

## 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 / July 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 / July 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	<p>(1) September 2016</p> <p>(2) On Agenda (July 2016)</p>
(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	<b>GREEN</b>	
(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	<b>GREEN</b>	
(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	<b>RED</b>	<b>On Agenda (May / July 2016)</b>
(8) Charter between Cardiff Council and the Community Councils	To update the Charter and monitor its operation.	Monitoring Officer	<b>AMBER</b>	<b>July 2016</b>
(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	<b>GREEN</b>	
(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	<b>GREEN</b>	<b>March 2017</b>

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(11) Officers' Personal Interests Policy	To monitor and review the implementation of the new Policy	Monitoring Officer	<b>GREEN</b>	<b>January 2017</b>
(12) Annual Meeting with Group Leaders and Whips	To facilitate ongoing engagement with representatives from all political groups.	Elected Members	<b>GREEN</b>	<b>October 2016</b>
(13) Members' Role in Safeguarding Vulnerable Children and Adults	To consider a draft Members' Protocol	Monitoring Officer	<b>GREEN</b>	<b>Completed</b>
(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	<b>AMBER</b>	<b>On Agenda (July 2016)</b>
(15) Ward Member Protocol	To review the Council's Protocol and consider any changes required	Monitoring Officer	<b>GREEN</b>	
(16) Members' Protocols	To review and consider any changes required to other relevant Member Protocols	Monitoring Officer	<b>GREEN</b>	
(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	<b>AMBER</b>	<b>Ongoing</b>

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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	<b>AMBER</b>	<b>On Agenda (July 2016)</b>
(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	<b>GREEN</b>	<b>September 2016</b>
(20) Appointment of Community Council Member	To consult the Community Councils regarding a new appointment following the expiry of the current Member's term of office		<b>GREEN</b>	<b>May 2017</b>