

## Standards Committee Work programme

### Standing items on agendas:

- Monitoring Officer report – Code of conduct training, Attendance, Referral of Councillors to Public Services Ombudsman, Dispensation requests.
- Other items – Ombudsman Wales – Our Findings reports and Committee’s Work Programme and National Standards Forum.

### 14 June 2023

<b>Topic</b>	<b>Objective</b>	<b>Who is responsible</b>	<b>Outcome</b>
Annual report	Approval of Annual report for submission to Council	Committee	Presentation of Annual report at the Council meeting on 20 July 2023
Monitor members’ attendance at relevant meetings	To review members attendance at relevant meetings and consider any whose attendance is below 60%	Committee	Complete an annual review
Oversee the Register of Interest of Members, Co-opted members and Church and Parent Governor Representatives and Officers	To review the Register of Interest	Committee	Complete an annual review
General Dispensations	To review the use of General dispensations over the previous 12 months.	Committee	Complete an annual review.

**25 October 2023**

<b>Topic</b>	<b>Objective</b>	<b>Who is responsible</b>	<b>Outcome</b>
Oversee the Council's rules and protocols on accountability of members	Review Section 21 [Protocol on Member / Officer Relations] and Section 25 [Local Resolution Process] of Constitution	Committee	Two yearly review
Monitor and review the acceptance of gifts and hospitality by Members	To review the register	Committee	Complete an annual review
Guidance / briefing notes for Group Leaders on emerging topics	To highlight issues around any emerging topics to support Group Leaders in their role	Committee and Monitoring Officer	As required
Code of Conduct, standards and ethical issues at Council meetings	On a rota basis, Independent Members to observe Council meetings and report back to Committee	Committee and Monitoring Officer	Ongoing support to members to observe the Code etc
Whistleblowing Policy	To review an anonymised report on the number of whistleblowing cases and outcomes over the previous 12 months.	Committee	Complete an annual review

## 2024

The following topics will be allocated to meetings in 2024, as appropriate, when the Council meetings diary has been agreed. Further topics will be added as required.

<b>Topic</b>	<b>Objective</b>	<b>Who is responsible</b>	<b>Outcome</b>
Annual meeting with Group Leaders regarding duties	To monitor compliance by Group Leaders and assist them in their duties	Committee and Monitoring Officer	
Annual report	Approval of Annual report for submission to Council	Committee	Presentation of Annual report at the Council meeting
Monitor members' attendance at relevant meetings	To review members attendance at relevant meetings and consider any whose attendance is below 60%	Committee	Complete an annual review
Oversee the Register of Interest of Members, Co-opted members and Church and Parent Governor Representatives and Officers	To review the Register of Interest	Committee	Complete an annual review
Whistleblowing Policy	To review an anonymised report on the number of whistleblowing cases and outcomes over the previous 12 months.	Committee	Complete an annual review
General Dispensations	To review the use of General dispensations over the previous 12 months.	Committee	Complete an annual review.

<b>Topic</b>	<b>Objective</b>	<b>Who is responsible</b>	<b>Outcome</b>
Monitor and review the acceptance of gifts and hospitality by Members.	To review the register	Committee	Complete an annual review
Guidance / briefing notes for Group Leaders on emerging topics	To highlight issues around any emerging topics to support Group Leaders in their role	Committee and Monitoring Officer	As required
Code of Conduct, standards and ethical issues at Council meetings	On a rota basis, Independent Members to observe Council meetings and report back to Committee	Committee and Monitoring Officer	Ongoing support to members to observe the Code etc

### **Standards Community Sub-Committee Work programme**

#### **Standing items on agendas:**

- Monitoring Officer report – Referral of Councillors to Public Services Ombudsman, Dispensation requests.
- Other items – Ombudsman Wales – Our Findings reports and Committee’s Work Programme

#### **14 June 2023**

<b>Topic</b>	<b>Objective</b>	<b>Who is responsible</b>	<b>Outcome</b>
One Voice Wales – Civility & Respect Project	To increase knowledge of the project	Committee and Monitoring Officer	To support role in respect of town and community councils

#### **25 October 2023**

<b>Topic</b>	<b>Objective</b>	<b>Who is responsible</b>	<b>Outcome</b>