

# CITY AND COUNTY OF CARDIFF DINAS A SIR CAERDYDD

STANDARDS AND ETHICS COMMITTEE:

17 JULY 2014

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REPORT OF THE MONITORING OFFICER

AGENDA ITEM:

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FORWARD PLAN 2014/15

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## Reason for this Report

1. To consider the Forward Plan of matters for consideration by the Standards and Ethics Committee in 2014/15.

## Background

2. The Standards and Ethics Committee's Terms of Reference provide the Committee with responsibility in the following areas:
  - (a) 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.
  - (b) To advise the Council on the content of its Ethical Code and to update the Code as appropriate.
  - (c) To advise the Council on the effective implementation of the Code including such matters as the training of Members and employees on the Code's application.
  - (d) To consider and determine the outcome of complaints that Councillors and co-opted members have acted in breach of the Code in accordance with procedures agreed by the Standards Committee, including the imposition of any penalties available to the Committee.
  - (e) To oversee and monitor the Council's Whistleblowing procedures and to consider ethical issues arising from complaints under the procedure and other complaints.
  - (f) To grant or refuse requests for dispensations in respect of Members' interests under the Members' Code of Conduct in accordance with the relevant statutory provisions.
  - (g) To undertake those functions in relation to Community Councils situated in the area of the Council and members of those Community Councils which are required by law.

- (h) To recommend to Council and the Executive any additional guidance on issues of probity.
- (i) To hear and determine any complaints of misconduct by Members or a report of the Monitoring Officer, whether on reference from the Ombudsman or otherwise.
- (j) To recommend the provision to the Monitoring Officer of such resources as he/she may require for the performance of his/her duties.

### **Issues**

- 3. Members of the Committee meet informally each year as part of a work programming forum to discuss potential matters for consideration by the Committee in a draft Forward Plan of future business.
- 4. The recent addition of new Independent members to the Committee creates an opportunity to refresh the existing Plan at **Appendix A** to this report. This is based on matters held over from last year's Plan.
- 5. It is suggested that the committee agree to meet during the summer to review the draft Plan and agree priorities.

### **Legal Implications**

- 6. There are no direct legal implications arising from the content of this report. However, the Committee is reminded of its statutory role contained in the extract from the Local Government Act 2000 set out below which should be considered alongside its terms of reference when setting the Forward Plan:

#### *54 Functions of standards committees*

- (1) *The general functions of a standards committee of a relevant authority are--*
  - (a) *promoting and maintaining high standards of conduct by the members and co-opted members of the authority, and*
  - (b) *assisting members and co-opted members of the authority to observe the authority's code of conduct.*
- (2) *Without prejudice to its general functions, a standards committee of a relevant authority has the following specific functions—*
  - (a) *advising the authority on the adoption or revision of a code of conduct,*
  - (b) *monitoring the operation of the authority's code of conduct, and*
  - (c) *advising, training or arranging to train members and co-opted members of the authority on matters relating to the authority's code of conduct.*

### **Financial Implications**

- 7. There are no direct financial implications arising from this report.

### **RECOMMENDATION**

The Committee is recommended to consider the draft Forward Plan 2014/15, as set out in **Appendix A**, and advise officers how it wishes to progress the various items or topics and whether a separate work programming meeting would be useful..

**Marie Rosenthal**  
**County Clerk and Monitoring Officer**  
11 July 2014

**APPENDIX A:** Forward Plan 2014/15



## APPENDIX A

### STANDARDS AND ETHICS COMMITTEE – FORWARD PLAN 2014/15

The following topics have been prioritised on a Red / Amber/ Green (RAG) basis with Red being the highest priority and include indicative timescales as applicable:

TOPIC	OBJECTIVE/OUTCOME	WHO IS RESPONSIBLE?	PRIORITY
(1) Social Media	To consider standards and ethics matters relating to the use of social media by Members, including issues such as criteria for use; etiquette and safeguards.	Monitoring Officer	RED
(2) Provision of Gifts and Hospitality	To consider standards and ethics matters relating to the provision by the Council of gifts and hospitality to third parties. To include issues such as a policy in relation to when the provision of hospitality is appropriate and the monitoring of such provision.	Monitoring Officer	AMBER
(3) Register of Officer Interests and Politically Restricted posts	To review and oversee the update of the policy.	Monitoring Officer and Chief HR Officer	AMBER
(4) Role Descriptions for Standards and Ethics Committee Members	To review roles and responsibilities of all Members of the Standards and Ethics Committees.	Monitoring Officer	AMBER
(5) Review of Members' Code of Conduct and Guidance	To consider updates and guidance from the Ombudsman on the Members' Code of Conduct.	Monitoring Officer	GREEN
(6) Review of Member/Officer	To review the Member/Officer Protocol. This is	Monitoring Officer	GREEN

<b>TOPIC</b>	<b>OBJECTIVE/OUTCOME</b>	<b>WHO IS RESPONSIBLE?</b>	<b>PRIORITY</b>
Protocol	expected to form part of a wider review of the Council's Constitution by the Constitution Committee.	and Chief HR Officer	
(7) Planning processes and procedures (Members Planning Code of Good Practice)	To improve public perceptions relating to openness and transparency To review procedure rules for continuous improvement	Monitoring Officer and Director of Strategic Planning, Highways Traffic and transportation	<b>GREEN</b>
(8) Charter between Cardiff Council and the Community Councils	To review and monitor progress of the Charter on an annual basis.	Monitoring Officer	<b>RED</b>
(9) Joint Standards Committees	To consider legislation on the establishment of Joint Standards Committees as set out in the Local Government (Democracy)(Wales) Act 2013.	Monitoring Officer	<b>GREEN</b>
(10) Review of Officer/Employee Code of Conduct and Guidance	To review and improve the Officer Code of Conduct. To support the dissemination of information and training to officers.	Monitoring Officer/Chief HR Officer	<b>AMBER</b>