

STANDARDS AND ETHICS COMMITTEE –WORK PLAN 2017/18 – 2018/19

APPENDIX A

TOPIC	OBJECTIVE/OUTCOME	WHO IS RESPONSIBLE?	PRIORITY	STATUS	REPORT TO COMMITTEE
(1) Annual Report	Prepare Annual Report	Committee Chair/ Monitoring Officer	Medium	Scheduled	June 2018
(2) Annual Meeting with Group Leaders and Whips	To facilitate ongoing engagement with representatives from all political groups.	Elected Members	Medium	Ongoing	June 2018 (tbc)
(3) Gifts and Hospitality <i>Frequency of reporting – annual</i>	(1) To monitor and review the acceptance of gifts and hospitality by Members; and (2) To monitor and review the Councils procedures for the acceptance and provision of gifts and hospitality by Officers, and their implementation.	Monitoring Officer	Medium	(1) Ongoing re. Cardiff Bus Travel Passes – On Agenda (2) Scheduled	(1) March 2018 (2) June 2018
(4) 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	Medium	Ongoing	March 2018 June 2018
(5) Promoting high standards of conduct in Community Councils	For Committee to consider how best to discharge its functions in respect of Community Councils	Chair/ Monitoring Officer	Medium	Ongoing - Update report on Agenda	March 2018

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(6) Member Briefings <i>Frequency of briefing - twice a year</i>	To publish biannual Member Briefings on the work of the Committee and member conduct issues	Chair / Monitoring Officer	Medium	On Agenda	March 2018
(7) Training <i>Frequency of monitoring - twice a year</i>	To monitor Members' attendance at Essential Code of Conduct sessions including Induction and refresher sessions	Monitoring Officer	High	Completed for Induction sessions	TBA
(8) Member Survey	To receive feedback from Members in relation to issues within the remit of the Committee	Monitoring Officer	High	Scheduled	June 2018
(9) Observation of Committee meetings	Independent Members to attend Council, Committee and Community Council meetings to become more acquainted with the work of the Councils.	Independent Members of the Committee	High	Ongoing	March 2018
(10) Whistleblowing Policy <i>Frequency of monitoring – annual</i>	To monitor and review the operation of the Council's whistleblowing arrangements; and consider any ethical issues arising.	Monitoring Officer	Medium	On Agenda	March 2018
(11) Social Media Guidance for Members	To review the Council's Guidance for Members on Social Media	Monitoring Officer	Medium	On Agenda	March 2018