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AGENDA

Committee	STANDARDS & ETHICS COMMITTEE – APPOINTMENT PANEL FOR INDEPENDENT MEMBER
Date and Time of Meeting	MONDAY, 20 NOVEMBER 2017, 2.00 PM
Venue	ROOM 515, LEVEL 5, COUNTY HALL, ATLANTIC WHARF, CARDIFF
Membership	Independent Members: Richard Tebboth (Chair) Hollie Edwards-Davies Councillor Cunnah Community Councillor Stuart Thomas Lay Member: Jackie Griffiths

1 Apologies (if any)

To receive apologies for absence.

2 Declarations of Interest (if any)

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

3 Terms of Reference

To interview candidates for Independent Member of the Standards & Ethics Committee and make a recommendation to Council.

4 Appointment Panel Process (Pages 1 - 2)

5 Exclusion of the Public

Information included in the following item is not for publication of paragraphs 12 and 13 of Part 4, Schedule 12A of the Local Government Act 1972.

6 Appointment of Independent Member to the Standards & Ethics Committee (Pages 3 - 32)

Schedule of candidates and papers attached

7 Panel Decision - Appointment of Independent Member to the Standards &

Ethics Committee

Davina Fiore

Director Governance & Legal Services

Date: Tuesday, 14 November 2017

Contact: Kate Rees, 029 2087 2427, KRees@cardiff.gov.uk

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

NOTES FOR APPOINTMENT PANEL PROCEDURES

Appointment Panel Process

1. Confirmation of Chair
2. Chair ensures all Members are clear on the process to be followed during the interview i.e. Candidates to be seen one at a time in line with interview structure below.
3. Should the Panel have agreed set questions these should be allocated to the Panel, and the necessary model answer and score sheet be provided.

Interview Structure

4. Candidates will be welcomed and introduced to the Panel and advised of the format of the interview by the Chair.
5. Chair to will move to the first of the role specific questions and Members will ask the questions in the order agreed at 3 above.
6. The Committee may ask any supplementary questions they may have in the time available.
7. The Chair will advise when available time is used.
8. Chair will invite the candidate to ask any questions. When these are answered the Chair will move to the mandatory questions.

Mandatory questions (if required)

9. The Chair will ask any mandatory questions required for this appointment as necessary.

Completion of interview:

The Chair will advise candidate that the process has been completed and an officer will make contact shortly with the outcome.

Professional Advice:

The Chair and Members of the Panel may take advice at any time from the Monitoring Officer and / or an appropriate officer for the selection process.

Prior to the Panel's decision the Chair should invite any advisor or officer appointed to assist in the process for any guidance they may wish to offer.

After completion of all the interviews

1. The Chair will ask the Panel whether it is able to make an appointment from the candidates who have been interviewed.
2. Once the Panel have agreed in principle that they are able to make an appointment, the Chair will then go round the table and ask Panel Member' views on what they believe to be the main strengths and weaknesses of each candidate.
3. The Chair will summarise what has been said and add her/his own personal summary and suggest that the Panel now indicate ranking candidates in preference order.
4. If a clear consensus to the appointment of one of the candidates is reached, then the Chair will suggest that a decision be taken.
5. If there is no consensus, Chair can use their casting vote
6. A preferred candidate will emerge from this process.

Successful candidate

The Panel will delegate authority for the Lead Officer to inform the successful candidate and agree commencement date and induction.

Unsuccessful Candidate(s)

The Panel will delegate authority for the Lead Officer to inform the unsuccessful candidate/s of the Panel's decision.

Conclusion

At the conclusion of the meeting, any papers will be collected administratively for confidential record purposes on the appointment.



Person Specification

Designation of Post: Independent Member of Standards & Ethics Committee

THE PERSON APPOINTED MUST FULFIL THE FOLLOWING REQUIREMENTS:

	<i>Essential</i>	<i>Desirable</i>
Knowledge and Experience	Experience or understanding of governance in a corporate body	<p>Understanding of how local government functions and the principles of public accountability</p> <p>Understanding of legislation (or ability to learn)</p> <p>A record of achievement in the public, commercial, voluntary or academic sectors</p>
Skills and Abilities	<p>Able to analyse issues and problems, weigh evidence and put forward persuasive arguments to support your view</p> <p>Able to contribute effectively in a committee environment, and work constructively with others to achieve consensus</p> <p>Able to communicate effectively</p> <p>Capacity to be independent, objective and strong minded</p> <p>Able to commit an average of 2 to 3 hours each month (including evening meetings) to the work of the Committee</p>	
Personal Attributes	<p>Of good character, showing integrity and financial stability</p> <p>Respected for a contribution made to community life</p> <p>Value local democracy</p>	

	<i>Essential</i>	<i>Desirable</i>
Personal Attributes (contd)	<p>A commitment to public service</p> <p>A general interest in ethical issues</p> <p>A commitment to the Seven Principles of Public Life (the Nolan Principles)</p> <p>Personal and political sensitivity</p> <p>Must <u>not</u> have any business or other interests (including membership or affiliation of any political or other organisation) which would cause real or perceived conflict with the independence and impartiality of the role</p> <p>Must <u>not</u> be:</p> <ul style="list-style-type: none"> • a current councillor or officer (or the spouse or partner of a councillor or officer) of Cardiff Council or any other local authority, National Park authority, fire authority, or community council; • a former councillor or officer of Cardiff Council; or • a former councillor or officer of any other local authority, National Park authority, fire authority, or community council, <i>unless</i> you ceased to hold that position more than 12 months ago <p>A commitment to the Council's Equal Opportunities Policy and an awareness of, and sensitivity to, the diversity of modern society</p>	
Other		A resident and local government elector in Cardiff

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INFORMATION FOR APPLICANTS

The Purpose of the Committee

The Standards & Ethics Committee has statutory responsibility for ensuring that elected members of Cardiff Council and the six Community Councils within Cardiff observe high standards of conduct, befitting of their public office and in line with the principles enshrined in the statutory [Members' Code of Conduct](#)

The Work of the Committee

The work of the Committee includes advising the Council on the content and implementation of the Members' Code of Conduct, including overseeing arrangements for appropriate training; raising awareness of standards and ethics issues both within the Council and among the general public; hearing referrals of alleged misconduct by councillors; overseeing the Council's whistleblowing procedures; determining applications for dispensations where councillors declare a personal interest in decisions of the Council; advising on policy development; and considering reports from the Council's Monitoring Officer and the Public Services Ombudsman for Wales.

Further information on the work of the Committee is contained in the [Standards & Ethics Committee Annual Report 2016/17](#)

Members of the Committee

The Standards & Ethics Committee is composed of 9 members in total, made up of 5 Independent members, 3 County Councillors and 1 Community Councillor.

Following the resignation of one of the Committee's Independent members, the Council is seeking to fill the vacant position.

Members' Role Description

The role of the Independent member is to contribute to the work of the Standards and Ethics Committee in accordance with the [Standards and Ethics Committee Members' Role Description](#).

Meetings of the Committee

Committee meetings are usually held on a Wednesday, on quarterly basis at County Hall in Cardiff Bay, starting at 4.30pm and generally last for 1-2 hours.

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Ad hoc meetings may also occasionally be arranged if necessary. Meetings are scheduled, so far as possible, to avoid conflicts with other work commitments.

Minutes of meetings, and dates of future meetings, can be found on the Council website at www.cardiff.gov.uk [meeting dates](#).

Other Meetings

Independent members are also asked to attend other Council and Committee meetings (often in the evening) to observe proceedings and familiarise themselves with the work of the Council, in order to inform their work on the Standards and Ethics Committee.

Terms of Appointment

Independent Member appointments are for a fixed term of 4 to 6 years, and re-appointment is possible for one further 4 year term.

Appropriate training will be arranged for all Committee members to develop the necessary understanding and skills to effectively discharge their role.

An allowance of £198 per day / £99 for half a day is paid, and expenses may be claimed for care, travel and subsistence, in accordance with the Council's [Schedule of Member Remuneration 2017-18](#). The Members' Remuneration Schedule is updated each year in accordance with the recommendations of the Independent Remuneration Panel for Wales, and is included in the Council's Constitution, Part 6.

Potential Conflicts of Interest

It is clearly of utmost importance that both the public and councillors have full confidence in the independence and impartiality of the Council's Standards & Ethics Committee. In your application you will be asked to disclose if you have any business or other interests (including membership or affiliation of any political or other organisation) which could cause a real or observed conflict with the duties and responsibilities of the role, or that members of the public could reasonably feel may affect your judgement in dealing with the work of the Committee. Such interests would include the following:-

- any organisation with secret activities or membership;
- trade unions;
- trade or employers' association;

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- professional associations;
- membership of a political party.

In the interests of transparency and to avoid any doubts, we would ask you to please disclose any such interests, even if you do not consider that they cause a real conflict with the responsibilities of the role.

Independent Members of the Standards & Ethics Committee must be wholly unconnected with local government, and there are statutory restrictions to this effect. The following categories of persons are, by law, ineligible for appointment:

- current councillors or officers (or the spouse or partner of a councillor or officer) of Cardiff Council or any other local authority, National Park authority, fire authority, or community council;
- former councillors or officers of Cardiff Council; or
- former councillors or officers of any other local authority, National Park authority, fire authority, or community council, *unless* the person ceased to hold that position more than 12 months ago

If you are in any doubt as to whether any of the above applies to you, please give full details on your application form, or contact Kumi Ariyadasa, Governance Solicitor on 02920 872498 for clarification.

Applications

Applications should be submitted by completing and returning the Application Form, together with any supporting documentation if you wish, to democraticservices@cardiff.gov.uk or marked CONFIDENTIAL to Committee & Member Services Manager at County Hall, Atlantic Wharf, Cardiff CF10 4UW

The closing date for receipt of completed applications is Monday 9th October 2017.

Assessment of Applications

Applications will be shortlisted using the criteria set out in the Person Specification. Please ensure that you clearly explain how you meet each of the criteria listed in the Supporting Information section of the Application Form.

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Interviews

All applicants who are able to demonstrate in their applications that they meet the essential criteria set out in the Person Specification will be invited to attend an interview.

It is anticipated that letters notifying applicants whether or not they have been shortlisted to attend an interview will be sent out by the end of October, and interviews will be held on Monday 20th November 2017.

Interviews will be conducted by an Appointment Panel made up of 5 people, one of whom will be a 'lay person' who is not part of the Council.

Assessment will be by reference to the requirements of the Person Specification. Whilst all applications will be judged on merit, the Panel will try to ensure that the Committee as a whole has a balance of skills, qualities and expertise, and broadly reflects the community of Cardiff.

Appointment

Following interviews, the Appointment Panel will report its recommendations on appointment to the Council. By law these appointments can only be made by a decision of the full Council. It is anticipated that the Panel's recommendation will be submitted for decision to the Council meeting on 30th November 2017. Applicants will be notified of the Council's decisions on appointment immediately thereafter.

Appointments will take effect from the date of the Council's decision.

If you feel that you may be interested in this role, and would like an informal discussion please contact either the Chair of the Committee, Richard Tebboth, via Committee Services on 02920 872432 or the Director of Legal and Governance and Monitoring Officer, Davina Fiore on 02920 873860 or Governance Solicitor, Kumi Ariyadasa on 02920 872498.

September 2017

CARDIFF COUNCIL - OVERALL INTERVIEW ASSESSMENT FORM

- This form **must** be used to record details of each candidate during all of the assessment stage of the recruitment process, and will provide the basis for a consensus decision when deciding who to recommend for the job concerned.
- All types of assessment including interview questions, application form and any other tests that have been undertaken must be considered. The form is then marked using the key. *The candidate appointed should not always be the one with the most "A"s, but someone who has the **best overall profile** in meeting the criteria.*
- This form must be completed, with a clear recommendation to Appoint or Reject the candidate. You may choose more than one reserve candidate if appropriate. Reasons must also be given and the form signed by the Chair of the Panel and the form returned to **HR People Services, Recruitment Team, Room 470, County Hall (as outlined below)**

Marking Criteria Key	
A	Almost identical to the requirements
B	Meets many of the requirements
C	Meets some of the requirements
D	Little similarity
E	No similarity

Post No & Title:	Interview Date:
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	Additional Task/Test/ Presentation <i>(In line with person specification nor role profile requirements)</i>	Interview Questions <i>(In line with person specification nor role profile requirements)</i>												Appoint/Reject Reserve	Reasons	
		1	2	3	4	5	6	7	8	9	10	11	12			
1. CANDIDATES NAME	(if applicable)															
2.																
3.																
4.																
5.																
6.																
7.																

Name of Chair of Interview Panel:	Designation:	Date:
Signed Chair of Interview Panel:		

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