

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

STANDARDS & ETHICS COMMITTEE: 26 February 2008

REPORT OF THE MONITORING OFFICER AGENDA ITEM: 7

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

20 February 2008

**APPENDIX 1
STANDARDS COMMITTEE – WORK PROGRAMME – 2007/08**

ITEM	BACKGROUND/ACTION REQUIRED	TERM(S) OF REFERENCE	COMMITTEE TARGET DATE
Whistleblowing Policy	<p>The Whistleblowing Policy will now be included in the Media Core Brief which is circulated to all staff.</p> <p>The Committee requested an annual report from the Monitoring Officer on the issues reported under the Policy.</p> <p>The Committee at it's meeting in January supported the introduction of a poster campaign to raise awareness of the whistleblowing policy and procedure and to make observations on a sample poster at a future meeting.</p>	(e)	<p>On-going Core Brief</p> <p>September 2008</p> <p>February 2008</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. The item would be placed on the Agenda of the Committee's meeting in April 2008.</p>	(a) (c) (h)	April 2008 Update
Regular Meeting with Whips	<p>The Committee held it's regular meeting with Party Whips in January 2008. It was agreed that the regular meetings should continue</p>		June 2008

	post election.		
Member Development	Members of Council require training on the 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 particularly post May 2008 elections.	(b)	Regular Agenda Item on the Governance Programme
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)	TBC
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. It is intended that the Community Councils would be invited to a future meeting of the Committee		Autumn 2008
Ethical Audit	The Committee undertook an Ethical Audit last year and committed to undertaking a further review after 12 months.	(a)	Further work required - TBC

	It was agreed at the January 2008 meeting that this item would be placed on a future Agenda to decide the most appropriate way forward.		
Hospitality Register	The revised threshold recommended by the Standards and Ethics Committee was approved by Council in October 2007. The revised threshold has been implemented. The Committee has requested six monthly summary reports on registrations.	(h)	June 2008
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 its meeting in July 2007 when it received a presentation from Officers of the Communications Section. The Committee received a further presentation by the Communications Section at its meeting in September 2007 following which the Committee agreed to re-visit in March 2008.		March 2008
Governance Programme	Committee to receive regular updates on progress of the Governance Programme.		Regular on-going item
The Cardiff Undertaking	The Committee considered a report on the Cardiff Undertaking at its meeting in January 2008. The Committee suggested amendments be made to		February 2008

	strengthen the wording of the Undertaking and report the amendments back to Committee in February 2008 for observations, prior to recommendation to Council.		
Annual Report	<p>In accordance with good governance, the Committee produce an Annual Report to Council on it's work and achievements of the Committee over the past year.</p> <p>Committee to decide on the timetable and contents to take forward a report to Council.</p>		February 2008