consider and determine the outcome of complaints in respect of breaches of the Code of Conduct
  - To oversee and monitor the Council's Whistleblowing Policy and procedures.
  - To grant or refuse requests for dispensation.
3. The Committee at its meeting on 20 March 2007 considered and updated its Draft Work Programme for 2007 and agreed to include as a regular item for future meetings.
4. The updated work programme based on the Committee's Terms of Reference is attached at Appendix 1.

## **Issues**

5. The work programme and the prioritisation of its work is largely a matter for the Committee to decide. The work programme is a working document and as such the Committee can prioritise or update the items as necessary.

## **Financial & Legal Implications**

6. There are none arising from this report.

## **Recommendations**

7. That the draft programme of work set out in Appendix 1 be considered by the Committee and any necessary action arising from the work programme be agreed.

**KATE BERRY**  
**Monitoring Officer**  
**16 May 2007**

**APPENDIX 1  
STANDARDS COMMITTEE – WORK PROGRAMME – 2007**

<b>ITEM</b>	<b>BACKGROUND/ACTION REQUIRED</b>	<b>TERM(S) OF REFERENCE</b>	<b>COMMITTEE TARGET DATE</b>
Whistleblowing Policy	The Committee received the Council's revised Whistleblowing Policy and agreed some minor amendments to the Policy at it's meeting in March 2007. The Committee agreed to receive a further update on the use of the policy in six months time.	(e)	July 2007
Planning Code of Practice	Arising from recommendations in the Welsh Audit Report, a Code of Practice for Planning was currently being developed. Deidre Jones was nominated to join the Group for joint discussions on developing the Code and Action Plan. The Committee noted this work would be ongoing and agreed to place on the Agenda of its meeting in May 2007.	(a) (c) (h)	May 2007
Regular Meeting with Whips	Members had a useful meeting with Whips last year which proved informative. It was agreed that this should remain as a regular item for the Committee and that the Whips invitations be invited to attend the Committee's meeting in May 2007.		May 2007
Member Development	Members of Council require further refresher training on the existing code and specific training relating to planning matters as	(b)	Regular Agenda Item

	recommended in the Welsh Audit Office (WAO) Report. It was noted that the revised Code of Conduct was awaited. Member development was linked into the Governance Programme and should remain as a regular item on the Agenda. A training programme would need to be developed to introduce the new Code to all Members.		
Revised Code of Conduct	The revised code will be published in the Autumn 2007. Consideration will need to be given to dissemination of the code to Members and consideration of any changes to existing policies and procedures (e.g. dispensation arrangements). It was agreed that Community Councils be advised accordingly.	(b) (c)	
Developing Relationships and understanding work of Community Councils	Members consider it a high priority to develop closer working relationships with Community Councils and to raise the profile of the Standards and Ethics Committee. A programme of visits and links to be set up.		July 2007
Ethical Audit	The Committee undertook an Ethical Audit last year and committed to undertaking a further review after 12 months.	(a)	September 2007
Hospitality Register	The Committee received initial report on Hospitality for Officers and Members and requested a further report to consider whether	(h)	May 2007

	to recommend changes to the current arrangements.		
Relationship with Media	The Corporate Governance Commission Report highlighted the importance of the role of the media in supporting standards in public life. The Committee agreed to place on the Agenda of its July 2007 meeting to discuss how it wishes to take forward.		July 2007
Governance Programme	Committee to receive regular updates on progress of the Governance Programme.		Regular on-going item
Public Ombudsman for Wales	The Committee agreed to invite the Ombudsman to give a presentation to a future meeting to outline their role and responsibilities.		July 2007