

Member of the Standards & Ethics Committee

Role Description

1. Accountabilities

- To Full Council
- To the Chair of the Standards & Ethics Committee
- To the Public
- To the Public Services Ombudsman for Wales
- Community Councils

2. Role purpose and activity

- **Understanding the nature of the Standards committee and effectively fulfilling its roles and functions as listed in the Cardiff Council Constitution:**
 - (a) To monitor and scrutinise the ethical standards of the Authority, its Members, employees and any associated providers of the Authority's services, and to report to the Council on any matters of concern.
 - (b) To advise the Council on the content of its Ethical Code and to update the Code as appropriate.
 - (c) To advise the Council on the effective implementation of the Code including such matters as the training of Members and employees on the Code's application.
 - (d) To consider and determine the outcome of complaints that Councillors and co-opted members have acted in breach of the Code in accordance with procedures agreed by the Standards Committee, including the imposition of any penalties available to the Committee.
 - (e) To oversee and monitor the Council's whistleblowing procedures and to consider ethical issues arising from complaints under the procedure and other complaints.
 - (f) To grant or refuse requests for dispensations in respect of Members' interests under the Members Code of Conduct in accordance with the relevant statutory provisions.
 - (g) To undertake those functions in relation to community councils situated in the area of the Council and members of those community councils which are required by law
 - (h) To recommend to Council and the Cabinet any additional guidance on issues of probity.
 - (i) To hear and determine any complaints of misconduct by Members or a report of the Monitoring Officer, whether on reference from the Ombudsman or otherwise.
 - (j) To recommend the provision to the Monitoring Officer of such resources as he/she may require for the performance of his/her duties.

(k) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.

- **Participating in meetings and making decisions**

- To participate effectively in meetings of the Standards committee,
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee

- **Internal governance, ethical standards and relationships**

- To ensure the integrity of the committee's decision making and of their own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Standards committee's area of responsibility

3. Values

To be committed to the values of the council and the following values in public office:



- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- To maintain the principles identified in [The Conduct of Members \(Principles\) \(Wales\) Order 2001 SI 2001 No.2276 \(W.166\)](#)
 - Selflessness
 - Honesty
 - Integrity and Propriety
 - Duty to Uphold the Law
 - Stewardship
 - Objectivity in Decision-making
 - Equality and Respect

- Openness
- Accountability
- Leadership