

**REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES  
AND MONITORING OFFICER**

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**WORK PLAN**

**Reason for this Report**

1. To consider the Committee's Draft Work Plan and agree the items for consideration by the Standards and Ethics Committee in 2017/18.

**Background**

2. The Standards and Ethics Committee's Terms of Reference, as detailed on the agenda for this meeting, sets out the remit of the Committee to monitor, review and advise on matters relating to the Ethical code; Members Code of Conduct; matters of governance and probity; and compliance of Members in completing Essential training
3. To enable the Committee to fulfil its role an annual work plan is developed to reflect the Council's Annual Governance Statement; give consideration to standard monitoring reports; and any issues arising from the Committee's work in promoting high standards of conduct and managing complaints. The views of this Committee assist in the development of an ongoing work plan.

**Issues**

4. Attached as Appendix A is the outline Draft Work Plan for 2017/18 that reflects on the Future Priorities that are detailed in the Committee's Annual Report, and includes standard items and frequency of reporting. The Committee are invited to consider the plan and, taking into account available resources, to add or remove items and agree the frequency of reporting.

**Legal Implications**

5. 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.*

6. The Committee has the same statutory functions in relation to Community Councils and Community Councillors as it has in relation to the County Council and County Councillors (pursuant to section 56(1) of the Local Government Act 2000).

## Financial Implications

7. There are no direct financial implications arising from this report provided the work plan can be delivered within existing resources. If additional resources are needed a request will have to be made for consideration within the budget process for 18/19 and the work may not be able to be delivered until resources are available.

## RECOMMENDATION

The Committee is recommended to consider the Draft Work Plan as set out in Appendix A, and, taking into account its terms of reference and available resources, to agree with the Director of Governance and Legal Services and Monitoring Officer any amendments and how it wishes to progress the various items or topics contained therein.

**Davina Fiore**  
**Director of Governance and Legal Services and Monitoring Officer**  
**29 August 2017**

## Appendix

Appendix A                      Draft Work Plan 2017/18

Background Papers

Item 8 - Standards & Ethics Committee Annual Report 2016/17.

## **STANDARDS AND ETHICS COMMITTEE – DRAFT WORK PLAN 2017/18**

## **APPENDIX A**

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:

<b>TOPIC</b>	<b>OBJECTIVE/OUTCOME</b>	<b>WHO IS RESPONSIBLE?</b>	<b>PRIORITY</b>	<b>REVIEW DATE</b>
(1) S&E Committee Annual Report	Prepare Annual Report	Committee Chair / Monitoring Officer	<b>AMBER</b>	<b>September 2017</b>
(2) Role Descriptions for Standards and Ethics Committee Members	To review the WLGA roles and responsibilities of Members of the Standards and Ethics Committee.	Monitoring Officer	<b>GREEN</b>	<b>September 2017</b>
(3) Appointment of Community Council Member and Independent Member	Report on the process and delegation to MO	Monitoring Officer	<b>GREEN</b>	<b>September 2017</b>
(4) Annual Meeting with Group Leaders and Whips	To facilitate ongoing engagement with representatives from all political groups.	Elected Members	<b>GREEN</b>	<b>November 2017</b>
(5) Gifts and Hospitality <i>Frequency of monitoring twice a year</i>	(1) To monitor and review the acceptance of gifts and hospitality by Members; and  (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).	Monitoring Officer	<b>AMBER</b>	(1) <b>November 2017</b>  (2) <b>March 2018</b>

TOPIC	OBJECTIVE/OUTCOME	WHO IS RESPONSIBLE?	PRIORITY	REVIEW DATE
(6) Code of Conduct Complaints  <i>Frequency of reporting – quarterly</i>	To receive information on complaints made against Members of the Council alleging breaches of the Code of Conduct.	Monitoring Officer	<b>GREEN</b>	<b>September 2017</b> <b>November 2017</b> <b>March 2018</b> <b>June 2018</b>
(7) Promoting high standards of conduct in Community Councils	For Committee to consider ways of communicating with Community Councils	Chair/ Monitoring Officer	<b>GREEN</b>	<b>November 2017</b>
(8) Member Briefings  <i>Frequency of briefing twice a year</i>	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>September 2017</b>  <b>March 2018</b>
(9) Training  <i>Frequency of monitoring twice a year</i>	To monitor Members compliance and attendance at Essential Code of Conduct sessions including Induction and refresher sessions	Monitoring Officer	<b>GREEN</b>	<b>September 2017</b>
(10) Member Survey  <i>Frequency of monitoring - annually</i>	To receive feedback on the key questions relating to the remit of the Committee as agreed in March 2017	Monitoring Officer	<b>AMBER</b>	<b>March 2018</b>
(11) 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>
(12) Whistleblowing Policy	To monitor and review the operation of	Monitoring Officer	<b>GREEN</b>	<b>November 2017</b>

TOPIC	OBJECTIVE/OUTCOME	WHO IS RESPONSIBLE?	PRIORITY	REVIEW DATE
<i>Frequency of monitoring twice a year. Last reviewed March 2017</i>	the Council's whistleblowing arrangements; to receive information on reports made under the Whistleblowing Policy and consider any ethical issues arising.			<b>June 2018</b>
(13) Officers' Personal Interests Policy  <i>Last reviewed October 2014</i>	To monitor and review the implementation of the new Policy.	Monitoring Officer	<b>AMBER</b>	<b>November 2017</b>