

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/ STATUS
(1) Annual Report to Council	To report on the work of the Committee in promoting high standards of conduct	Committee Chair/Monitoring Officer	AMBER April 2015
(2) 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	Completed July 2014 (To be reviewed again in April 2015)
(3) 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. Committee has resolved to review Members Hospitality Registers every six months.	Monitoring Officer	Completed July 2014 (To be reviewed again in April 2015)
(4) Officer Personal Interests Policy	To review and oversee the update of the policy – Considered in October 2014; awaiting updates.	Monitoring Officer and Chief HR Officer	GREEN January 2015
(5) Politically Restricted Posts	To review the Council's arrangements	Monitoring Officer	January 2015

TOPIC	OBJECTIVE/OUTCOME	WHO IS RESPONSIBLE?	PRIORITY/ STATUS
		and Chief HR Officer	ON AGENDA
(6) 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
(7) 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
(8) 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
(9) 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	RED Review April 2015
(10) Charter between Cardiff Council and the Community Councils	To review and monitor progress of the Charter on an annual basis.	Monitoring Officer	ON AGENDA
(11) 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	Completed
(12) Annual Meeting with Group Leaders and Whips	To provide ongoing engagement with representatives from all political groups.	Elected Members	RED
(13) Review of Officer/Employee Code of Conduct and	To review and improve the Officer Code of Conduct. To support the dissemination of	Monitoring Officer/Chief HR	AMBER

TOPIC	OBJECTIVE/OUTCOME	WHO IS RESPONSIBLE?	PRIORITY/ STATUS
Guidance	information and training to officers.	Officer	
(14) Review Whistleblowing Policy	<p>To review and improve the Whistleblowing Policy</p> <p>To be completed in January 2016</p> <p>To advise the Audit Committee of the outcome of the review.</p> <p>To review the operation of the Whistleblowing Policy</p>	Monitoring Officer	<p>GREEN</p> <p>ON AGENDA</p> <p>Review December 2015/January 2016</p>