

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

STANDARDS & ETHICS COMMITTEE

27 JANUARY 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 agreed to set its work programme annually and 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

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
21 January 2009

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

ITEM	BACKGROUND/ACTION REQUIRED	TERM(S) OF REFERENCE	COMMITTEE TARGET DATE
Whistleblowing Policy	The Committee approved a revised Policy in March 2007 (for consultation and adoption by the Executive); and requested an annual report from the Monitoring Officer on the issues reported under the Policy.	(e)	Annual update report September 2009
Planning Code of Practice	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 following the implementation of the National Code of Conduct this work can now be re-commenced.	(a) (c) (h)	March 2009
Regular Meeting with Whips	<p>The Committee hold regular meetings (approximately once every 6 months) with Whips. It was agreed that these meetings had proved to be beneficial and informative to both Members of the Committee and the Whips.</p> <p>(Following the last meeting it was suggested that these meetings be held as a forum – Committee are requested to make a decision on the</p>		March 2009

	format of future meetings.)		
Member Development	<p>Training is on-going.</p> <p>Member development is linked into the Governance Programme and should remain as a regular item on the Agenda.</p> <p>An update report will be provided to the Committee in due course.</p>	(b)	<p>Regular Agenda Item on the Governance Programme</p> <p>March 2009</p>
Community Councils' Charter	'The Committee is supporting the proposal to develop a charter between the Council and local community councils elaborating the relationship between them; and is considering progress made in this respect.'	(g)	<p>January 2009 and May 2009</p>
Governance Audit	<p>The Committee undertook an Ethical Audit in the Summer / Autumn of 2006 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>The matter was discussed at the September 2008 meeting of the Committee and it was agreed that the matter would be reported</p>	(a)	TBC

	<p>to the November meeting of the Committee.</p> <p>This topic has now been incorporated into work being undertaken by the Wales Audit Office (WAO) and will be reported back to Committee in due course.</p>		
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)	January 2009 and July 2009
Employee Code of Conduct	Committee to review the Council's Guidance and procedures on the Code.	(a)	January 2009
Media/Relationship with Press	Requested by Councillor Rowland-James to include as an item on the Agenda for December 2008.		January 2009
Governance / Standards Conferences	<p>The Committee has expressed the wish to participate in relevant conferences, and to offer to facilitate a National Conference, possibly in Partnership with WAG.</p> <p>Committee when considering this item will need to discuss appropriate venue, date and speakers.</p>		2009 - Date TBC by Committee
Committee on Standards in Public Life Inquiry	The Committee is invited to respond to a Consultation document and possibly to provide		January 2009 and May 2009

	evidence.		
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>		<p>January 2009 onwards</p>