

## AGENDA

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| <b>Committee</b>                | STANDARDS & ETHICS COMMITTEE   |
| <b>Date and Time of Meeting</b> | TUESDAY 13 NOVEMBER 2012 AT 4.30 PM  |
| <b>Venue</b>                    | <b>ROOM E, CITY HALL, CATHAYS PARK, CARDIFF</b>  |
| <b>Membership</b>               | Independent Members: Akmal Hanuk (Chairperson), Maureen Hedley-Clarke, Deirdre Jones, Paul Stockton, Richard Tebboth<br><br>County Councillors Kate Lloyd, Georgina Phillips and Dianne Rees<br>Community Councillor John Hughes |

**Approx  
Times**

1. Terms of Reference
  - (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 Executive 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.
2. Declarations of Interest - to be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct. 4.30 pm
  3. Minutes – 4.35 pm
    - (i) To approve as a correct record the Minutes of the meeting held on 20 March 2012 - copy attached;
    - (ii) To note the Minutes of the Standards and Ethics Sub-Committee meetings held on 26 March 2012 and 27 June 2012.
  4. Local Resolution Of Low-Level Conduct Complaints – report of the Monitoring Officer attached. 4.40 pm
  5. Registration of Gifts and Hospitality – report of the Monitoring Officer attached. 5.00 pm
  6. Annual Report – report of the Monitoring Officer attached. 5.15 pm
  7. Monitoring Officer's Verbal Update 5.30 pm
  8. Work Programme 2012/13 – Report of the Monitoring Officer attached. 5.40 pm
  9. Date of Next Meeting – 29 January 2013

MELANIE CLAY  
 CHIEF OFFICER, LEGAL AND DEMOCRATIC SERVICES  
 7 November 2012  
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