

APPENDIX A

STANDARDS AND ETHICS COMMITTEE – FORWARD PLAN 2016/17

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 | REVIEW DATE |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------|----------------------|
| (1) S&E Committee Annual Report | Prepare Annual Report | Committee Chair / Monitoring Officer | AMBER | On Agenda (May 2016) |
| (2) Social Media | To review the Members' Guidance recommended by the Committee in July 2014 (scheduled for review on / after April 2015) | Monitoring Officer | AMBER | On Agenda (May 2016) |
| (3) Gifts and Hospitality | <p>(1) To monitor and review the acceptance of gifts and hospitality by Members; and</p> <p>(2) To consider standards and ethics issues 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).</p> | Monitoring Officer | AMBER | July 2016 |
| (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 | GREEN | |

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|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------|----------------------|
| (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 Protocol | To review the Member/Officer Protocol. This is expected to form part of a wider review of the Council's Constitution by the Constitution Committee. | Monitoring Officer and Chief HR Officer | GREEN | |
| (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 City Operations | RED | On Agenda (May 2016) |
| (8) Charter between Cardiff Council and the Community Councils | To update the Charter and monitor its operation. | Monitoring Officer | AMBER | July 2016 |
| (9) 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 | GREEN | |
| (10) Whistleblowing Policy | To monitor and review the operation of the Council's whistleblowing arrangements; to receive information on reports made under the Whistleblowing Policy and consider any ethical issues arising | Monitoring Officer | GREEN | March 2017 |

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|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------|-----------------------|
| (11) Officers' Personal Interests Policy | To monitor and review the implementation of the new Policy | Monitoring Officer | GREEN | January 2017 |
| (12) Annual Meeting with Group Leaders and Whips | To facilitate ongoing engagement with representatives from all political groups. | Elected Members | GREEN | September 2016 |
| (13) Members' Role in Safeguarding Vulnerable Children and Adults | To consider a draft Members' Protocol | Monitoring Officer | GREEN | Completed |
| (14) Attendance at Conferences | To review and update the Council's policy and procedure in respect of conference attendance by Members and Senior Officers. | Monitoring Officer | AMBER | July 2016 |
| (15) Ward Member Protocol | To review the Council's Protocol and consider any changes required | Monitoring Officer | GREEN | |
| (16) Members' Protocols | To review and consider any changes required to other relevant Member Protocols | Monitoring Officer | GREEN | |
| (17) Observation of Committee meetings | Independent Members to attend other Committee meetings to become more acquainted with the work of different committees. | Independent Members of the Committee | AMBER | Ongoing |

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|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------|------------------|
| (18) Member Briefings | To publish biannual Member Briefings on the work of the Committee, underlining the importance of the Cardiff Undertaking and member conduct and behaviour (WAO Action Point P5a). | Chair / Monitoring Officer | AMBER | July 2016 |
| (19) Training | To work alongside the Democratic Services Committee to enhance and support training, with a new programme to commence in May 2017 (WAO Action Points P5b and P5c). | Monitoring Officer | GREEN | July 2016 |