

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

STANDARDS & ETHICS COMMITTEE: 23 SEPTEMBER 2008

REPORT OF THE MONITORING OFFICER AGENDA ITEM: 10

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

17 September 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 is included in the Media Core Brief which is circulated to all staff on a regular basis.</p> <p>The Committee requested an annual report from the Monitoring Officer on the issues reported under the Policy.</p> <p>A verbal update and DVD will be available to the Committee in September 2008.</p>	(e)	<p>On-going Core Brief</p> <p>September 2008</p> <p>September 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. The Committee noted this work would be ongoing and dependent on the implementation of the National Code of Conduct this work can now be re-commenced.</p>	(a) (c) (h)	Autumn 2008
Regular Meeting with Whips	<p>The Committee hold regular meetings with Whips, it was agreed that these meetings had proved to be beneficial and informative to both Members of the Committee and the Whips and that they should continue post May elections once the new</p>		September 2008

	Party Whips had been appointed.		
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 and other items 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 Councils in due course. At the meeting with the Community Councils in November 2007,</p>		September 2008

	<p>Committee noted they were working on a response to consultation on a Charter for Community Councils, an update on progress would be sought at the next meeting.</p>		
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> <p>It is intended that a paving report would be prepared for the meeting of the Committee in September 2008 and timetabled for further consideration in Autumn 2008.</p>	(a)	<p>September 2008 (Paving Report)</p> <p>Autumn 2008</p>
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)	December 2008
Governance Programme	<p>Committee to receive regular updates on progress of the Governance Programme.</p>		Regular on-going item

Standards Conference Wales	Feedback will be given by the Delegates at the September 2008 meeting.		September 2008
Media/Relationship with Press	Requested by Councillor Rowland-James to include as an item on the Agenda for December 2008.		December 2008
Governance Conference in Cardiff	The Committee has expressed a wish to facilitate a National Conference in Partnership with WAG. Committee when considering this item will need to discuss appropriate venue, date and speakers.		National discussions are to be held in November 2008 2009 - Date TBC by Committee