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## AGENDA

<b>Committee</b>	STANDARDS & ETHICS COMMITTEE
<b>Date and Time of Meeting</b>	TUESDAY, 30 JULY 2019, 5.30 PM
<b>Venue</b>	COMMITTEE ROOM 3- COUNTY HALL
<b>Membership</b>	Independent Members: Richard Tebboth (Chair) Dr James Downe, Hugh Thomas & Hollie Edwards-Davies  Councillors Cunnah, Sandrey and Williams  Community Councillor Stuart Thomas

### 1 **Apologies for Absence**

To receive apologies for absence.

### 2 **Declarations of Interest**

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

### 3 **Notes** (*Pages 3 - 10*)

To note the record of the informal meeting of the 6 March 2019 and to ratify the decision in relation to the Member Conduct – Hearing Panel and Procedures taken on 1 July 2019.

### 4 **Independent Members and Chair of the Committee - Update** (*Pages 11 - 20*)

*Report of the Director of Governance and Legal Services and Monitoring Officer.*

### 5 **Urgent Items (if any)**

### 6 **Date of next meeting - 2 October 2019**

**Davina Fiore**

**Director Governance & Legal Services**

Date: Wednesday, 24 July 2019

Contact: Kate Rees, 02920 872427, [KRees@cardiff.gov.uk](mailto:KRees@cardiff.gov.uk)

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



STANDARDS & ETHICS COMMITTEE – INFORMAL RECORD  
6 MARCH 2019

Present: Councillor Richard Tebboth (Chairperson) (Independent Member)  
Councillors James Downe, Cunnah, Sandrey, Williams, Hugh Thomas and Thomas

22 : APOLOGIES FOR ABSENCE

Hollie Edwards-Davies and Lizz Rowe

23 : DECLARATIONS OF INTEREST

None

24 : MINUTES

The minutes of the 5 December 2018 were signed as a correct record.

25 : ELECTED MEMBER ROLE DESCRIPTIONS

At the start of the item in question, Councillor Stephen Cunnah joined the meeting and therefore, as a result of the balance between Independent Members and Councillors the meeting became In-quorate.

The members present AGREED that the meeting proceed on an Informal basis.

The members present considered the revised Role Descriptions:

The members present noted the following:

- Considered the revised role descriptions as set out in Appendices A and B and confirmed that they were fit for purpose.
- Recommended the revised Role Descriptions at Appendices A and B be submitted to the Democratic Services Committee for submission to Council for approval and adoption.

26 : OFFICERS' PERSONAL INTERESTS

Members expressed the view that senior officers should be subject to the same requirements as elected members and more detail should be made available in relation to financial contracts.

Members were advised that the recommendations in the report tied in with the current arrangements. If changes were to be made a consultation process with officers and trade unions would have to take place. The status of officers was different to that of elected members with officers being policy lead and elected members making the decisions.

Members were keen to see transparency across the organisation as officers held decision making powers which should be recorded the same as an elected member.

Members were advised that previously not all officer interests had been published on the Council's website and some of the forms needed to be updated. The scrutiny and control of this process fell under the Standard & Ethics Committee.

Members felt that the Officer's Policy should be changed to reflect the current Elected Member requirements. The Monitoring Officer advised that further consideration would be given to this and a report would be brought back.

Members noted the following:

1. the publication of Senior Officers' outside business interests on the Council's website, with the exception of 'sensitive information' agreed as such by the Monitoring Officer in line with paragraph 13 of the report with effect from 1 April 2019.

That they wished the policy to reflect that of the current elected members requirements and that further consideration would be given to this matter.

## 27 : OFFICERS' GIFTS AND HOSPITALITY

Members received a report which enabled them to consider the Council's rules and guidance in relation to gifts and hospitality received by officers.

Members noted that the information on the Officer Hospitality Declarations list did not provide a value of that gift and were of the view that an approximate value should be recorded.

Members referred to the auditing of this process, with the Audit Committee having the powers to refer matters to Standards & Ethics if they saw fit.

Members were of the view that adding the value of the gift or hospitality to both Elected Member and Officers Gifts and Hospitality registers was a way forward.

Members noted the following:

- To recommend the publication of the Register of Senior Officers' Gifts and Hospitality for 2018/19 and subsequent years on the Council's website with effect from 1 April 2019; and

Recommended that the value of the specific gift be added to both registers.

## 28 : MEMBERS' CODE OF CONDUCT COMPLAINTS - QUARTER 3 OF 2018/19

Members were provided with an update on complaints made during Quarter 3 of 2018/2019 (the period running from 1 October 2018 to 31 December 2018) against Members of Cardiff Council or any of Cardiff's Community Council's, alleging a breach of the Members' Code of Conduct.

Members were advised that the single complaint received in Quarter 1 (made by a member of the public alleging intimidating and bullying behaviour by a Member) was still open. The Ombudsman's decision was awaited.

Members discussed behaviour at Council meetings and training being provided to Members who required further support.

Members noted the report.

## 29 : OBSERVATION OF MEETINGS

Members considered the opportunities in 2019, for Members of the Standards and Ethics Committee to observe meetings of the Council, its Committee's and the six Community Council's in Cardiff.

Members noted the information in the report and agreed to observe appropriate meetings of the Council, Committee's and Community Council's and provide feedback to the Committee.

## 30 : WORK PROGRAMME 2019 - 2020

Members considered the Committee's Work Plan and noted the items for consideration by the Standards and Ethics Committee in 2019/20.

Members discussed the Annual Report and Briefing Papers.

Members noted the following:

- the Work Plan for the Committee as set out in Appendix A
- That the Director of Governance and Legal Services and Monitoring Officer draft an email in relation to behaviour of Elected Members at Council Meetings for the Chairperson of Standards and Ethics to circulate to all Members of the Council.

## 31 : URGENT ITEMS (IF ANY)

None

## 32 : FUTURE MEETINGS

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## STANDARDS & ETHICS COMMITTEE

1 JULY 2019

Present: Councillor Richard Tebboth(Chairperson)  
Councillors Cunnah, Sandrey, Williams, Hugh Thomas,  
Hollie Edwards-Davies and Thomas

### 33 : MEMBERSHIP AND TERMS OF REFERENCE

The Committee noted that at Annual Council on 23 May 2019 re-appointed the following Councillors to this Committee:

Councillors Stephen Cunnah, Emma Sandrey and Joel Williams

#### Terms of Reference

The Annual Council on 23 May 2019 agreed the terms of reference:

- (a) To monitor and scrutinise the ethical standard 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.

All members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties

#### 34 : APOLOGIES FOR ABSENCE

None

#### 35 : DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 36 : NOTES

The Committee noted the Notes of the 6 March 2019.

#### 37 : INDEPENDENT MEMBER VACANCY

The Committee considered a report informing of the independent vacancy on the Committee and approved the arrangements to fill that vacancy.

Hugh Thomas Independent Member explained that he also wished to resign from the Committee for personal reasons.

The Committee referred to the Person Specification of the post and the changes made.

The Committee suggested some amendments to the Person Specification and delegated final wording to the Monitoring Officer in consultation with the Chairperson.

The Committee discussed the advertising of the post with the possibility of it being advertised on Community Council's websites.

Training and development was discussed in line with what was provided for new councillors.

The Committee asked that the Monitoring Officer, Davina Fiore amend certain parts of the person specification in consultation with the Chairperson.

The Committee resolved the following:

- (i) Note the information as set out in the report.
- (ii) The establishment of an Appointment Panel comprised of up to 5 members as set out in paragraph 9 of the report with delegated authority to shortlist and

- interview candidates and make a recommendation on appointment to full Council.
- (iii) Approve the advertisement and person specification for the Independent Member vacancy, as set out in Appendices A and B subject to any agreed amendments;
  - (iv) Authorise the Monitoring Officer, in consultation with the Chair, to make all necessary administrative arrangements; and
  - (v) Note that the recommendation of the Appointment Panel on the appointment of an independent member to the Committee will be submitted to full Council for approval.

## 38 : MEMBER CONDUCT - HEARING PANEL & PROCEDURES

The Committee received a report to approve arrangements to hear and determine any referrals from the Ombudsman in relation to a complaint about member misconduct.

The Committee was advised that in May 2014, the Committee considered a misconduct complaint by the Ombudsman, and resolved to appoint a sub-committee, 'the Hearing Panel' (comprised of three independent members of the Committee) to determine that complaint and impose any appropriate sanctions. The Monitoring Officer, in consultation with the Chair of the Panel was instructed to convene and take all necessary steps in advance of the hearing.

In May 2014 the Committee also considered its arrangements for hearings under the Local Resolution Protocol. The Committee establishment of a sub-committee, 'the Hearing Panel' required under the Local Resolution Protocol comprised of three out of five independent members of the Committee; and delegated authority to the Monitoring Officer (in consultation with the Chair) to take all steps necessary to convene a meeting of the Hearings Panel, as and when required.

The Committee had adopted separate procedures for the Hearings Panel to determine:

- (i) Complaints referred by the Ombudsman, this procedure was last amended in March 2012, and
- (ii) Complaints under the Local Resolution, this was last amended in March 2016.

The Committee discussed the make-up of the Panel and involvement of elected members.

The Committee was advised that the Hearing Panel sub-committee, would be comprised of three Committee Members, to include at least two independent members.

The Committee was advised that the first meeting would consider the information provided to see if there was a case to answer, if so it would progress to a full hearing.

The Committee resolved to:

1. Approve the establishment of a sub-committee, 'Hearing Panel', comprised of three members of the Committee, to include at least two independent members (and for complaints against a community councillor to include the community committee member in accordance with Article 9.3 of the Constitution) to deal with referrals from the Ombudsman;
2. Delegate authority to the Hearing Panel established under recommendation 1, to exercise all the functions of the Committee in relation to any misconduct hearings which may be referred to the Committee by the Ombudsman from time to time;
3. Delegate authority to the Monitoring Officer, in consultation with the Chair to convene a Hearings Panel, as and when required, and make all associated administrative arrangements; and
4. Authorise the Monitoring Officer to amend the Hearings Panel Procedure as shown in Appendix A, subject to any further amendments agreed by the Committee.

39 : URGENT ITEMS (IF ANY)

None

40 : DATE OF NEXT MEETING - WEDNESDAY 2 OCTOBER 2019 @ 5.00PM

**REPORT OF THE DIRECTOR OF GOVERNANCE AND LEGAL  
SERVICES AND MONITORING OFFICER**

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**INDEPENDENT MEMBERS AND CHAIR OF THE COMMITTEE -  
UPDATE****Reason for this Report**

1. To update the Committee on the independent member positions on the Committee, specifically:
  - (i) To note the vacancies which have arisen and are due to arise shortly, and set up an Appointments Panel to select and interview candidates and recommend appointments to fill those vacancies;
  - (ii) To note the terms of office of the remaining independent members; and
  - (iii) To elect a new Chair (and Vice-Chair, if necessary) to take up the position after the expiry of the current Chair's term of office.

**Background**

2. The Constitution provides that the Standards & Ethics Committee shall have five independent members, three county councillors and one community councillor – Constitution Article 9.2(a).
3. As members are aware, independent member, Lizz Roe, has resigned from the Committee due to personal circumstances.
4. The terms of office of the remaining independent members on the Committee have been reviewed and an administrative error was discovered which mistakenly recorded the end of James Downe's first term of office as November 2019 instead of November 2017 (when it in fact expired). James Downe confirmed he was willing to stand for re-appointment and Council on 18<sup>th</sup> July 2019 approved his reappointment for a second consecutive term.

**Issues**

5. Independent Member, Hugh Thomas, has also indicated that he wishes to resign from the Committee due to personal circumstances, but that he is willing to remain in post until a new appointment is made to take his place.

6. The terms of office of the remaining independent members on the Committee are as follows:

Richard Tebboth (Chair)	Second term of office ends on 22/09/19
James Downe (Vice-Chair)	Second term of office ends on 01/11/21
Hollie Edwards-Davies	Second term of office ends on 20/06/22

7. As the Constitution requires the Standards and Ethics Committee to have five Independent Members, the Council needs to make three new appointments to fill the vacancies arising from the resignations of Lizz Roe and Hugh Thomas; and the vacancy which will arise when the current Chair, Richard Tebboth, ends his second term of office in September 2019.
8. The appointment of members of the Standards and Ethics Committee is governed by the Standards Committees (Wales) Regulations 2001 (as amended) (“the Regulations”) and the Council’s Constitution.
9. The Regulations require a public recruitment process to be followed for an Independent Member vacancy, specifically, the Council must:
- a) advertise the vacancies in at least 2 newspapers circulating in its area, and may additionally advertise the vacancies in its own newspaper;
  - b) set selection criteria and publish those criteria in the advertisement of the vacancies;
  - c) establish an Appointments Panel, comprised of up to five panel members, and including one lay panel member (the lay panel member must be a person who is not, and has not been, a member, co-opted member or officer of a county or community council; and is not the spouse or civil partner of a member or officer of a county or community council) and one Cardiff community councillor; and
  - d) arrange for the Appointments Panel to assess all applications against the published criteria and make recommendations on the appointments to Council for approval.
10. The Regulations provide that an Independent Member’s term of office must be set at between four and six years. Having regard to the costs involved in carrying out the required public recruitment exercise, the Committee may wish to recommend that the proposed appointee should be offered the full 6 year term.
11. An advertisement for the vacancies and person specification, based on the documentation used previously (for the recruitment of an Independent Member in 2017) and amended to reflect Committee members comments, are attached as **Appendices A and B** respectively. The Monitoring Officer has put in hand arrangements for the advertisement to be placed in the Western Mail on Saturday 27 July 2019 and South Wales Echo on Wednesday 30 July 2019. In addition, and in collaboration with the Communications and Media team the vacancies would be published on the Council’s Website, a media brief and social media links; and shared with Elected Members, Community Council Clerks, WLGA and partner networks including Third Sector Council

and in particular minority and disability groups to encourage applications from a more diverse group of candidates.

12. The Committee is required to set up an Appointments Panel comprised of one lay panel member and one Cardiff community councillor; and may appoint up to 3 additional Panel members. In line with previous practice, the Committee may wish to decide that the Appointments Panel should be comprised of 5 members (the statutory maximum number), as follows:
  - a) One lay person – a lay member of the Education Appeals Panel has previously undertaken this role; and it is suggested that a similar appointee may be sought;
  - b) Community Councillor Stuart Thomas for the Community Councillor position;
  - c) Two Independent Members of the Committee, to include the Chair and or Vice-Chair; and
  - d) One Elected Member of the Committee.
13. Please note that the Regulations require a minimum of two Panel members (one lay member and one Cardiff community councillor). An odd number of members is usually advisable to facilitate a majority decision, so the Committee may alternatively wish to establish an Appointments Panel comprised of three members – one lay member, one Community Councillor and one other Committee member.
14. It is proposed that shortlisting will commence as soon as there are sufficient suitable applicants for the vacancies, with the aim of selecting and recommending suitable appointees to full Council for approval in September if possible, before the next Committee meeting (currently scheduled for 2nd October 2019).

#### New Chair

15. The Committee also needs to elect a new Chair to take up the position after the expiry of the current Chair's term of office on 22/09/19. Nominations are invited for the position of Chair.
16. If the position of Vice-Chair may consequently become vacant, then a new Vice-Chair may also need to be elected.

#### **Legal Implications**

17. The legal implications are contained within the body of the report.

#### **Financial Implications**

18. There are no financial considerations beyond the cost of the recruitment advert, which will be met from within the Directorate budget.

#### **RECOMMENDATIONS**

The Committee is recommended to:

1. Note the information set out in the report;
2. Agree the establishment of an Appointments Panels comprised of up to 5 members, as set out in paragraphs 12 and 13 of the report, with delegated authority to shortlist and interview candidates and make recommendations on appointment to full Council;
3. Authorise the Monitoring Officer, in consultation with the Chair, to make all necessary administrative arrangements;
4. Note that the recommendations of the Appointments Panel on the appointment of 3 independent members to the Committee will be submitted to full Council for approval; and
5. Elect a new Chair to take up the position after the expiry of the current Chair's term of office on 22/09/19, and also elect a new Vice-Chair, if that position consequently becomes vacant, with effect from the same date.

**Davina Fiore**

**Director of Governance and Legal Services and Monitoring Officer**

23<sup>rd</sup> July 2019

#### Appendices

Appendix A	Independent Member Vacancy - Advertisement
Appendix B	Independent Member Person Specification

#### **Background papers**

Standards and Ethics Committee report, 'Committee Vacancies', September 2017

## **CYNGOR CAERDYDD SWYDD WAG I AELODAU ANNIBYNNOL O'R PWYLLGOR SAFONAU A MOESEG**

Mae Cyngor Caerdydd eisiau penodi Aelodau Annibynnol newydd i'w Bwyllgor Safonau a Moeseg.

Os ydych chi'n gwerthfawrogi democratiaeth leol, yn ymrwymo i wasanaeth cyhoeddus ac yn meddu ar y gallu i fod yn annibynnol, gwrthrychol a chadarn, efallai mai chi yw'r person cywir ar gyfer y rôl hon.

Mae'r Pwyllgor Safonau a Moeseg yn chwarae rôl bwysig yn y gwaith o hyrwyddo a chynnal safonau ymddygiad uchel ar gyfer aelodau etholedig Cyngor Caerdydd a'r chwe Chyngor Cymuned yn ei ardal. Mae'r Pwyllgor yn cynnwys pum Aelod Annibynnol, un cynghorydd cymuned a thri chynghorydd sir. Ar hyn o bryd mae gennym ddwy swydd wag am Aelodau Annibynnol oherwydd bod yr aelodau yn rhoi'r gorau iddi ac un aelod yn dod i ddiwedd eu tymor. Caiff aelodau eu penodi am dymor o bedair i chwe blynedd fel arfer, gyda'r posibilrwydd o ailbenodi am un tymor pedair blynedd pellach.

Ar gyfer y swydd bydd angen i chi fodloni'r canlynol:

- Meddu ar ddiddordeb cyffredinol mewn materion moesegol
- Meddu ar gymeriad da
- Dangos eich bod yn ymrwymo i'r Saith Egwyddor o Fywyd Cyhoeddus (egwyddorion Nolan)
- Dealltwriaeth o lywodraethu mewn corff corfforaethol
- Y gallu i fod yn annibynnol, gwrthrychol a chadarn
- Peidio â meddu ar gysylltiad busnes â'r Cyngor
- Y gallu i ddadansoddi tystiolaeth, meysydd a phroblemau
- Y gallu i gyfathrebu a chyfrannu'n effeithiol mewn pwyllgorau
- Y gallu i fod yn annibynnol yn wleidyddol
- Y gallu i gyfrannu tua 2 i 3 awr y mis (gan gynnwys cyfarfodydd gyda'r nos) i gyflawni gwaith y Pwyllgor

Mae'r Pwyllgor fel arfer yn cyfarfod yn chwarterol a gofynnir i aelodau Annibynnol hefyd fynychu cyfarfodydd Pwyllgor eraill a rhai'r Cyngor i arsylwi achosion ac ymgyfarwyddo â gwaith y Cyngor. Darperir hyfforddiant priodol ar gyfer aelodau er mwyn iddynt ddatblygu'r ddealltwriaeth a'r sgiliau sydd eu hangen i gyflawni eu rôl yn effeithiol. Telir lwfans o £198 y dydd / £99 am hanner dydd, a gellir hawlio costau gofal, teithio a chynhaliadaeth.

Am drafodaeth anffurfiol am y rôl cysylltwch a Davina Fiore, Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol a Swyddog Monitro ar 029 2087 3905

Os ydych yn credu eich bod yn bodloni'r gofynion uchod ac mae diddordeb gennych yn y rôl hon, e-bostiwch <mailto:democraticservices@caerdydd.gov.uk> neu ffoniwch 029 2087 2432 i gael pecyn cais, neu ewch i'r wefan [www.caerdydd.gov.uk](http://www.caerdydd.gov.uk)

Ar hyn o bryd nid oes gan aelodau cymunedau lleiafrifol ethnig na phobl anabl gynrychiolaeth ddigonol yn y Pwyllgor, felly mae croeso arbennig i aelodau o'r grwpiau hyn ymgeisio, er y caiff yr holl geisiadau eu trin yn ôl eu teilyngdod.

## **CARDIFF COUNCIL VACANCY FOR INDEPENDENT MEMBERS OF THE STANDARDS & ETHICS COMMITTEE**

Cardiff Council is seeking to appoint new Independent Members to its Standards & Ethics Committee.

If you value local democracy, have a commitment to public service and have the capacity to be independent, objective and strong-minded, then you may be the right person for this role.

The Standards & Ethics Committee performs an important role in promoting and maintaining high standards of conduct of elected members of Cardiff Council and the six Community Councils within its area. The Committee is comprised of five Independent members, 1 community councillor and three county councillors. The Committee is comprised of five Independent members, one community councillor and three county councillors. We currently have two Independent Member vacancies due to members stepping down and one member coming to the end of their term. Appointments are made for a term of between 4 to 6 years, and may be extended for a further 4-year term.

For this role, you will need to:

- Have a general interest in ethical issues
- Be of good character,
- Demonstrate a commitment to the Seven Principles of Public Life (the Nolan principles; selflessness; integrity; objectivity; accountability; openness; honesty; leadership)
- Have an understanding of governance in a corporate body
- Have the capacity to be independent, objective and strong minded
- Have no business connection with the Council
- Be able to analyse evidence, issues and problems
- Be able to communicate and contribute effectively in a committee environment
- Be politically independent
- Be able to commit on average 2 to 3 hours each month (which includes evening meetings) to the work of the Committee

The Committee usually meets on a quarterly basis and Independent members are asked to attend other Council and Committee meetings to observe proceedings and familiarise themselves with the work of the Council. Appropriate training will be provided for 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.

For an informal discussion about the role, please contact: Davina Fiore, Director of Legal and Governance and Monitoring Officer on 029 2087 3905

If you believe you meet the above requirements and are interested in this role, please email [democraticservices@cardiff.gov.uk](mailto:democraticservices@cardiff.gov.uk) or telephone 029 2087 2432 for an application pack, or go to the website [www.cardiff.gov.uk](http://www.cardiff.gov.uk)

Members of ethnic minority communities and disabled people are currently under-represented on the Committee, so applications from members of these groups are particularly welcome, although all applications will be considered on merit.



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## Manyleb Person

**Teitl y Swydd: Aelod Annibynnol o'r Pwyllgor Safonau a Moeseg**

**RHAID I'R PERSON A BENODIR FODLONI'R GOFYNIION CANLYNOL:**

	<i>Hanfodol</i>	<i>Dymunol</i>
<b>Gwybodaeth a Phrofiad</b>	<p>Profiad neu ddealltwriaeth o lywodraethu o fewn corff corfforaethol. (h.y. yr egwyddorion a'r rheolau y mae sefydliadau'n cael eu rhedeg)</p>	<p>Dealltwriaeth o sut y mae llywodraeth leol yn gweithio a dealltwriaeth o egwyddorion atebolrwydd cyhoeddus.</p> <p>Dealltwriaeth o ddeddfwriaeth perthnasol (neu'r gallu i ddysgu).</p> <p>Hanes o gyflawni yn y sectorau cyhoeddus, masnachol, gwirfoddol neu academiaidd.</p>
<b>Sgiliau a Galluedd</b>	<p>Gallu dadansoddi materion a phroblemau, pwysu a mesur tystiolaeth a chyflwyno dadleuon sy'n dwyn perswâd i gefnogi'ch barn.</p> <p>Gallu cyfrannu'n effeithiol mewn pwyllgor, a chydweithio ag eraill i gyflawni consensws.</p> <p>Y gallu i gyfathrebu'n effeithiol.</p> <p>Y gallu i fod yn annibynnol, gwrthrychol a chadarn.</p> <p>Y gallu i gyfrannu tua 2 i 3 awr y mis (gan gynnwys cyfarfodydd gyda'r nos) i gyflawni gwaith y Pwyllgor.</p>	
<b>Nodweddion Personol</b>	<p>Cymeriad da, gan ddangos uniondeb.</p> <p>Gwerthfawrogi democratiaeth leol.</p> <p>Ymrwymo i wasanaeth cyhoeddus.</p>	<p>Bod yn destun parch am gyfrannu at fywyd cymunedol.</p>

	<b>Hanfodol</b>	<b>Dymunol</b>
<p><b>Nodweddion Personol</b></p> <p>(yn parhau)</p>	<p>Diddordeb cyffredinol mewn materion moesegol.</p> <p>Ymrwymo i'r Saith Egwyddor Bywyd Cyhoeddus (yr egwyddorion Nolan: anhunanoldeb; uniondeb; gwrthrychedd; atebolrwydd; bod yn agored; gonestrwydd; arweinyddiaeth).</p> <p>Sensitifrwydd personol a gwleidyddol.</p> <p>Rhaid <u>peidio</u> a meddu ar unrhyw fusnes nac unrhyw fuddion eraill (gan gynnwys aelodaeth neu gysylltiad ag unrhyw sefydliad gwleidyddol neu arall) a fyddai'n gwrthdaro'n wirioneddol ag annibyniaeth a didueddrwydd y rôl, neu a allai beri'r argraff o hynny.</p> <p>Rhaid <u>peidio</u> â bod:</p> <ul style="list-style-type: none"> <li>• yn gynghorydd nac yn swyddog presennol (neu'n wŵr/wraig neu bartner unrhyw gynghorydd neu swyddog) Cyngor Caerdydd nac unrhyw awdurdod lleol, awdurdod Parc Cenedlaethol, awdurdod tân, neu gyngor cymuned;</li> <li>• yn gyn gynghorydd nac yn swyddog Cyngor Caerdydd; nac</li> <li>• yn gyn gynghorydd na swyddog unrhyw awdurdod lleol arall, awdurdod Parc Cenedlaethol, awdurdod tân, na chyngor cymunedol, <i>oni bai</i> eich bod wedi rhoi gorau i'r rôl honno ers hwy na blwyddyn yn ôl.</li> </ul> <p>Ymrwymo i Bolisi Cyfle Cyfartal ac ymwybyddiaeth a sensitifrwydd o ran amrywiaeth cymdeithas fodern.</p>	
<b>Arall</b>		Preswlydd ac etholwr llywodraeth leol yng Nghaerdydd.



## 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>
<b>Knowledge and Experience</b>	<p>Experience or understanding of governance in a corporate body. (i.e. the principles and rules under which organisations are run)</p>	<p>Understanding of how local government functions and the principles of public accountability</p> <p>Understanding of relevant legislation (or ability to learn)</p> <p>A record of achievement in the public, commercial, voluntary or academic sectors</p>
<b>Skills and Abilities</b>	<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>	
<b>Personal Attributes</b>	<p>Of good character and showing integrity.</p> <p>Value local democracy</p> <p>A commitment to public service.</p>	<p>Respected for a contribution made to community life</p>

	<b><i>Essential</i></b>	<b><i>Desirable</i></b>
<p><b>Personal Attributes</b></p> <p>(contd)</p>	<p>A general interest in ethical issues</p> <p>A commitment to the Seven Principles of Public Life (the Nolan Principles: selflessness; integrity; objectivity; accountability; openness; honesty; leadership)</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"> <li>• 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;</li> <li>• a former councillor or officer of Cardiff Council; or</li> <li>• 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</li> </ul> <p>A commitment to the Council's Equal Opportunities Policy and an awareness of, and sensitivity to, the diversity of modern society</p>	
<b>Other</b>		A resident and local government elector in Cardiff