

**STANDARDS AND ETHICS COMMITTEE – WORK PLAN – 2018/19**

**APPENDIX A**

<b>TOPIC</b>	<b>OBJECTIVE/OUTCOME</b>	<b>WHO IS RESPONSIBLE?</b>	<b>PRIORITY</b>	<b>STATUS</b>	<b>REPORT TO COMMITTEE</b>
(1) 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 consider the Council’s procedures for the provision of gifts and hospitality by Officers.	Monitoring Officer	Medium	(1) Scheduled	(1) November  (2) Next meeting
(2) 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	Quarterly
(3) 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	Ongoing	Spring 2019
(4) Training  <i>Frequency of monitoring - twice a year</i>	To consider refresher training on the Members’ Code of Conduct	Monitoring Officer	High	Ongoing	As necessary.

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(5) Feedback from Observation of Council & Committee meetings	Independent Members to attend Council, Committee and Community Council meetings to become more acquainted with the work of the Councils; and report feedback for consideration by the Committee	Independent Members of the Committee	Medium	Ongoing	On agenda
(6) 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	Scheduled	Next meeting
(7) Officers Personal Interests	To review the Councils procedures for managing officers personal interests	Monitoring Officer / HR	Medium	Scheduled	On agenda
(8) Annual Meeting with Group Leaders and Whips	To facilitate ongoing engagement with representatives from all political groups.	Elected Members	Medium	To be scheduled	June 2019
(9) Annual Report	Prepare Annual Report	Committee Chair/ Monitoring Officer	Medium	Scheduled	June 2019
(10) Register of Members' Interests	Review of Form to consider including a section for registration of interests of close family members	Monitoring Officer	Medium	Scheduled	Spring 2019