

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

**STANDARDS & ETHICS COMMITTEE**

**8 JUNE 2010**

---

**REPORT OF THE MONITORING OFFICER**

**AGENDA ITEM: 7**

---

**PROGRAMME OF WORK**

**Purpose of the Report**

1. To update the Standards and Ethics Committee on it's current work programme for 2010/11 which was developed following a Forum of the Committee, the Forum took place on 17 November 2009.

**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.
  - To advise on 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 in respect of Members' interests under the Members' Code of Conduct.
  - To hear and determine complaints of misconduct by Members.
  - To recommend to Council and the Executive any additional guidance on issues of probity.

- To undertake those functions which are required by law in relation to Community Councils situated in the area of the Council and Members of those Community Councils.

### **Issues**

3. The Committee's priorities are set out in the proposed Work Programme for 2010/11 attached at **Appendix 1**.

### **Financial & Legal Implications**

4. There are none arising from this report.

### **Recommendations**

That the 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**  
**2 June 2010**

PRIORITY A

| TOPIC                                 | OBJECTIVE/OUTCOME   | WHO IS RESPONSIBLE  | TIMESCALE                                       |
|---------------------------------------|---|---|---|
| (1) Whistleblowing                    | <ul style="list-style-type: none"> <li>• Embed the policy.</li> <li>• Demonstrate embeddedness and consequences.</li> <li>• Re-issue publicity.</li> </ul>  | <ul style="list-style-type: none"> <li>- Officers.</li> <li>- Publicity.</li> <li>- Internal research.</li> <li>- Report on cases.</li> </ul> | Report Annually                                 |
| (2) Member Development/<br>Appraisals | <ul style="list-style-type: none"> <li>• Appraise everyone.</li> <li>• Skills based for All Members.</li> <li>• Set an example of best practice in Council.</li> <li>• Consider and plan the succession.</li> </ul> | <ul style="list-style-type: none"> <li>- Chair and Members.</li> <li>- Briefing report.</li> </ul>  | Commenced May 2010                              |
| (3) Officer Code                      | <ul style="list-style-type: none"> <li>• To review and update and communicate to staff.</li> <li>• Produce initial Paving Report.</li> <li>• Training.</li> </ul>   | Kumi Ariyadasa and Tracy Thomas (POD).  | Autumn 2010                                     |
| (4) Member Code                       | <ul style="list-style-type: none"> <li>• Responding to consultation together with</li> </ul>  | S & E Committee Members and Monitoring Officer  | Ongoing – training to be delivered in July 2010 |

|                             |   |  |                     |
|-----------------------------|---|--|---------------------|
|                             | additional training of Members and S & E Committee Members.   |  |                     |
| (5) Community Councils      | <ul style="list-style-type: none"> <li>• Adopt the charter.</li> <li>• General Support.</li> </ul>  | Mike Davies/Kate Berry.  | Update in June 2010 |
| (6) Prospective Councillors | <ul style="list-style-type: none"> <li>• To provide them with a clear understanding of their ethical obligations.</li> <li>• Produce Information Pack.</li> </ul> | Elected Members and Electoral Services.  | Autumn 2011.        |
| (7) Planning processes      | <ul style="list-style-type: none"> <li>• To improve public perception on openness and transparency.</li> </ul>  | <p>Members</p> <ol style="list-style-type: none"> <li>(1) Presentation on New Code and Committee Procedures.</li> <li>(2) Look at Web information.</li> <li>(3) Attend Planning Committee meeting.</li> <li>(4) Invite Sean Hannaby and Chair of Planning to the meeting.</li> </ol> | September 2010.     |

PRIORITY B

| TOPIC                         | OBJECTIVE                                     | WHO IS RESPONSIBLE  | TIMESCALE   |
|-------------------------------|---|---|---|
| (1) Standards Conference      | Organise by 14 October 2010.                  | Committee and representatives from other Standards & Ethics Committees. | Commenced March 2010 - ongoing.                       |
| (2) Annual Report.            | Report to Council.                            | Members.  | Commenced May 2010.<br>Report to Council in July 2010 |
| (3) Dispensation Regulations. | Bring into line with new Code.                | Officers.   | Autumn 2010.  |
| (4) Whips and Leaders         | To develop trust and engage with all Members. | Members.  | 6 Monthly (July 2010).                                |

PRIORITY C

| TOPIC                    | OBJECTIVE  | WHO IS RESPONSIBLE | TIMESCALE                      |
|--------------------------|--|--------------------|--------------------------------|
| (1) Media                | To keep abreast of changes to communication e.g electronic communication/social networking | Communications     | June 2010                      |
| (2) Hospitality Register |  |                    | 6 Monthly reports<br>July 2010 |