

<b>Committee</b>	STANDARDS & ETHICS COMMITTEE
<b>Date and Time of Meeting</b>	18 SEPTEMBER 2007 AT 4.30 PM
<b>Venue</b>	COMMITTEE ROOM 4, COUNTY HALL, ATLANTIC WHARF, CARDIFF
<b>Membership</b>	Independent Members: Akmal Hanuk, Maureen Hedley-Clarke, Deirdre Jones, Anne Morgan, Paul Stockton  Community Councillor David Suthers  County Councillors Griffiths, James and Owens

## 1. Terms of Reference

- (a) 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.
- (b) To advise the Council on the content of its Ethical Code and to update the Code as appropriate.
- (c) To advise the Council on the effective implementation of the Code including such matters as the training of Members and employees on the Code's application.
- (d) To consider and determine the outcome of complaints that Councillors and co-opted members have acted in breach of the Code in accordance with procedures agreed by the Standards Committee, including the imposition of any penalties available to the Committee.
- (e) To oversee and monitor the Council's Whistleblowing procedures and to consider ethical issues arising from complaints under the procedure and other complaints.
- (f) To grant or refuse requests for dispensations in respect of Members' interests under the Members' Code of Conduct in accordance with the relevant statutory provisions.
- (g) To consider whether individuals should be determined as vexatious or persistent complainants under relevant procedures.

- (h) To recommend to Council and the Executive any additional guidance on issues of probity.
- (i) To hear and determine any complaints of misconduct by Members or a report of the Monitoring Officer, whether on reference from the Ombudsman or otherwise.
- (j) To recommend the provision to the Monitoring Officer of such resources as he/she may require for the performance of his/her duties.
2. Declarations of Interest- to be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct. Approx Times
3. Minutes – To approve as a correct record the Minutes of the meeting held on 17 July 2007 (copy attached). 4.30
4. Monitoring Officer's Verbal Update:- 4.35
- (i) Member Development
  - (ii) Whistleblowing
  - (iii) Community Councils
5. Registration of Gifts and Hospitality – Update report of the Monitoring Officer (copy attached) 5.05
6. Media Protocols operating within the Council Report of the Head of Function Communications (copy attached) 5.20
7. School Organisational Committee Breach of Confidentiality – Report of the Monitoring Officer (to follow) 5.50
8. Council Organisational Arrangements – Report of the Monitoring Officer (copy attached). 6.05
9. Code of Conduct – Draft Proposals from WAG – Report of the Monitoring Officer (copy attached) 6.20
10. Work Programme 2007/08 – Report of the Monitoring Officer (copy attached) 6.35
11. Dates of Future Meetings 2007/08 6.50  
 30 October 2007, 27 November 2007, 29 January 2008,  
 26 February 2008, 18 March 2008, 15 April 2008, 24 June 2008  
 22 July 2008

KATE BERRY  
 Chief Legal & Democratic Services Officer

CTTC/VAD  
 12 September 2007  
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