

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

STANDARDS & ETHICS COMMITTEE: 18 September 2007

REPORT OF THE MONITORING OFFICER AGENDA ITEM: 11

PROGRAMME OF WORK

Purpose of the Report

1. To consider and update the Committee's Work Programme for 2007/08.

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 and City and County Solicitor

12 September 2007

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

ITEM	BACKGROUND/ACTION REQUIRED	TERM(S) OF REFERENCE	COMMITTEE TARGET DATE
Whistleblowing Policy	<p>Following minor amendments agreed by the Committee in March 2007 the Committee 2007.</p> <p>The Whistleblowing policy should be publicised to a wider audience i.e. Article for circulation in staff payslips; newsletter; core brief and posters for notice boards around Council buildings.</p> <p>The Committee agreed to receive a further update on the use of the policy in six months time.</p>	(e)	<p>March 2008 (update)</p> <p>September Core Brief</p>
Planning Code of Practice	<p>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.</p>	(a) (c) (h)	January 2008 Update
Regular Meeting with Whips	<p>The Committee held its second meeting with Party Whips in May 2007 and following constructive discussions, it was agreed that regular meetings would continue</p>		January 2008

Member Development	Members of Council require further refresher training on the existing code and specific training relating to planning matters as 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.	(b)	Regular Agenda Item
Revised Code of Conduct	At it's meeting in July 2007, the Committee was advised that it was unlikely that the Code would be published before May 2008 as a result of delays in importing legislative changes to the English Code.	(b) (c)	March 2008
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. Committee Councils to be invited to the November meeting of the Committee.		September 2007 – Verbal update November 2007
Ethical Audit	The Committee undertook an Ethical Audit last year and committed to undertaking a further review after 12 months.	(a)	January 2008
Hospitality Register	The Committee received initial report on Hospitality for Officers and Members and requested a further	(h)	September 2007

	report to consider whether to recommend changes to the current arrangements. Further information was requested for consideration by the Committee following which a recommendation would be made to Council.		
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 considered this Item at it's meeting in July 2007 when it received a presentation from Officers of the Communications Section. The Committee requested further information be provided to it's meeting in September 2007.		September 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.		March 2008
Breach of Code of Conduct	The Committee at it's meeting in July was advised of a breach of confidential information from the Schools Organisation Committee. The Committee requested a formal report to the next meeting.		September 2007