

STANDARDS AND ETHICS COMMITTEE – WORK PROGRAMME – 2023/24**APPENDIX A**

TOPIC	OBJECTIVE/OUTCOME	WHO IS RESPONSIBLE?	PRIORITY	STATUS	REPORT TO COMMITTEE
(1) Gifts and Hospitality	To monitor and review the acceptance of gifts and hospitality by Members (annually).	Monitoring Officer	Medium	Scheduled	Spring 2024
(2) Code of Conduct Complaints	To receive information on complaints made against Members of the Council alleging breaches of the Code of Conduct (quarterly).	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	Winter 2023
(4) 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
(5) Whistleblowing Policy	(1) To monitor reports made under the whistleblowing policy and consider any ethical issues arising; and (2) To review the Whistleblowing Policy to ensure it remains fit for purpose.	Monitoring Officer	Medium	Scheduled	Autumn 2023
(6) Officers Personal Interests	To receive a report on Senior Officers Personal Interests Declarations (annually)	Monitoring Officer / HR	Medium	Scheduled	ON AGENDA

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(7) Meeting with Group Leaders and Whips	To facilitate ongoing engagement with representatives from all political groups; to consider group leaders' new duties in relation to Members' conduct and relevant training	Political Group Leaders for complying with their new duty to promote high standards of conduct, and the Standards Committee for monitoring this	Medium	Scheduled	Winter 2023 & Spring 2024
(8) Annual Report 2022/23	Prepare Annual Report 2022/23	Committee Chair/ Monitoring Officer	Medium	Scheduled	Autumn 2023
(9) Cardiff Undertaking	To review the Undertaking, to ensure it remains up to date and fit for purpose	Monitoring Officer	Medium	Scheduled	Spring / Summer 2024
(10) Members' Use of Council IT for Political Group Meetings	To receive an information report on the adoption and implementation of the new Protocol agreed by Council on the recommendation of this Committee	Monitoring Officer	Low	Scheduled	Autumn 2023
(11) Welsh Government Statutory Guidance	To note the finalised statutory guidance issued by the Welsh Government	Monitoring Officer	Medium	Scheduled	ON AGENDA
(12) South East Wales Corporate Joint Committee – Standards Sub-Committee Functions	To receive an update on proposals for Cardiff's Standards and Ethics Committee to discharge standards committee functions for the Corporate Joint Committee	Monitoring Officer	Medium	Scheduled	Autumn 2023