

**STANDARDS AND ETHICS COMMITTEE – WORK PLAN – 2019/20****APPENDIX A**

TOPIC	OBJECTIVE/OUTCOME	WHO IS RESPONSIBLE?	PRIORITY	STATUS	REPORT TO COMMITTEE
(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) ON AGENDA  (2) Spring 2020
(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	ON AGENDA
(3) Member Briefings	To publish Member Briefings on the work of the Committee and member conduct issues	Chair / Monitoring Officer	Medium	Scheduled	Summer 2020
(4) Training	To consider refresher training on the Members' Code of Conduct	Monitoring Officer	High	Ongoing	As necessary.
(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

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(6) Whistleblowing Policy	To monitor and review the operation of the Council's whistleblowing arrangements; and consider any ethical issues arising.	Monitoring Officer	Medium	Scheduled	Spring / Summer 2020
(7) Officers Personal Interests	To review the Council's rules in relation to senior 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	Scheduled	Spring 2020
(9) Annual Report	Prepare Annual Report	Committee Chair/ Monitoring Officer	Medium	Scheduled	ON AGENDA
(10) Member Survey	To consider the results of the Members Survey in relation to conduct and ethical issues	Head of Democratic Services / Monitoring Officer	Medium	Scheduled	Spring 2020