

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

STANDARDS & ETHICS COMMITTEE: 24 JUNE 2008

REPORT OF THE MONITORING OFFICER AGENDA ITEM: 9

PROGRAMME OF WORK

Purpose of the Report

1. To consider and update the Committee's Work Programme for 2008/09.

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

18 June 2008

**APPENDIX 1
STANDARDS COMMITTEE – WORK PROGRAMME – 2008/09**

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>Discussions had taken place with Communications regarding the introduction of a poster campaign to raise awareness of the Whistleblowing Policy. An update will be given to the Committee at it's meeting in June 2008</p>	(e)	<p>On-going Core Brief</p> <p>September 2008</p> <p>June 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. Deirdre 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. It is intended that following the elections training on the Planning Code of Conduct would be given to all Members of the Planning Committee following which training would be rolled out to all Members of the Council.</p>	(a) (c) (h)	June 2008 Update

Regular Meeting with Whips	The Committee held it's regular meeting with Party Whips in January 2008. It was agreed that the regular meetings had proved to be beneficial and informative and that they should continue post May elections.		TBC
Member Development	<p>Members of Council require training on the code and specific training relating to planning matters as recommended in the Welsh Audit Office (WAO) Report. Member development is linked into the Governance Programme and should remain as a regular item on the Agenda.</p> <p>A training programme has now been developed to introduce the new Code to all Members, training on the Code commenced at the beginning of June 2008 and is on-going.</p>	(b)	Regular Agenda Item on the Governance Programme
Developing Relationships and understanding work of Community Councils	<p>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.</p> <p>Representatives of the Community Councils met the Committee in November 2007 and will be invited to further meetings in the Autumn 2008.</p> <p>It is intended that training on the Code of Conduct would also be made available to Community</p>		Autumn 2008

	Councils in due course.		
Ethical Audit	<p>The Committee undertook an Ethical Audit last year and committed to undertaking a further review after 12 months.</p> <p>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.</p>	(a)	Further work required – Timetable TBC
Hospitality Register	<p>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.</p>	(h)	June 2008
Governance Programme	<p>Committee to receive regular updates on progress of the Governance Programme.</p>		Regular on-going item
Annual Report	<p>In accordance with good governance, the Committee produce an Annual Report to Council on it's work and achievements over the past year.</p> <p>At its meeting on 26 February 2008 the Committee established a task and finish group to discuss the content and graphics for inclusion in the Committee's Annual Report.</p> <p>A draft report was considered by the Committee in April 2008, it</p>		June 2008

	was agreed that subject to amendments, the annual report be finalized for printing and submission to the Council meeting in June 2008.		
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