



County Hall
Cardiff
CF10 4UW
Tel: (029) 2087 2000

Neuadd y Sir
Caerdydd
CF10 4UW
Ffôn: (029) 2087 2000

AGENDA

Committee	STANDARDS & ETHICS COMMITTEE
Date and Time of Meeting	WEDNESDAY, 9 FEBRUARY 2022, 4.30 PM
Venue	REMOTE MEETING VIA MS TEAMS
Membership	Independent Members: Hollie Edwards-Davies, Jason Bartlett, Arthur Hallett, David Mills and Chrissie Nicholls 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 **Minutes** (*Pages 3 - 10*)

To approve as a correct record the minutes of the meeting on 6 October 2021 and Hearings Panel on 12 January 2022

4 **Welcome to the New Independent Member**

5 **Members Code of Conduct Complaints Update - Quarter 3 2021/22** (*Pages 11 - 16*)

Report of the Director of Governance and Legal Services & Monitoring Officer

6 **Observations of Meetings** (*Pages 17 - 24*)

Report of the Director of Governance and Legal Services & Monitoring Officer

7 **Registration of Gifts and Hospitality received by Members** (*Pages 25 - 32*)

Report of the Director of Governance and Legal Services & Monitoring Officer

- 8 **Public Services Ombudsman for Wales - Annual Letter 2020/21; Annual Report 2020/21; and Code of Conduct Casebook 2020/21** *(Pages 33 - 44)*
Report of the Director of Governance and Legal Services & Monitoring Officer
- 9 **Review of the Ethical Standards Framework** *(Pages 45 - 48)*
Report of the Director of Governance and Legal Services & Monitoring Officer
- 10 **Preparation for Local Elections 2022** *(Pages 49 - 70)*
Report of the Director of Governance and Legal Services & Monitoring Officer
- 11 **Member Briefing** *(Pages 71 - 74)*
Report of the Director of Governance and Legal Services & Monitoring Officer
- 12 **Work Programme 2021/22** *(Pages 75 - 78)*
Report of the Director of Governance and Legal Services & Monitoring Officer
- 13 **Urgent Items (if any)**
- 14 **Date of next meeting**

Davina Fiore

Director of Governance and Legal Services and Monitoring Officer

Date: Thursday, 3 February 2022

Contact: Mandy Farnham,

02920 872618, Mandy.Farnam@cardiff.gov.uk

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

STANDARDS & ETHICS COMMITTEE

6 OCTOBER 2021

Present: Independent Members: James Downe (Chair),
Hollie Edwards-Davies, Jason Bartlett, Chrissie Nicholls and
Arthur Hallett

Councillors Cunnah, Sandrey and Williams

Community Councillor Stuart Thomas

107 : APOLOGIES FOR ABSENCE

No apologies for absence were received.

108 : DECLARATIONS OF INTEREST

The following declaration of interest was received in accordance with the Members Code of Conduct:

Councillor	Item	Nature of Interest
Joel Williams	Item 6	Personal Interest – involved in one of the complaints referred to in the report.

109 : MINUTES

The minutes of the meeting on 7 July 2021 were approved as a correct record.

110 : SOCIAL MEDIA CODES

The Committee was advised that whilst the Elected Members' Code of Principles on Social Media Use could be enforced through the Members' Code of Conduct, however in relation to the Partner Organisations' Code, there could only be an aspiration that they would adhere to it.

The Council had consulted with outside bodies on the draft Codes as well as with Elected Members and Political Group leaders. Amendments have been made following these consultations. Paragraph 6 of the report contains additional suggestions that have been submitted.

- Members sought clarification on whether the Code would apply to historic social media posts. Members were advised that the question had not arisen in discussions. In accepting complaints in relation to the Members' Code of Conduct there is a 3-month time limit from the moment complainants become aware of the matter. It was suggested that a similar provision could be inserted in the Code, and that it would be unfair if Elected Members faced complaints in relation to comments made many years ago that they no longer agreed with.
- Members enquired as to whether there was guidance available from other sources on historic posts. Officers advised that they were not aware of any.

- There was a discussion about what would be an appropriate time limit for complaints regarding historic posts; 6 months would perhaps be too short, 24 months may be more appropriate, but consideration could also be given to the time limit being their term of office.
- Members expressed the view that where there was a history of racist, sexist or homophobic comments, that would be of concern. It was also suggested that it might be considered unfair to hold someone responsible for comments made before entering public life, and might deter people from entering public life.
- The view was expressed that where an antisemitic, racist or sexist post was historic, that did not mean that the person responsible had changed their views, and that the Committee ought to be mindful of whether it wanted people who held such views to be Elected Members.
- It was requested that guidance be given to the Clerks of Community Councils on this matter. Members were advised that once there was an agreed Code it would be shared with Clerks.
- Members were concerned about the possible use of sock puppet or false identity accounts at the instigation of an Elected Member. Members were advised that it would be hard to find evidence of such accounts. Were such evidence to be found, it is likely the Member responsible would in any case be found to be in breach of the Member's Code of Conduct.
- Members sought clarification of the term 'reasonable efforts' and how that would be assessed. Members were advised that it was a common legal term, which takes account of all relevant circumstances and was intended to point to what would be commonly understood to be the right thing for someone to do in any given circumstances.
- Members alerted Officers to some minor typographical errors in the draft Code.
- Members considered that there should be provision in the Code for Elected Members who had their social media accounts managed by an assistant, and that such Members should be directed to make their assistants aware of the Code. Members were advised that Elected Members could be held responsible for the content of posts on an account managed on their behalf if the Member had not made the person managing the account aware of the Code and their responsibilities under it. If the Member could show that they had made the staff member aware of their responsibilities, that would be taken into account. Repeat incidents would be likely to lead to sanctions.
- The view was expressed that there should be a cut-off point for complaints and sanctions in relation to historic posts. The feeling of the Committee was that the cut-off point should be from the time the Code of Conduct applied. There might be mitigation for a newly elected councillor who did not yet fully appreciate the obligations of the role.
- Members discussed the amendments to the Code in Paragraph 6 in relation to the Be Kind agenda and transparency and raised no objection to the points made in the report.

- Members considered that candidates should be made aware of social media rules.
- Members agreed in relation to the Partner Code that there should be an explicit statement to the effect that if the Council were to ask partners to behave in a particular way, that it would uphold the same values and principles itself.

RESOLVED:

- 1 To provide any comments on: (i) the draft Members' Code of Principles on Social Media Use (Appendix A); and (ii) the draft Partner Organisations' Code of Practice on Social Media (Appendix B);
- 2 To authorise the Monitoring Officer, in consultation with the Chair, to make any amendments required to the draft Social Media Codes (Appendix A and Appendix B) and recommend them for adoption by full Council;
- 3 To recommend to full Council that the Members' Code of Conduct should be amended as shown in Appendix C, to incorporate the approved Members' Code of Principles on Social Media Use; and
- 4 To recommend to full Council that the Partner Organisations Code of Practice on Social Media, once approved, should be published on the Council's website.

111 : WHISTLEBLOWING REPORTS 2020

The Committee was provided with information about whistleblowing reports made during 2020.

Members were advised that a review of the whistleblowing policy is due but has been delayed until the recommendations of an internal audit of the arrangements, which is currently underway, have been received. It is hoped to be able to report on this matter in spring 2022.

RESOLVED:

To note the report.

112 : MEMBERS CODE OF CONDUCT COMPLAINTS (Q2 2021-22)

Councillor Williams declared a personal interest in one of the complaints referred to in the report.

The Committee was advised that although there appeared to be an increase in the number of complaints, many of them related to the same meetings and complaints and counter-complaints about the behaviour of certain councillors attending them. Members noted that there is a tendency for the number of complaints to increase in the run up to elections; attempts are being made to resolve complaints through the informal resolution process.

- Members observed that a number of complaints were ongoing and wished to know why the local resolution protocol did not appear to be successful in resolving the complaints, and whether there was anything in the complaints that was preventing them from being resolved. Members were advised that the local resolution protocol works reasonably well but that resolution sometimes takes longer. A number of complaints related to a meeting at the end of July immediately before the August

recess. In one instance in relation to a difficult service delivery issue, feelings were running particularly high. Following discussions with the Group leader the decision was made to leave the complaint for a while as it was felt that the service issue would be resolved, and that when it was, resolution of the complaint would be easier if a period of calm had preceded.

The Committee went into closed session to discuss exempt information in relation to a particular complaint where legal proceedings had been instigated.

RESOLVED:

To note the contents of the report.

113 : ANNUAL REPORT 2020-21

The Committee was advised that the report detailed the progress the Committee had made in a number of areas.

- Members suggested an addition explaining the reasons for the Committee's observation and monitoring of meetings, and its suggestions for improvements in pursuit of consistency.
- Members wished to know whether the period of the annual report would run until May or the end of the financial year, as required by the new legislation. Members were advised that it was felt that as a considerable amount of work had been done and a number of meetings covered, that it would be better to issue a report at this stage ahead of the change of Chair. The new Chair would then be able to report on the work that they had led the Committee on. It would also be beneficial to remind Elected Members of the presence of the Committee in the period before the Local Government election.
- Members sought clarification on the timing of the annual report. Members were advised that under the new legislation the Committee was required to report as soon as reasonably practicable after the end of the financial year. The legislation comes into effect in relation to the year 2022/2023.

RESOLVED:

- 1 To provide comments on the contents of the Committee's Annual Report 2020/21;
- 2 To delegate authority to the Monitoring Officer, in consultation with the Chair, to draft and finalise the Annual Report, having regard to comments provided by Members of the Committee; and
- 3 To ask the Chair to present the Annual Report to full Council in October 2021.

114 : ELECTION OF CHAIR

Members were invited to nominate a new Chair and Deputy Chair, and reminded that the Chair had to be an Independent Member.

The Deputy Chair Hollie Edwards-Davies was nominated and elected as the new Chair.

Chrissie Nicholls was nominated and appointed as Deputy Chair.

The Committee was advised that new Independent Members were being recruited.

The Committee and Officers expressed their thanks to the outgoing Chair for his work.

115 : FORWARD WORK PROGRAMME 2021-22

Members enquired as to whether the meeting with Group Leaders and Whips would continue to take place annually and were advised that it was for the Committee to decide its frequency, in consultation with the leaders and whips. For 2022 the timing would have to take into account the Local Government election and possible replacement of Group Leaders and Whips, but following that it would be possible to make the meeting 6 monthly if the Committee so desired.

RESOLVED:

To approve the Forward Work Programme.

116 : URGENT ITEMS (IF ANY)

No urgent items were received.

117 : DATE OF NEXT MEETING

The next meeting will take place on 9 February 2022 at 4.30 pm via MS Teams.

The meeting terminated at 6.12 pm

This page is intentionally left blank

STANDARD AND ETHICS SUB COMMITTEE - HEARINGS PANEL

12 JANUARY 2022

Present: Independent Members: Hollie Edwards-Davies(Chairperson)
Arthur Hallett and Chrissie Nicholls

Officer: James Williams, Deputy Monitoring Officer, Legal
Advisor to the Panel

Councillor Bablin Molik (Complainant)
Councillor Michael Michael (Respondent)

4 : APOLOGIES FOR ABSENCE

No apologies for absence were received.

5 : DECLARATIONS OF INTEREST

No declarations of interest were received.

6 : MINUTES

The minutes of the meeting on the 15 December to discuss the preliminary issues were agreed as a correct record of that meeting.

7 : HEARING UNDER THE LOCAL RESOLUTION PROTOCOL - CDC 21/003

The Panel met in private to consider the preliminary matter in respect of whether it was appropriate for the Panel to consider and make a determination in relation to Complaint Three, which related to an incident that occurred in March 2018.

RESOLVED:

The Panel resolved not to consider that complaint. The Panel found that there was no good reason to depart from the Local Resolution Protocol which states that complaints should be brought within three months.

The Hearing commenced at 09.35.

The Chair welcomed all parties and introduced everyone.

The parties were advised that the Panel had resolved not to consider Complaint Three and the reasons for that.

The Chair confirmed that third parties' personal information had been redacted from the hearing papers and reminded the parties that third parties' personal information should not be disclosed during the hearing.

The Chair outlined the order to be followed at the hearing, in accordance with the Hearings Procedure.

The Complainant, Councillor Molik, was invited to give her evidence first. The Respondent, Councillor Michael, then gave his evidence.

The Panel was given the opportunity to ask questions of each Councillor. The Complainant was given the opportunity to sum up her complaint, and then the Respondent was given the opportunity to sum up his response.

The Chair explained that the Panel would retire to deliberate and would announce the decision later that morning.

The hearing was adjourned at 10.45

The Panel resumed in private with its Legal Advisor to deliberate over its decisions.

The hearing resumed at 12.15.

RESOLVED:

In relation to each of the complaints made against Councillor Michael, the Panel found as follows:

- (1) Complaint One
There was no evidence of a breach of paragraphs 4(b) or (c) of the Members' Code of Conduct.

However, the Panel made a recommendation that Cllr Michael should ensure that he addresses specific and legitimate service area queries within his Cabinet portfolio, or where this is not possible, to cooperate in ensuring such queries are addressed, for example by referring these on to an appropriate officer of the Council; and

- (2) Complaint Two
There was no evidence of a breach of paragraph 4(b) of the Members' Code of Conduct.

The meeting terminated at 12.18 pm

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

**MEMBERS' CODE OF CONDUCT COMPLAINTS UPDATE – QUARTER 3 OF
2021/22**

Reason for Report

1. To provide the Committee with an update on complaints made against Members of Cardiff Council or any of Cardiff's Community Councils alleging a breach of the Members' Code of Conduct, in particular, complaints received during Quarter 3 of 2021/22 (the period running from 1st October 2021 to 31st December 2021).

Background

2. The Committee receives quarterly reports from the Monitoring Officer on complaints, made against Members of Cardiff Council and Community Councils within its area, alleging a breach of the Members' Code of Conduct. (There are six Community Councils in Cardiff: Lisvane; Old St. Mellons; Pentyrch; Radyr and Morganstown; St. Fagans; and Tongwynlais.) These reports provide information to assist the Committee to discharge its functions, in particular:
 - i. 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;
 - ii. 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; and
 - iii. 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',

(paragraphs (a), (c) and (g) respectively, of the Committee's terms of reference).
3. The Committee considers the number of complaints made and any themes or patterns emerging, but does not consider the specific details of each

individual case, unless the complaint is formally referred to the Committee for a decision.

4. Complaints received during Quarter 2 of 2021/22 were reported to the Committee meeting on 6th October 2021.

Issues

Complaints received during Quarter 3 of 2021/22

5. During Quarter 3 of 2021/22, covering the period running from 1st October 2021 to 31st December 2021, a total of 4 complaints alleging a breach of the Members' Code of Conduct were reported to the Monitoring Officer.
6. The table below shows the figures for this period alongside comparative figures for the previous four quarters.

	Q3 Oct - Dec 2020	Q4 Jan – Mar 2021	Q1 Apr – Jun 2021	Q2 Jul – Sept 2021	Q3 Oct – Dec 2021
Member on Member	0	1	1	6	1
Public on Member	9	1	4	2	0
Officer on Member	0	0	0	0	0
Community Councillors	0	0	0	0	3
Total	9	2	5	8	4

7. Brief details of the four complaints submitted during Quarter 3 of 2021/22 are as follows:
 - (i) A Member complained about material posted on Twitter by another Member. The complaint was resolved by local resolution after the Member confirmed that the Tweet had been removed.
 - (ii) A Community Councillor complained about material posted on social media by another Community Councillor and conduct associated with this. The complaint was submitted to the Ombudsman, who has confirmed that he will investigate the complaint. The Ombudsman's decision is awaited.
 - (iii) A member of the public submitted a complaint against a Community Councillor alleging that they had used their position and the resources of the authority improperly. The complaint was submitted to the Ombudsman. The Ombudsman has decided not to investigate this complaint.

- (iv) The same member of the public (referred to in sub-paragraph (iii) above) submitted a second complaint against another Community Councillor on virtually identical terms, alleging that they had used their position and the resources of the authority improperly. The complaint was submitted to the Ombudsman. The Ombudsman has decided not to investigate the complaint.
8. The Committee will note that two out of the four complaints made during Quarter 3 were made by the same individual and relate to the same issue. Three out of the four complaints were submitted to the Ombudsman, who decided not to investigate two of these complaints. The Ombudsman has confirmed that he is investigating one complaint and details of that complaint must be treated confidentially at this stage.

Update on Complaints reported previously

Quarter 4 of 2020/21

9. At the Committee meeting in July 2021, the Code of Conduct Complaints report included information about a complaint made during Quarter 4 of 2020/21, which was submitted by a Member on behalf of all members of their political group, alleging that another Member had delivered election leaflets in breach of Covid restrictions in effect at that time. The complaints were referred to the Ombudsman and legal proceedings were also instigated in relation to this matter. Following a hearing held at Cardiff Magistrates Court on 21st October 2021, the case was dismissed due to errors in the prosecution case. The Ombudsman has now decided to investigate the complaint and his decision is awaited.

Quarter 1 of 2021/22

10. The Code of Conduct Complaints report considered at the July 2021 Committee meeting included information about a complaint made during Quarter 1 of 2021/22 by a Member complaining about the responses given by another Member to their questions within email correspondence seeking information in relation to a resident's concerns. It was alleged that the Member had made personal attacks on them, which failed to show respect and consideration and constituted bullying behaviour. The Monitoring Officer's attempt to resolve the complaint informally was unsuccessful; and at the complainant's request, this complaint was referred to the Hearings Panel for determination under the Local Resolution Protocol. The complainant subsequently added details of further similar complaints, relating to responses given to questions during meetings of full Council.
11. After determination of preliminary hearing matters, a Hearings Panel was duly convened and a hearing was held on 12th January 2022, in accordance with the Local Resolution Hearings Procedure. The Panel found no breach of the Code of Conduct, but made a recommendation that the Member concerned 'should ensure that he addresses specific and legitimate service area queries within his Cabinet portfolio, or where this is not possible, to

cooperate in ensuring such queries are addressed, for example, by referring these on to an appropriate officer of the Council'. The Panel's written decision was issued on 20th January 2022 [HearingsPanelDecision.docx.pdf \(moderngov.co.uk\)](#) and, in accordance with the provisions of the Hearings Procedure, is to be published on the Council's website for a period of 21 days.

Quarter 2 of 2021/22

12. The complaints submitted during Quarter 2 of 2021/22, reported to the last Committee meeting, in October 2021, included a number of complaints which were subject to ongoing discussions under the local resolution protocol or awaiting determination by the Ombudsman. An update on those complaints is provided below:
 - i. Two Members complained about allegedly inaccurate information contained in a political group leaflet. These complaints were raised with the leader of the group concerned, who was asked whether the inaccuracies were accepted and if so, whether they would be corrected and an apology offered on behalf of the group. Informal resolution discussions are still ongoing.
 - ii. A Member complained about comments made about them by another Member during a meeting with other Members and Council officers. The complainant considered the comments to be an unacceptable racist slur on the complainant. In response, the Member said that the offending comment was made following allegations made by the complainant against them, which attacked their personal integrity. The Member also made a counter-complaint against the complainant, alleging that the complainant had made discriminatory comments about them during the same meeting. In response to the Monitoring Officer's attempts to informally resolve this matter, the first Member complained of offered an apology to the complainant for any upset caused by their comments. Discussions are still ongoing.
 - iii. The counter-complaint referred to in paragraph (ii) above, which has been recorded as a separate complaint. The Monitoring Officer is still engaged in ongoing discussions to seek an informal resolution.
 - iv. A Member complained about misleading information, misrepresenting what the complainant had said at a meeting with Members and Officers, being published on social media. The Monitoring Officer is still engaged in ongoing discussions to seek an informal resolution.
 - v. A Member complained that another Member had posted untrue and misleading information about the complainant on social media. The Monitoring Officer is still engaged in ongoing discussions to seek an informal resolution.

- vi. A member of the public complained about comments made by a Member on social media, alleging that they breached the Member's duty to treat everyone equally, without discrimination. The Ombudsman decided not to investigate this complaint.
 - vii. Another member of the public complained about comments made by a Member on social media, alleging that they breached the Member's duty to treat everyone equally, without discrimination. The Ombudsman decided not to investigate this complaint.
13. Members may wish to note that three of the complaints above (referred to in paragraphs 9 (ii), (iii), and (iv)) all relate to the same meeting attended by Members and Officers, and involve the same two Members. The two complaints from members of the public (paragraphs 9(vi) and (vii)) both concerned the same Member and the same issue.

Legal Implications

14. There are no legal implications arising from the recommendations of this report.

Financial Implications

15. There are no direct financial implications arising from this report.

Recommendation

The Committee is recommended to note the contents of the report.

Davina Fiore

Director of Governance and Legal Services, and Monitoring Officer

3rd February 2022

Background papers

Standards and Ethics Committee reports 'Member Code of Conduct Complaints - Update, October 2021 and July 2021

This page is intentionally left blank

**STANDARDS AND ETHICS COMMITTEE:****9th FEBRUARY 2022**

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

OBSERVATION OF MEETINGS**Reason for this Report**

1. To allow the Committee to consider the feedback provided by Committee members following observation of meetings of the Council and Community Councils.

Background

2. The Committee has agreed that observation of Council, Committee and Community Council meetings is helpful for members, in particular the Independent Members of the Committee, to gain experience of the Council and Committee processes, and to provide opportunities for first hand feedback to the Committee of any issues relating to standards and conduct.
3. The Committee has approved a feedback proforma for use by the Members of the Committee when observing meetings. Members have been asked to complete a form for each meeting they attend and submit it for consideration at the next appropriate Committee meeting.

Issues

4. Meeting observation feedback has been received from two Committee members in respect of the full Council meeting held on 27th January 2022. The completed observation forms are appended as **Appendix A**.
5. Members will note that the meeting observed was held virtually (remotely) using video conferencing facilities, in line with arrangements made under the Local Government and Elections (Wales) Act 2021, which requires all authorities (including principal authorities and community councils) to make provision to allow remote attendance at their meetings.
6. Members will also note that the feedback is positive in relation to general standards of conduct as well as the management of the meeting.

7. The feedback in relation to this meeting has also been shared with the Chair of Council, for his information.
8. In relation to the observation about declarations of personal interests, the Committee may wish to note that declarations made at meetings for the first time, if they are not included in the Member's Register of Interests, are published separately on the Councillor's webpage (under 'Declarations at Meetings'). Committee Services staff may offer assistance, but the responsibility for providing written confirmation of declared interests remains with the Member concerned, in accordance with the duties imposed under the Code of Conduct.
9. In relation to the feedback provided by both Committee members regarding a reference made by one Councillor about having been treated in a racist manner in the past, the Committee will note that the Leader of the Council asked the Councillor to provide him with any evidence of such treatment. The Monitoring Officer can also confirm that, as the allegation referred to officers, the Chief Executive, as Head of Paid Service, has written to the Councillor asking him to provide further information to support his allegations, so that they may be properly investigated. The Committee should note that allegations regarding staff misconduct are governed by employment law and the Council's disciplinary policies and procedures; and determination of such complaints does not fall within the remit of the Standards and Ethics Committee.
10. Details of all forthcoming Council, Committee and Cabinet meetings are listed in the calendar of meetings, which is regularly circulated to Standards and Ethics Committee members and is published on the Council's website, here: <http://cardiff.moderngov.co.uk/mgCalendarMonthView.aspx?GL=1&bcr=1&LLL=0> Independent members, and in particular, newly appointed members, are encouraged to observe a full Council meeting and a Committee meeting.
11. Details of forthcoming Community Council meetings are published on the respective Councils' websites. Members are similarly encouraged to observe a Community Council meeting. Members are advised to contact the Clerk to confirm the meeting is going ahead and to check arrangements for attending. Community Council website links and Clerks contact details are accessible here: <https://www.cardiff.gov.uk/ENG/Your-Council/Voting-and-elections/Community-councils/Pages/Community-councils.aspx>

Legal Implications

12. There are no direct legal implications arising from the content of this report.

Financial Implications

13. There are no direct financial implications arising from this report.

RECOMMENDATION

The Committee is recommended to:

- (1) Note the meeting observation feedback received, as set out in **Appendix A** to the report and make any comments considered appropriate; and
- (2) Continue to observe meetings of the Council, Committees and Community Councils and provide feedback to the Committee.

Davina Fiore

Director of Governance and Legal Services and Monitoring Officer

3rd February 2022

Appendix

Appendix A Meeting Observation Feedback Forms for full Council meeting held on 27th January 2022

Background papers

Standards & Ethics Committee report, 'Observation of Meetings, July 2021

This page is intentionally left blank

STANDARDS AND ETHICS COMMITTEE

FEEDBACK ON OBSERVATIONS OF COUNCIL & COMMITTEE MEETINGS

Meeting:	CARDIFF CITY COUNCIL MEETING
Date:	27/1/22 at 4.30 pm

Please provide feedback on the following:

<u>Topic</u>	<u>Comments</u>
Room Layout:	Meeting held virtually
Name plates/ identification of Committee; Witnesses and Officers:	All Councillors were named by the Mayor when called on to speak. Due to the nature of the virtual meeting only some initials shown on screen for members attending
Ability to hear proceedings:	The proceedings could be heard very well with no difficulty
Agenda and reports availability:	The agenda and all reports were available prior to the meeting on the Council website
Management of meeting:	The Mayor was excellent in his meeting management, although the meeting overran through no fault of his
Clarity of decision making:	Decisions, in the main, were clearly defined

Possible Code of Conduct/ Standards and Ethics Issues:

There were a number of councillors who declared a personal interest in matters either at the start of the Council meeting or when matters arose that required a declaration to be made. I was not aware as to whether those councillors had previously or subsequently declared their personal interest in accordance with Part III of the CODE OF CONDUCT FOR MEMBERS AND CO-OPTED MEMBERS OF THE COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF.

One councillor referred to having been treated in a racist manner in the past. The Leader of the Council requested that the councillor forward to him evidence of such racism.

I did not observe any other significant issues that would concern the Standards and Ethics Committee.

I thought that all members largely treated each other with respect and behaved in a professional manner even where there was a difference of opinion on issues.

I agree that my feedback can be shared with the Council

Name:	ARTHUR HALLETT
Date:	28/1/22

STANDARDS AND ETHICS COMMITTEE

FEEDBACK ON OBSERVATIONS OF COUNCIL & COMMITTEE MEETINGS

Meeting:	Cardiff – Full Council
Date:	27 th January 2022

Please provide feedback on the following:

<u>Topic</u>	<u>Comments</u>
Room Layout:	Online Meeting
Name plates/identification of Committee; Witnesses and Officers:	Not applicable
Ability to hear proceedings:	No issues
Agenda and Reports availability:	Available online
Management of Meeting:	Good
Clarity of decision making:	There were some issues on voting procedure raised by some members

<p>Possible Code of Conduct/Standards and Ethics Issues:</p> <p>During the agenda item on the Diverse Council Declaration Report a Cllr in making comments about racism said “ I state quite openly that I have been treated in a racist way by officers of Cardiff Council.....”.</p> <p>At that juncture the Lord Mayor interrupted him to remind him the meeting was being recorded although subsequently went on to say he did not feel the Cllr had over stepped the mark.</p> <p>The Leader of the Council later remarked that the Cllr “makes very serious allegations concerning members of staff of this authority” “and I would urge him therefore to bring forward those allegations so they can be properly investigated”</p> <p>The S&E committee have no remit to discuss staff matters but is there a potential to bring the council into disrepute.</p>
--

I agree that my feedback can be shared with the Council and/or the Community Council (if applicable).

Name:	Stuart Thomas
Date:	1/2/2022

This page is intentionally left blank

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

REGISTRATION OF GIFTS AND HOSPITALITY RECEIVED BY MEMBERS**Reason for this Report**

1. To enable the Committee to consider the gifts and hospitality received by Members, which have been registered in accordance with rules set under the Members' Code of Conduct; and to make any appropriate comments or recommendations in this regard.

Background

2. The Standards and Ethics Committee's terms of reference include the following:
 - a. To monitor and scrutinise the ethical standards of the Authority, its Members, employees and any associated providers of the Authority's services.
 - b. To report to the Council on any matters of concern. 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.
3. The Members' Code of Conduct (paragraph 17), requires Members to register the receipt of any gifts, hospitality or other benefits where the value of the item or benefits exceeds a threshold determined by the Council from time to time.
4. The Council's threshold for registration of gifts and hospitality received by Members has been set, on the recommendations of this Committee (in October 2007), at £25 (in line with the threshold then applied to all local authorities in England by the Standards Board for England). The Committee has agreed that the threshold remains appropriate.
5. The Committee has requested regular reports on the registration of gifts and hospitality received by Members. At its meeting on 9th December 2020, the Committee considered gifts and hospitality registered during the period from 1st November 2019 to 31st October 2020.

Issues

6. The Register of Members' Gifts and Hospitality held by the Democratic Services on behalf of the Monitoring Officer shows the registrations during the period from 1st November 2020 to 31st December 2021 set out in **Appendix A**.
7. In accordance the Committee's request, Civic Hospitality is shown separately; and the location of the hospitality and approximate value are included in the Register.
8. For Members' information, the Council's Guidance on Hospitality, Gifts and Other Benefits Received by Members (with the Members' Registration Form) is attached as **Appendix B**.

Legal Implications

9. There are no legal implications arising directly from the recommendations of this report.

Financial Implications

10. There are no direct financial implications arising from this report.

RECOMMENDATION

The Committee is recommended to note the information supplied at **Appendix A** and **Appendix B** on the registration of hospitality, gifts and other benefits received by Members during the period from 1st November 2020 to 31st December 2021, and make any comments considered appropriate.

Davina Fiore

Director of Governance & Legal Services and Monitoring Officer

3 February 2022

APPENDICES

Appendix A Extract from the Register of Member's Hospitality, Gifts & Other Benefits for the period 1st November 2020 to 31st December 2021

Appendix B Guidance on Hospitality, Gifts and Other Benefits Received by Members (with Members Registration Form)

http://vmweb22.cardiff.gov.uk/cis/documentsearch.php?search_text=hospitality&service_id=0&document_type=ALL&searchmode=EXECUTE&search_ref=

Background papers

Report to Standards & Ethics Committee, 'Members' Gifts and Hospitality Register', 9th December 2020

CIVIC GIFTS & HOSPITALITY 1 NOVEMBER 2020 – 31 DECEMBER 2021

(Appendix A)

Councillor	Date of Hospitality / Gift	Provider of Hospitality/Gift Name and address	Nature/Purpose of Hospitality/ Gift / Other Benefit	Venue/ Location of Event	Role or Capacity Hospitality / Gift Received	Approx. Value
Rod McKerlich	13.06.21	Glamorgan Cricket, Sophia Gardens, Cardiff, CF11 9XR	Match Tickets & Lunch at the Glamorgan Cricket T20 Game – Glamorgan -v- Essex	Glamorgan Cricket Club	Lord Mayor	£85.00
Rod McKerlich	28.06.21	Ambassador of the UK to Poland – Embassy of the Republic of Poland, 47 Portland Place, London W1B 1JH	Gifts presented by the Polish Ambassador on a visit to Cardiff for the inauguration of the Hon Consul for Poland Pen & 3 paperback books	Cardiff Council	Lord Mayor	£25.00
Rod McKerlich	03.08.21	HMS Dragon, HMNB Portsmouth, PO1, 3LT	HMS Dragon Affiliates Lunch	HMS Dragon, Portsmouth	Lord Mayor	£30
Rod McKerlich	14.08.21	Welsh Athletics Cardiff International Sports Campus, Leckwith, Cardiff, CF11 8AZ	Senior Athletics Championships VIP Reception	Cardiff International Sports Campus, Leckwith, Cardiff, CF11 8AZ	Lord Mayor	£30
Rod McKerlich	29.08.21	Cllr Ali Ahmed 86 Torrens Drive, Cardiff	Bangladeshi Wedding Ceremony luncheon	City Hall, Cardiff	Lord Mayor	£30
Rod McKerlich	12.09.21	Radyr & Morganstown Community Council, Old Church Rooms,	Attendance at the Radyr & Morganstown Community Council Civic Service and Reception	Civic Reception at Old Church Rooms, Park Road, Radyr	Lord Mayor	£25

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

		Park Road, Radyr, Cardiff CF15 8DF		Cardiff, CF15 8DF		
Rod McKerlich	17.09.21	Ethnic Minority Welsh Women Achievement Awards 2 Llyn Close, Cyncoed, Cardiff	Ethnic Minority Welsh Women Achievement Awards Dinner	City Hall, Cardiff	Lord Mayor	£50
Rod McKerlich	02.10.21	HMS Cambria Cargo Road, Butetown, Cardiff CF10 4LY	HMS Cambria Re- dedication service	HMS Cambria Cargo Road, Butetown, Cardiff CF10 4LY	Lord Mayor	£25
Rod McKerlich	03.10.21	Cardiff Golf Club Sherbourne Avenue Cyncoed, Cardiff, CF23 6HG	Cardiff Golf Club Centenary Church Service & Reception	St. Margaret's Church, Waterloo Road, Roath, CF23 5AD & Church Hall	Lord Mayor	£25
Rod McKerlich	07.10.21	Staybridge Suites Longueil Close Cardiff CF10 4EE	Official Opening of Staybridge Suites, Cardiff.	Staybridge Suites Longueil Close Cardiff CF10 4EE	Lord Mayor	£25
Rod McKerlich	10.10.21	HM Courts & Tribunal Service, Wales Support Unit 2 nd Floor Fitzalan Place Cardiff CF24 ORZ	Service to Mark the Beginning of the Legal Year & High Sheriffs Reception	Llandaff Cathedral Cardiff & Cathedral School, Landaff, Cardiff	Lord Mayor	£25

Rod McKerlich	12.10.21	MPCT Mulberry Drive Cardiff Gate Business Park Cardiff CF23 8RS	Motivational & Preparation College for Training Cardiff Launch.	MPC Cardiff, One Canal Parade, Cardiff, CF10 5BF	Lord Mayor	£25
Rod McKerlich	14.10.21	Welsh Parliament/ Senedd Cardiff Bay Cardiff	Official Opening of the Sixth Senedd	Senedd Cardiff Bay	Lord Mayor	£25
Rod McKerlich	15.10.21	Cardiff Philharmonic Orchestra, Radnor House, Greenwood Close, Cardiff Gate Business Park, Cardiff, CF23 8AA	Opera Spectacular & Reception	St David's Hall Cardiff	Lord Mayor	£30 £25
Rod McKerlich	22.10.21	Consulate General of Ireland 2 Caspian Point Cardiff CF10 4DQ	Official Cardiff Opening of Consulate General of Ireland	Consulate General of Ireland, 2 Caspian Point Cardiff CF10 4DQ	Lord Mayor	£25
Rod McKerlich	23/24.10.21	Hockey Wales National Hockey Centre Sport Wales National Centre Sophia Gardens Cardiff CF11 9SW	FIH World Cup Qualifiers – Mens Hockey (Tickets)	Hockey Wales National Hockey Centre, Sport Wales National Centre, Sophia Gardens, Cardiff CF11 9SW	Lord Mayor	£85
Rod McKerlich	31.10.21	1 st Radyr Scouts Group Heol Isaf, Radyr Cardiff	Dedication Ceremony for Geoff Davies – 1 st Radyr Scouts	1 st Radyr Scouts Group Heol Isaf, Radyr Cardiff,	Lord Mayor	£25

		CF15 8AF		CF15 8AF		
Rod McKerlich	06.11.21	Royal British Legion 18/19 High Street Cardiff CF10 1PT	RBL Wales Festival of Remembrance 2021 Tickets Pre-Concert & Post Concert Reception	St David's Hall, Cardiff	Lord Mayor	£55
Rod McKerlich	07.11.21	Vale of Glamorgan Council Mayors Office, Civic Offices, Holton Road. Barry, CF63 4R	Mayor of the Vale of Glamorgan Civic Service & Civic Reception	St Illtyd's Church, Llantwit Major & Glass House, St Donats, Vale of Glamorgan	Lord Mayor	£25
Rod McKerlich	12.11.21	Honorary Consul for India 63-67 Wellfield Road, Cardiff, CF24 3PA	Diwali Reception	Centre for Student Life, Cardiff University, Park Place CF10 3BB	Lord Mayor	£25
Rod McKerlich	15.11.21	160 th (Welsh) Brigade, The Barracks, Brecon, LD3 7RA	Royal Gun Salute HRH Prince of Wales Birthday Reception	Cardiff Castle Castle Street Cardiff	Lord Mayor	£25
Rod McKerlich	19.11.21	Masonic Province of South Wales c/o 38 Park Court Road, Bridgend. CF31 4BW	Masonic Province of S. Wales Gala Finale Dinner & Drinks Reception	Cardiff City Stadium Leckwith Road Cardiff	Lord Mayor	£50
Rod McKerlich	20.11.21	Welsh Association for South Asian Heritage (address unknown)	IQUBAL Celebration Dinner	Juboraj Restaurant Rhiwbina CF14 6HA	Lord Mayor	£25
Rod McKerlich	03.12.21	Tenovus Cancer Care, Gleider	VIP Ticket for Tenovus Lovelight Xmas Concert	Llandaff Cathedral Cardiff	Lord Mayor	£30

		House, Ty Glas Road, Llanishen Cardiff, CF14 5BD				
Rod McKerlich	07.12.21	Cardiff Business Club, Pascal Close St Mellon's, Cardiff	Cardiff Business Club Festive Reception	City Hall Cardiff	Lord Mayor	£25
Rod McKerlich	09.12.21	The Oratory of St Philip Neri Cameron Street Splott, Cardiff CF24 2NX	Vip Reception at the Lessons & Carols at the Oratory with The Rt.Hon. Dr Rowan Williams	The Oratory St. Alban-on-the Moors Church Splott CF24 2NT	Lord Mayor	£25
Rod McKerlich	12.12.21	Cardiff Cathedral 38 Charles Street Cardiff CF10 2SF	VIP Reception at Cardiff Cathedral & University Chaplaincy Carol Service	St David's Cathedral, 38 Charles Street Cardiff	Lord Mayor	£25
Rod McKerlich	20.12.21	Cardiff County & Vale of Glamorgan Youth Orchestra	VIP Concert Ticket Cardiff County & Vale of Glamorgan Youth Orchestra Xmas Concert	Hoddinott Hall Wales Millennium Centre, Cardiff Bay, Cardiff	Lord Mayor	£30

OTHER MEMBERS GIFTS & HOSPITALITY 1 NOVEMBER 2020 – 31 DECEMBER 2021

Councillor	Date of Hospitality / Gift	Provider of Hospitality/Gift Name and address	Nature/Purpose of Hospitality/ Gift / Other Benefit	Venue/ Location of Event	Role or Capacity Hospitality / Gift Received	Approx. Value
Rod McKerlich	August 21	Local Constituent	Gift – Bottle of Whiskey	N/A	Ward Councillor	£40
Peter Bradbury	08.09.21	Football Association of Wales	Pre match hospitality and ticket to Wales v Estonia	Cardiff City Stadium	Cabinet Member – Culture & Leisure	Unknown
Peter Bradbury	26.10.21	Football Association of Wales	Our Wales: For Her	Cardiff City Stadium	Cabinet Member – Culture & Leisure	Unknown
Stephen Cunnah	10.12.21	Then Try This, Unit F&G, Jubilee Warehouse, Commercial Road, Penryn, TR10 8AE	Fee for participation in Councillor/Scientist collaboration workshop. NB all £150 fee donated to Llamau charity.	Online event	Ward Councillor	£150
Rod McKerlich	01.12.21	Christmas at Bute Park The Castle Grounds, North Road, Cardiff, CF10 3EW	4 complimentary tickets for adults for Xmas at Bute Park.	Bute Park, Cardiff	Ward Councillor	£72



**CARDIFF COUNCIL
CYNGOR CAERDYDD**

STANDARDS AND ETHICS COMMITTEE

9th FEBRUARY 2022

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

**PUBLIC SERVICES OMBUDSMAN FOR WALES – ANNUAL LETTER 2020/21
FOR CARDIFF COUNCIL; ANNUAL REPORT 2020/21 & CODE OF CONDUCT
CASEBOOK 2020/21**

Reason for this Report

1. To allow Members to consider the Annual Letter 2020/21 for Cardiff Council issued by the Public Services Ombudsman for Wales ('the Ombudsman'), along with the Ombudsman's Annual Report 2020/21 and Code of Conduct Casebook 2020/21.

Background

2. The Ombudsman has two specific roles:
 - (i) To consider complaints about public services providers in Wales; and
 - (ii) To consider complaints that members of local authorities have breached their Code of Conduct.
3. The Ombudsman produces an Annual Report in relation to the performance of his functions, which is laid before the Welsh Parliament (under paragraphs 15, 17 and 18 of Schedule 1 of the Public Services Ombudsman (Wales) Act 2019); and a quarterly Code of Conduct Casebook providing details of complaints received.
4. The Ombudsman also sends letters on an annual basis ('the Annual Letter') to county and county borough councils and local health boards/NHS trusts concerning the complaints he has received and considered during the year. The aim of the Annual Letter is to provide the relevant bodies with information to help them improve both their complaint handling and the services that they provide.

Issues

5. The Annual Letter (2020/21) for Cardiff Council issued by the Ombudsman and received on 1st October 2021 is attached as **Appendix A**.
6. The Annual Letter provides an overview of all complaints considered by the Ombudsman during the year 2020/21 followed by an analysis of the complaints received in relation to Cardiff Council.

7. Members should note that information about complaints relating to service performance are presented in an Annual Complaints and Compliments Report for consideration by Cabinet.
8. It is only the information about complaints relating to Code of Conduct matters which falls within the remit of the Standards and Ethics Committee.
9. For Members information, further information in relation to the Code of Conduct complaints considered by the Ombudsman is contained within:
 - (i) the Ombudsman's Annual Report 2020/21 (**Appendix B**), specifically on pages 32-37; and
 - (ii) the Code of Conduct Casebooks 2020/21 (**Appendix C**). Members may wish to note that the Ombudsman's website indicates that from April 2021, they no longer publish the Code of Conduct Casebook, but will instead publish summaries of recent investigations' outcomes and reports (under the heading 'Our findings' on their website), which will be updated more regularly, on a monthly basis.

Legal Implications

10. There are no direct legal implications arising from the report.

Financial Implications

11. There are no direct financial implications arising from the content of this report.

Recommendations

The Committee is recommended to note the information set out in the report and its appendices; and provide any comments or observations, as appropriate.

Davina Fiore

Director of Governance and Legal Services and Monitoring Officer

3 February 2022


APPENDICES

Appendix A - Ombudsman's Annual Letter (2020/21) for Cardiff Council


Appendix B - Ombudsman's Annual Report 2020/21 [Annual-Report-and-Accounts-2020-21-Delivering-Justice-FINAL.pdf \(ombudsman.wales\)](#)

Appendix C - Ombudsman's Code of Conduct Casebooks 2020/21
[CoC-casebook-Full-year-ENG-1.pdf \(ombudsman.wales\)](#)
[Code-of-Conduct-Casebook-Jan-March-2021.pdf \(ombudsman.wales\)](#)

Ask for: Communications

 01656 641150

Date: September 2021

 communications@ombudsman.wales

Cllr. Huw Thomas
Cardiff Council

By Email only: huw.thomas@cardiff.gov.uk

Annual Letter 2020/21

Dear Cllr Thomas

I am pleased to provide you with the Annual letter (2020/21) for Cardiff Council.

This letter discusses information from a year unlike any other in recent memory, and as such may not be useful for establishing trends or patterns. Information received during this remarkable year will, however, bring insights on how public services reacted in the face of unprecedented demand and the most difficult of circumstances.

During the past financial year, we have intervened in (upheld, settled or resolved at an early stage) the same proportion of complaints about public bodies, 20%, compared with 2019/20.

Regarding new complaints received relating to Local Authorities, the overall number decreased by 12.5% compared with last year. This reflects the reduction in complaints being reported by Local Authorities during the Covid-19 pandemic. My office intervened in a similar proportion of the cases closed as in the previous year (13%).

However, we referred a higher proportion of Code of Conduct complaints to a Standards Committee or the Adjudication Panel for Wales: 3.4% compared to 2% in the previous year. This higher referral rate was also accompanied by a sharp increase in the number of Code of Conduct complaints received.

During 2020/21, despite challenges caused by the pandemic, my office made great strides in progressing work related to Complaints Standards and Own Initiative Investigations. The theme and consultation period of the first wider Own Initiative Investigation – into Local Authority Homelessness Assessments - was

Page 1 of 9

launched in September 2020 and the report is due in the coming months. We also commenced 4 extended Own Initiative Investigations, where we extended the scope of our work on a complaint already under investigation.

Last year, my office also pushed ahead with two new publications – ‘Our Findings’ and our first Equality Report.

‘Our Findings’ will be accessed via the PSOW website and replaces the quarterly casebooks. Our Findings will be updated more frequently and will be a more useful tool in sharing the outcomes of investigations. Our first Equality Report highlights the work done to improve equality and diversity, and to ensure that our service is available to people from all parts of society.

Local Authorities in Wales continued to submit data about the complaints they handled to the Complaints Standards Authority (CSA) during 2020/21, as well as receiving a model complaints procedure and accessing 76 virtual training sessions.

The data submitted for 2020/2021 shows:

- Nearly 12,000 complaints were recorded by Local Authorities
- This equates to 3.77 for every 1000 residents.
- Nearly half (44%) of those complaints were upheld.
- About 75% were investigated within 20 working days.
- About 9% of all complaints closed were referred to PSOW.

The CSA will publish data to the PSOW website for the first time in the coming year, marking a key achievement in the progress of this work. Training sessions have been delivered to almost all Local Authorities in Wales, and our offer of training remains open ended and will be delivered free of charge.

A summary of the complaints of maladministration/service failure received relating to your Council is attached.

Also attached is a summary of the Code of Conduct complaints relating to members of the Council and to the Town & Community Councils in your area.

I ask that the Council takes the following actions:

- Present my Annual Letter to the Cabinet to assist members in their scrutiny of the Council’s complaints performance and any actions to be taken as a result.
- Engage with my Complaints Standards work, accessing training for your staff and providing complaints data.
- Inform me of the outcome of the Council’s considerations and proposed actions on the above matters by 15 November.

This correspondence is copied to the Chief Executive of your Council and to your Contact Officer. Finally, a copy of all Annual Letters will be published on my website.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nick Bennett', written in a cursive style.

Nick Bennett
Ombudsman

cc.Paul Orders, Chief Executive, Cardiff Council
By Email only: Rhian.Jones3@cardiff.gov.uk

Factsheet

Appendix A - Complaints Received

Local Authority	Complaints Received	Received per 1000 residents
Blaenau Gwent County Borough Council	15	0.21
Bridgend County Borough Council	31	0.21
Caerphilly County Borough Council	46	0.25
Cardiff Council*	96	0.26
Carmarthenshire County Council	27	0.14
Ceredigion County Council	32	0.44
Conwy County Borough Council	32	0.27
Denbighshire County Council	32	0.33
Flintshire County Council	59	0.38
Gwynedd Council	30	0.24
Isle of Anglesey County Council	18	0.26
Merthyr Tydfil County Borough Council	15	0.25
Monmouthshire County Council	20	0.21
Neath Port Talbot Council	19	0.13
Newport City Council	31	0.20
Pembrokeshire County Council	28	0.22
Powys County Council	38	0.29
Rhondda Cynon Taf County Borough Council	40	0.17
Swansea Council	73	0.30
Torfaen County Borough Council	12	0.13
Vale of Glamorgan Council	39	0.29
Wrexham County Borough Council	43	0.32
Total	776	0.25

* inc 2 Rent Smart Wales

Appendix B - Received by Subject

Cardiff Council	Complaints Received	% Share
Adult Social Services	3	3%
Benefits Administration	0	0%
Children's Social Services	11	11%
Community Facilities, Recreation and Leisure	1	1%
Complaints Handling	27	28%
Covid19	2	2%
Education	0	0%
Environment and Environmental Health	9	9%
Finance and Taxation	2	2%
Housing	16	17%
Licensing	1	1%
Planning and Building Control	8	8%
Rent Smart Wales	2	2%
Roads and Transport	10	10%
Various Other	4	4%
Total	96	

Appendix C - Complaint Outcomes
(* denotes intervention)

County/County Borough Councils	Out of Jurisdiction	Premature	Other cases closed after initial consideration	Early Resolution/voluntary settlement*	Discontinued	Other Reports-Not Upheld	Other Reports Upheld*	Public Interest Report*	Total
Cardiff Council	16	25	33	23	0	0	2	1	100
% Share	16%	25%	33%	23%	0%	0%	2%	1%	

Page 40

Appendix D - Cases with PSOW Intervention

	No. of interventions	No. of closures	% of interventions
Blaenau Gwent County Borough Council	1	17	6%
Bridgend County Borough Council	2	30	7%
Caerphilly County Borough Council	3	45	7%
Cardiff Council	26	100	26%
Cardiff Council - Rent Smart Wales	0	2	0%
Carmarthenshire County Council	6	29	21%
Ceredigion County Council	4	31	13%
Conwy County Borough Council	5	31	16%
Denbighshire County Council	2	31	6%
Flintshire County Council	11	62	18%
Gwynedd Council	5	27	19%
Isle of Anglesey County Council	1	17	6%
Merthyr Tydfil County Borough Council	0	14	0%
Monmouthshire County Council	1	19	5%
Neath Port Talbot Council	1	17	6%
Newport City Council	5	29	17%
Pembrokeshire County Council	3	26	12%
Powys County Council	4	47	9%
Rhondda Cynon Taf County Borough Council	2	43	5%
Swansea Council	9	67	13%
Torfaen County Borough Council	0	11	0%
Vale of Glamorgan Council	5	38	13%
Wrexham County Borough Council	6	48	13%
Total	102	781	13%

Appendix E - Code of Conduct Complaints

County/County Borough Councils	Discontinued	No evidence of breach	No action necessary	Refer to Adjudication Panel	Refer to Standards Committee	Withdrawn	Total
Cardiff Council	1	10	0	0	0	0	11

Appendix F - Town/Community Council Code of Complaints

Town/Community Council	Discontinued	No evidence of breach	No action necessary	Refer to Adjudication Panel	Refer to Standards Committee	Withdrawn	Total
-	-	-	-	-	-	-	-

Information Sheet

Appendix A shows the number of complaints received by PSOW for all Local Authorities in 2020/2021. These complaints are contextualised by the number of people each health board reportedly serves.

Appendix B shows the categorisation of each complaint received, and what proportion of received complaints represents for the Local Authority.

Appendix C shows outcomes of the complaints which PSOW closed for the Local Authority in 2020/2021. This table shows both the volume, and the proportion that each outcome represents for the Local Authority.

Appendix D shows Intervention Rates for all Local Authorities in 2020/2021. An intervention is categorised by either an upheld complaint (either public interest or non-public interest), an early resolution, or a voluntary settlement.

Appendix E shows the outcomes of Code Of Conduct complaints closed by PSOW related to Local Authority in 2020/2021. This table shows both the volume, and the proportion that each outcome represents for the Local Authority.

Appendix F shows the outcomes of Code of Conduct complaints closed by PSOW related to Town and Community Councils in the Local Authority's area. This table shows both the volume, and the proportion that each outcome represents for each Town or Community Council.

This page is intentionally left blank

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

REVIEW OF ETHICAL STANDARDS FRAMEWORK**Reason for this Report**

1. To inform the Committee of the outcomes of an independent review of the ethical standards framework for Wales.

Background

2. The Ethical Standards Framework for Wales was established by Part 3 of the Local Government Act 2000, to promote and maintain high standards of ethical conduct by members and officers of relevant authorities in Wales. A 'relevant authority' is a county or county borough council ("a principal council"), a community council, a fire and rescue authority and a National Park authority in Wales.
3. The Framework consists of ten general principles of conduct for members (derived from Lord Nolan's 'Seven Principles of Public Life'). These are included in the Conduct of Members (Principles) (Wales) Order 2001. Further, the Local Authorities (Model Code of Conduct) (Wales) Order 2008 ("Model Code of Conduct") provides for a set of enforceable minimum standards for the way in which Members should conduct themselves, both in terms of their official capacity and (in some instances) in their personal capacity. It also includes provisions relating to the declaration and registration of interests. The Framework has remained largely unchanged, though there have been a number of small amendments to improve the operation of the Framework over the last twenty years.

Issues

4. An independent review of the ethical standards framework for Wales has been commissioned by the Welsh Government to assess whether the Framework remains fit for purpose. The review was undertaken between April and July 2021 and took into account the new legislative requirements set out in the Local Government and Elections (Wales) Act 2021 and the current equality and diversity policy context.

5. As part of the investigation undertaken for the review, the former Chair of the Standards and Ethics Committee and the Monitoring Officer for Cardiff Council were amongst the wide range of stakeholders who were interviewed to share their experiences and views about the operation of the ethical standards framework in Wales.
6. The final report on the Independent Review of the Ethical Standards Framework in Wales ('the Independent Review Report') was published on 14th October 2021, and is appended as **Appendix A**.
7. The Committee will note that the Independent Review Report concludes the current arrangements are fit for purpose, but recommends certain changes to the Framework, including a number of changes to the Model Code of Conduct. In particular, the Committee may wish to note the following:
 - (a) There is a recommendation that initial and refresher training on the Code of Conduct should be made mandatory for all members of principal councils and community councils. The Committee will note that Cardiff Council has already designated Code of Conduct training as mandatory for all its elected Members and makes arrangements to check and follow up on completion of the training, as necessary.
 - (b) It is proposed that the Model Code of Conduct should be amended to require that any complaint should be considered for local resolution before it can be referred subsequently to the Public Services Ombudsman. The review found there was a consensus that this, combined with mandatory training on the Code of Conduct for all Councillors, would speed up the complaints process and ensure that the Ombudsman's resources are devoted to the investigation of serious complaints. The Committee should note that this recommendation, if implemented, would result in a significant increase in the number of complaints to be dealt with by the Monitoring Officer and the Standards and Ethics Committee, with associated resource implications.
 - (c) It is recommended that the Code of Conduct should be amended to formalise guidance on social media (such as that issued by the Welsh Local Government Association and the Ombudsman), in recognition of concerns about the potential for breaches of the Code as a result of the extensive and increasing use of social media. The Committee will note that Cardiff has developed a Members' Social Media Code of Principles and incorporated this within its Code of Conduct.
 - (d) There is a recommendation that members of Standards Committees should receive training, not only on the Model Code of Conduct, but also on how to hold Hearings, to ensure openness and fairness to the member complained of, to the complainant and to any witnesses. The Committee will note that Cardiff already has arrangements in place to ensure that all members of the Hearings Panel have completed training on hearings before they sit on a Panel.
 - (e) It is recommended that there should be an All-Wales Forum for Independent Chairs of Standards Committees; and the re-establishment of

the Annual Conference for Independent Chairs and Independent members of Standards Committees, to encourage consistency of approach and the adoption of best practice across Wales. The Committee will note that an Annual Welsh Standards Conference is being held on 9th February 2022 and all Committee members have been invited to attend this. Monitoring Officers are also working on setting up an All Wales Forum for Independent Chairs of Standards Committees.

- (f) There is a recommendation that the Chair of the Standards Committee should play a leadership role, along with the Chief Executive, the Monitoring Officer and the leaders of political groups, in promoting high standards of conduct across the Council. The Committee will note that this does happen in Cardiff. The (former) Chair of the Standards and Ethics Committee spoke at the initial Member induction session after the local elections in 2017, and the Chair will be invited to do so again at the Member induction following the 2022 local elections. The Chair also hosts an annual meeting of group leaders and whips to discuss Code of Conduct and standards issues.
 - (g) The review also notes the requirements being introduced, under the Local Government and Elections (Wales) Act 2021, for Standards Committees to make an annual report to the authority on the discharge of its functions, its assessment of standards of conduct within the authority and any recommendations for improving standards. The Committee will be aware that the presentation of the Committee's Annual Report to Council is a well-established practice in Cardiff.
 - (h) The review found there was serious concern about the extent of bullying, lack of respect or otherwise generally disruptive behaviour by some Members at meetings of Town and Community Councils. It suggested this is an issue that may be mitigated by a requirement for mandatory training of councillors and greater use of local resolution procedures. The Committee will note that Community Councils in Cardiff have been offered bespoke training sessions on the Code of Conduct by the Monitoring Officer, and encouragement and support to adopt their own local resolution procedures. In addition, the Monitoring Officer meets quarterly with the Clerks of the Community Councils to advise and support them on dealing with any Code of Conduct issues.
8. On receiving the Independent Review Report, in October 2021, the Welsh Government's Minister for Finance and Local Government issued a written statement saying that 'I will be considering the recommendations to amend the Model Code of Conduct in the short term. Any legislative change will be subject to a technical consultation. Action to address other recommendations will be taken forward in partnership with key stakeholders in the medium to longer term.'

Legal Implications

9. Relevant legal provisions are set out in the body of the report.

Financial Implications

10. The body of the report refers to the potential impact on resources of the proposals arising from the review. Any additional costs arising from new duties would need to be determined and supported by an identified source of funding.

RECOMMENDATION

The Committee is recommended to note the information set out in the report and the Independent Review Report (**Appendix A**); and provide any appropriate comments.

Davina Fiore

Director of Governance and Legal Services and Monitoring Officer

3 February 2022

Appendices

Appendix A – Independent Review of the Ethical Standards Framework in Wales,
[Local Government Ethical Standards framework: review | GOV.WALES](#)

Background papers

Welsh Government Written Statement: [Written Statement: Review of the Ethical Standards Framework for Wales \(14 October 2021\) | GOV.WALES](#)

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

PREPARATION FOR LOCAL ELECTIONS 2022**Reason for this Report**

1. To enable the Committee to consider arrangements being made to promote and maintain standards of conduct in preparation for the May 2022 local government elections.

Background

2. The Standards and Ethics Committee has statutory responsibility for the promotion and maintenance of high standards of conduct by the Members (and Co-Opted Members) of the authority, and assisting Members to observe the Members' Code of Conduct. The Committee also has statutory responsibility for advising and training (or arranging to train) Members on matters relating to the Members' Code of Conduct (under section 54 of the Local Government Act 2000, and reflected in the Committee's terms of reference).
3. In line with a Council resolution (carried in March 2021, minute number 165), the Committee has developed a Members' Social Media Code of Principles ('Members' Social Media Code'), which aims to assist Members to comply with their duties under the Members' Code of Conduct when using social media. The Members' Social Media Code been adopted by Council and is annexed to the Code of Conduct, enshrined within Part 5 of the Constitution.
4. The Committee meets annually with political group leaders and whips to discuss issues relating to Member conduct. At the last meeting, in October 2021, one of the topics which was discussed was the wish for all election candidates (including those who are already Councillors) to operate on a level playing field. Concerns were expressed that those who are already elected Councillors are bound by the Members' Code of Conduct and its requirements, for example to treat others with respect, whereas election candidates who are standing against them, are not bound by the Code of Conduct and may therefore exaggerate for effect or misrepresent some facts. It was suggested and agreed by the Group Leaders present that they would make their party candidates aware of the provisions of the Members' Code of Conduct and the

Members' Social Media Code, and ask them to comply with them to ensure a fair and honest election takes place. It was also agreed that the Chair of the Standards and Ethics Committee would write to all election candidates to reiterate this request.

Issues

Members' Training and Development

5. Following the Local Government Elections in 2022 there will be a number of new and returning Elected Members. To support the effective governance arrangements of the Council, enable the newly elected councillors to undertake the variety of roles they are expected to carry out and to integrate them quickly into the Council following their election, a Member Induction Programme 2022 is being developed by the Democratic Services Committee.
6. The draft Outline Member Induction Programme 2022 ('the Programme') considered by the Democratic Services Committee at its last meeting, on 24th January 2022, is attached at **Appendix A** for Members' information.
7. Members will note that the first session of the draft Programme is a 'Welcome and Introduction' for all new and returning Councillors, to be delivered by the Chief Executive, Director of Governance and Legal Services and Monitoring Officer and (if available) the Chair of the Standards and Ethics Committee. This session (to be repeated) is to include the following:
 - Role of Councillors
 - Member/ Officer relationship;
 - Values of the Council;
 - Headline issues for the Council;
 - Aims of the session.

Members will also be advised on the requirements relating to registration of personal interests (Members' Register of Interests), and the Deputy Monitoring Officer and staff will be on hand to provide advice and assistance.

8. Within Phase 1 of the Programme (during the first week following the elections), Members will note there is also a 'What Councillors Need to Know' session (to be repeated), which is mandatory for all newly elected and experienced (returning) Members. These sessions will include:
 - Councillor's Code of Conduct; Ethical Standards and Interests;
 - Role of Standards & Ethics Committee
 - Governance structure & Decision-Making;
 - Overview of statutory responsibilities for data protection and handling information safely and compliance with data protection and FOI legal obligations;
 - Member Safeguarding Protocol;
 - Use of Social Media;
 - Where to go for advice and further information.

9. Within Phase 2 of the Programme, 'Core Functions', to be delivered during the period 27th May to 7th October 2022, Members will note that there is an Equalities and Diversity Workshop, which is to be repeated and is proposed to be made mandatory for all Elected Members. These sessions are to include:
 - Awareness of Equality and Diversity responsibilities, positive actions and hidden barriers.
 - Looking at the Protected Characteristics - age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
 - Discrimination - direct, indirect, associative and perceptive discrimination, disability discrimination and pregnancy and maternity discrimination.
 - Other Prohibited Conduct – hate crime; victimisation, stereotyping, prejudice, bullying and how to report incidents.
 - Micro-aggressions
 - Unconscious Bias.
10. Members will note that there is also an E-Learning module on Equality and Diversity, available on the All Wales E-Learning Portal, which is being developed with the WLGA. The Head of Democratic Services has advised that the E-Learning module is to be categorised as 'Recommended' and may be used as a stepping stone to the full session and used as a standalone module for any Members elected in a subsequent by-election.
11. The Head of Democratic Services has also confirmed that an Unconscious Bias Online Module is available on the Cardiff Academy for all Elected Members and officers.
12. The draft Programme is currently being finalised by the Head of Democratic Services in consultation with all Directorates of the Council. The Programme will also need to include training for group leaders, deputies and whips on the new duty on group leaders to promote and maintain high standards of conduct by members of their groups, which may cover topics such as mediation skills, conflict resolution and dealing with difficult people/situations.
13. Practical arrangements for the sessions will be decided nearer to the date, having regard to any Covid restrictions in force at that time.

Conduct of Election Candidates

14. As noted in paragraph 4 above, at the Committee's meeting with political group leaders and whips held in October 2021, the Chair agreed to write to all election candidates to explain the standards of conduct required of elected Members (under the Members' Code of Conduct, including the Members' Social Media Code) and ask them to comply with those standards, in the interests of ensuring a fair and honest election. A draft letter to be sent to all candidates is attached as **Appendix B**.
15. Members should note that whilst the Chair may make this request, on behalf of the Standards and Ethics Committee, to all candidates, whether they are existing Members or not, the duties under the Members' Code of Conduct are

only legally enforceable against elected and co-opted Members of the Council. The Ombudsman's advice around candidates is that any non-serving councillor's conduct would be a matter for the Electoral Commission. However, if elected, it could come within the Ombudsman's remit should any inappropriate social media content remain 'ongoing', and they change their profile to include their Member/Council role.

Legal Implications

16. Relevant legal provisions are referred to in the body of the report.

Financial Implications

17. There are no direct financial implications arising from this report.

RECOMMENDATION

The Committee is recommended to:

- 1) Note the information set out in the report and appendices; and
- 2) Provide any appropriate comments.

Davina Fiore

Director of Governance and Legal Services and Monitoring Officer

3 February 2022

APPENDICES

Appendix A Draft Outline Member Induction Programme 2022

Appendix B Draft letter to Candidates from Standards and Ethics Committee Chair

Background papers

Democratic Services Committee report, 'Updated Proposals – Draft Outline Member Induction Programme 2022', 24th January 2022

City & County of Cardiff

Draft Outline Member Induction Programme

2022



Contents

1.	Welcome and Introduction (Repeated Session)	4
2.	Getting to Grips with your IT (Repeated Sessions).....	5
3.	Orientation of Council facilities (Repeated Session)	5
4.	What Councillors need to know. (including Code of Conduct and how Complaints about councillors are dealt with) (Repeated Sessions).....	5
5.	Council Decision Making, Meeting Procedures and Participation (Repeated sessions)	5
6.	Members Personal Safety and Security Briefing.....	6
7.	The Member Enquiries Service and Casework.....	6
8.	City Tour (Repeated Session).....	6
9.	Meeting of Group Whips and Deputies	6
10.	Questioning Skills Training for Members (Repeated Session).....	7
11.	Preparing for the Annual Meeting of Council (Repeated Sessions)	7
12.	Planning for Members and Role of Planning Committee (Repeated Session).....	7
13.	Introduction to Scrutiny (Repeated Session)	8
14.	Cabinet Induction.....	8
15.	Information Governance & Data Protection Workshop (Repeated Session).....	8
16.	Chairing Skills	8
17.	Licensing Committee / Public Protection Committee Induction.....	9
18.	Governance & Audit Committee Induction.....	9
19.	Planning Committee Induction	10
20.	Safeguarding	10
21.	Corporate Parenting	11
22.	Community Leadership.....	11
23.	Corporate Policy and Performance.....	11
24.	Welsh Language and the Council's Welsh Language Standards	11
25.	One Planet Cardiff	12
26.	Equalities and Diversity Workshop (Repeated Session).....	12
27.	Corporate Parenting Advisory Committee Induction	12
28.	Local Government Finance.....	12
29.	Education Matters.....	12
30.	Neighbourhood Management Familiarisation of areas & services	13
31.	Child Friendly Cardiff	13
32.	Biodiversity and Natural Resources.....	13
33.	Regeneration across the City.....	13
34.	Social Housing and Section 106.....	13
35.	The Replacement Local Development Plan.....	13

36. Recovery following the Pandemic.....13
37. PREVENT.....13
38. Other Learning opportunities14
39. E-Learning.....14
40. WLGA Councillor Workbooks for Personal Development.....14

DRAFT

Phase 1 Administration (9 – 13 May 2022)

1. Welcome and Introduction (Repeated Session)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<i>Mandatory</i>	<i>Mandatory</i>

This event is our welcome event for all new and returning Councillors. This is an important session where you will sign your Acceptance of Office of Councillor and meet the Chief Executive; Statutory Officers and the Senior Management team.

Welcome from Chief Executive, Mr Paul Orders, Director Governance & Legal Services, Davina Fiore and Chair of Standards & Ethics Committee.

- Role of Councillors
- Member/ Officer relationship;
- Values of the Council;
- Headline issues for the Council;
- Aims of the session.

Individual signing of Acceptance of Office

The Chief Executive/Director Governance & Legal Services & Monitoring Officer will be in Committee Room 2. Councillors will be allocated a timeslot at the Welcome desk. Councillors must sign the Acceptance of Office before acting as a councillor and attending the first Full Council meeting.

Declaration of Interests advice.

All Councillors must register their disclosable interest in the Register of Interests within 28 days. The Deputy Monitoring Officer and officers will be on hand to provide advice and assistance to Councillors to complete this documentation.

Official Photographs - which you need to have taken for the Council's website and Council ID badge are being taken in the Riverside Lounge. Your Member Support Officer will be on hand to direct you.

IT Offer for Councillors - including a laptop or tablet and mobile phone will be available for demonstration and for you to choose the offer that suits your needs. Information on the offer will be in your welcome pack in preparation for this session. Returning Members will be able to keep their current IT equipment provided it meets current standards and if they wish to do so.

Services Market Place

This is an opportunity for you to meet all the service directors and some of their teams to find out more about the services we provide and Corporate Plan initiatives and programmes and to discuss their areas of work and pick up information.

2. Getting to Grips with your IT (Repeated Sessions)

New Councillors will be allocated a time slot convenient to them at the Induction event to receive the IT policy guidance and an overview of their IT device/s; and the opportunity to collect and sign for their equipment. Further slot can be arranged on Thursday and Friday in accordance with the Councillor availability.

3. Orientation of Council facilities (Repeated Session)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	Mandatory	Mandatory

For those not familiar with County Hall our Members Services will be available to show Councillors facilities in County Hall. You can also meet your Members Support Officer and receive your ID badge; discuss Business cards; Ward Surgery requirements and understand the support services available to Councillors.

4. What Councillors need to know. (including Code of Conduct and how Complaints about councillors are dealt with) (Repeated Sessions)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	Mandatory	Mandatory

These sessions will cover:

- Councillor's Code of Conduct; Ethical Standards and Interests;
- Role of Standards & Ethics Committee
- Governance structure & Decision-Making;
- Overview of statutory responsibilities for data protection and handling information safely and compliance with data protection and FOI legal obligations;
- Member safeguarding protocol;
- Use of social media;
- Where to go for advice and further information.

5. Council Decision Making, Meeting Procedures and Participation (Repeated sessions)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	Mandatory	Mandatory

The session will provide an opportunity for Elected Members to understand and practice remotely joining and effectively participating in Multi-location meetings

6. Members Personal Safety and Security Briefing

Presentation to include:

- Minimising Personal Safety Risks
- Use of Peoplesafe – Lone Working application for your mobile phone
- The Alert System

7. The Member Enquiries Service and Casework

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<i>Mandatory</i>	<i>Mandatory</i>

This session will provide information on the Members Enquiries Service and how enquiries can be logged to assist you to manage your casework.

Phase 2 Essentials (16 - 25 May 2022)

8. City Tour (Repeated Session)

This is an opportunity for Councillors to visit strategic locations and sites in the Council boundary to get a feel for development; strategic infrastructure and service provision across the city.

City Tour Itinerary

- Porth Teiger & Inner Harbour
- International Sports Village
- Mount Stuart Square
- Dumballs Road & Brains Brewery
- The Tramshed
- Central Square
- Cardiff University- Innovation Campus & Park Place
- Capital Quarter & Callaghan Square
- Return to County Hall

9. Meeting of Group Whips and Deputies

First of monthly meetings with Party Group Whips.

The Chief Whip and Party Group Whips are important links between the Council; their party group and opposition party groups.

Group Whips are asked to attend monthly meetings to discuss the arrangements for business at the Council; nominations for Committees & Outside Bodies; general procedural and behaviour issues; consultations; and external development opportunities.

10. Questioning Skills Training for Members (Repeated Session)

This will be a practical “workshop” skills session to give Members the chance to consider some questioning strategies from scenarios, and group working.

11. Preparing for the Annual Meeting of Council (Repeated Sessions)

This session will prepare Councillors on what to expect at the first meeting of full Council and will allow Councillors to familiarise themselves with the Council Chamber; layout and the equipment used; provide a briefing on webcasting.

Members will receive the Cardiff Undertaking and be made aware of their responsibilities when signing and affirming their commitment to the Undertaking at Full Council.

To receive a brief overview of reports that will be considered at the Full Council meeting. The Annual Council as the first Council of the year will deal with the following business:

- Election of Lord Mayor & appointment of Deputy Lord Mayor
- Confirmation of the Membership of Council;
- Declaration of commitment to the Cardiff Undertaking
- Election of Leader and Cabinet
- Members Remuneration
- Establishment of Standing Committees of Council; allocation of seats and appointments to Committees;
- Appointments to Outside Bodies
- Calendar of meetings.

12. Planning for Members and Role of Planning Committee (Repeated Session)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Committee Members</i>
<i>Legislative/Constitutional</i>	<i>Beneficial</i>	<i>Mandatory</i>

This 2 hour training session is designed to give you a good understanding of how to effectively engage with the numerous aspects of the Planning function. Importantly, it will help you understand the key ‘do’s and don’ts’ with regard to relevant procedures and codes of practice.

The session will cover the following aspects:

- The role of Planning
- The Cardiff Planning Service
- How key functions operate
- Members Planning Code of Good Practice
- Planning Committee Procedure Rules
- Practicalities- How to engage
- Questions/discussion

13. Introduction to Scrutiny (Repeated Session)

This session will:

- introduce Councillors to Scrutiny and the Scrutiny Team in Cardiff.
- explain the role of a Scrutiny Councillor.
- provide information on support to Scrutiny Members.
- Types of Scrutiny.
- Work programming.
- What happens at a Committee meeting.

14. Cabinet Induction

To provide the Cabinet with an understanding of their individual and collective roles and responsibilities.

15. Information Governance & Data Protection Workshop (Repeated Session)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<i>Mandatory</i>	<i>Mandatory</i>

This session is for all members and will provide an understanding of:

- What Information Governance is?
- Information Governance responsibilities
- The Data Protection Act
- Information Security
- Freedom of Information Act
- Records Management
- Guidance and support
- Your Role as a Data Controller
- Where to get advice and further information.

Phase 3 Core Functions (27 May – 7 October 2022)

16. Chairing Skills

Chairing skills for councillors: An interactive workshop covering the key skills required to chair meetings effectively. This provides councillors with some examples of good practice and encourages them to consider their own performance as chairs or vice chairs.

17. Licensing Committee / Public Protection Committee Induction

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Committee Members</i>
<i>Legislative/Constitutional</i>	<i>Beneficial</i>	<i>Mandatory</i>

This session is mandatory for members of the Licensing Committee and Public Protection Committees and their Sub-Committees and because of the potentially serious consequences of decisions being made which may not comply with the law and procedure members will not be able to sit on the Committee and take part in decision making until the training is completed. The session will:

- Provide an overview of licensing laws.
- An understanding of licensing issues.
- Awareness of points to watch and case studies.
- Compare different types of applications that will need to consider at meetings.
- Give Councillors more detailed understanding and more confident outlook when dealing with all licensing matters.
- Ensure Councillors are in a position to take decisions and avoid any challenge on the basis of bias.
- Where to get advice and further information.

18. Governance & Audit Committee Induction

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Committee Members</i>
<i>Legislative/Constitutional</i>	<i>Beneficial</i>	<i>Mandatory</i>

This session will provide members of the Governance & Audit Committee with an outline of:

- the fundamental roles and responsibilities of the Governance & audit committee;
- the Internal Audit Plan and audit recommendations;
- the mechanics of committee business;
- Risk Management processes;
- Treasury Management;
- Internal and external auditor protocols;
- Governance and Assurance;
- Self-assessment.
- Where to get advice and further information

19. Planning Committee Induction

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Committee Members</i>
<i>Legislative/Constitutional</i>	<i>Beneficial</i>	<i>Mandatory</i>

This session is essential to ensure that the Council's Planning Committee functions in full accordance with relevant procedures, codes of practice and guidance and because of the potentially significant consequences of decisions being made which may not comply with the law and procedure members will not be able to sit on the Committee and take part in decision making until the training is completed. Importantly, it will help you understand the key 'do's and don'ts' and will also give you a good overview of the numerous aspects of the Planning function. There will be opportunities for discussion, numerous breaks and lunch will be provided with the format as follows:

Morning Session:

- The role of Planning
- The Cardiff Planning Service
- How key functions operate
- Members Planning Code of Good Practice
- Planning Committee Procedure Rules
- Practicalities- How to engage
- Questions/discussion

Afternoon Session:

- Presentation by
- Planning Committee 'dry run'
- Discussion- Key material factors

20. Safeguarding

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<i>Mandatory</i>	<i>Mandatory</i>

This is a mandatory session relating to the importance of safeguarding children and vulnerable adults. The session will cover the following objectives:

- To increase knowledge and awareness and the ability to act on concerns about the safety and welfare of adults and children
- To understand the Corporate Safeguarding Policy and share the good practice currently in place
- Understand the indicators of abuse

- Explore the impact of abuse and neglect on adults and children and how to support them
- To develop an understanding of reporting procedures
- Develop a knowledge of the current Safeguarding legislation here in Wales

21. Corporate Parenting

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	Mandatory	Mandatory

This is a mandatory session which aims to provide an understanding of the:

- Role of a Corporate Parent
- The difference between Corporate Parenting and Safeguarding
- Abbreviations, acronyms and other terminology used in respect of Corporate Parenting
- Corporate Parenting Strategy
- Corporate parenting arrangements of the Council including the makeup of the Key staff, services and partners delivering support to Children Looked After
- The role of Corporate Parenting Advisory Committee (CPAC)

22. Community Leadership

Being a community leader can mean many things this session will assist you to better understand your role to:

- Ensure that everyone has a say including the hard to reach or the disinterested.
- Making sure that the council is aware of the needs of people in your community.
- Empowering your community to support itself.
- Working to enable the council and local people to work together to get things done.

23. Corporate Policy and Performance

To provide elected members with an understanding of the:

- Wellbeing and Future Generations Act
- Socio-economic duty
- Council's Performance Management Framework

24. Welsh Language and the Council's Welsh Language Standards

Local authorities in Wales have a statutory duty to comply with their Welsh language standards which explain how they as an organisations should use and support the Welsh language. The 'Welsh Language Standards' ensures that the Welsh language is treated no less favourably than English in all Council services.

This session will make you aware of those Welsh language standards which you are expected to comply with in your various roles.

25. One Planet Cardiff

To provide an understanding of the Council's vision for a Carbon Neutral City by 2030. One Planet Cardiff is a strategic response to the climate emergency. Climate Change is already shaping our lives. We are living in a climate emergency with stark warnings and evidence globally that urgent action is needed if we are to avert the dangers ahead. Our [One Planet Cardiff Strategy](#) proposes a wide range of ambitious actions that will begin to form the basis of a delivery plan to achieve Carbon Neutrality. It aims to do this in a way that supports new green economies and greater social wellbeing in the city.

26. Equalities and Diversity Workshop (Repeated Session)

The Aims of the workshop include:

- Awareness of Equality and Diversity responsibilities, positive actions and hidden barriers.
- Looking at the Protected Characteristics - age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- Discrimination - direct, indirect, associative and perceptive discrimination, disability discrimination and pregnancy and maternity discrimination.
- Other Prohibited Conduct – hate crime; victimisation, stereotyping, prejudice, bullying and how to report incidents.
- Micro-aggressions
- Unconscious Bias

27. Corporate Parenting Advisory Committee Induction

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Committee Members</i>
<i>Legislative/Constitutional</i>	<i>Beneficial</i>	<i>Mandatory</i>

Committee Member Induction to include an overview; updated on Annual report and Work Programming

28. Local Government Finance

- Where Council gets its funding & how it is spent;
- Budget setting Medium Term Financial Plan;
- Understanding Capital Budget;
- Where to go for advice.

29. Education Matters

School Admissions policies and procedures; and other key Education Matters

30. Neighbourhood Management Familiarisation of areas & services

'Solving Local Problems in Partnership" to cover neighbourhood partnerships and hubs

31. Child Friendly Cardiff

Cardiff is the first city in Wales to participate in the UK for UNICEF (UNICEF UK)'s national [Child Friendly Cities](#) and Communities initiative. Our ambition is for Cardiff to be recognised as a Child Friendly City (CFC): a city with children and young people at its heart, where the rights of children and young people are respected by all, a great place to grow up. This session will assist you in understanding what the council is doing to become a Child Friendly City and how you can assist the achievement of this objective

32. Biodiversity and Natural Resources

This was identified from a scrutiny recommendation. Following initial discussions with the Head of Planning to support the use of external facilitators Natural Resources Wales and Wildlife Trust to support the wider requirements, with internal support being provided to provide the Council's perspective and activities.

33. Regeneration across the City

Details to be determined

34. Social Housing and Section 106

Details to be determined

35. The Replacement Local Development Plan

Details to be determined

36. Recovery following the Pandemic

Details to be determined

37. PREVENT

This session is to provide Elected Members with increased confidence in the local implementation of Prevent including safeguarding, early intervention, prevention and the intervention processes. Outcomes include a better understanding of:

- The Prevent Strategy and legislation
- Prevent & Violent extremism: what does this mean? what does it look like?
- Identifying risk and vulnerabilities in individuals
- The range of extremist ideologies present across the city
- How to make a referral

38. Other Learning opportunities

The following are a list of additional learning topics which may be added to the 2022-23 Member Development Programme

- a. Becoming a Dementia Friend
- b. Fraud Awareness

Other Learning (Individual)

39. E-Learning

The following topics are available on the All Wales E-Learning Portal which is being developed with the WLGA.

- Ethics and Standards
- Introduction to Planning
- Planning for Planning Committee members
- Be an Effective Chair
- Well-being of Future Generations Act
- Effective Scrutiny
- Local Government Finance
- Social media
- Respect not Stress (Managing stress and coping with bullying and harassment)
- Social Services and Wellbeing (SSWB) Act
- Introduction to Licencing
- Introduction to Audit and Risk.
- Corporate Parenting*
- Safonau'r Gymraeg/Welsh Language Standards
- Equality and Diversity
- Get your message across (Public speaking and working with the media)
- Safeguarding, adults, children and young people
- Violence against women domestic abuse and sexual violence
- Community Leadership and Casework
- Time, work and wellbeing

There are a number of E-Learning modules available on the Cardiff Academy including:

- Cyber Security

40. WLGA Councillor Workbooks for Personal Development

These workbooks are designed as an introduction or a refresher to key knowledge areas for councillors which can be used as and when members need the information. They cover a broad range of generic skills as well as specific issues and service and or policy areas and their impact at ward level.

Some of the workbooks have been developed specifically for Councillors in Wales by the WLGA from those provided for members in England by the LGA. Others are new publications written specifically for a Welsh audience.

The workbooks currently available are:

- [NEW: Stress Management and Personal Resilience](#)
- [Corporate Parenting](#)
- [Safeguarding Adults](#)
- [Child Sexual Exploitation](#)
- [Presentations from regional training sessions for Elected Members on their responsibilities towards Gypsies and Travellers](#)
- [Chairing Skills](#)
- [Facilitation and Conflict Resolution](#)
- [Handling Casework](#)
- [Health and Safety in the Council](#)
- [Influencing Skills](#)
- [Making Sustainable Decisions](#)
- [Scrutiny of Finance](#)
- [The Effective 'Ward' Councillor](#)

DRAFT

This page is intentionally left blank

Dear Candidate

MEMBERS' CODE OF CONDUCT & SOCIAL MEDIA CODE OF PRINCIPLES

I am writing to you on behalf of the Council's Standards and Ethics Committee, which has statutory responsibility for promoting and maintaining high standards of conduct within the Council. The purpose of this letter is to make you aware of the standards of conduct required of all those who are successfully elected to the office of Councillor.

High standards of conduct are essential to maintain public trust and confidence in local democracy. The standards required of Councillors, based on the principles of public life first set out by Lord Nolan in 1995, are found in the statutory Members' Code of Conduct - [Members Code of Conduct.pdf \(moderngov.co.uk\)](https://www.moderngov.co.uk/legislation/members-code-of-conduct)

Among other things, the Code requires members to show respect and consideration for others, not to discriminate against, bully or harass people or disclose confidential information, to declare conflicts of interest and relevant gifts or hospitality, not to misuse Council resources and not to conduct yourself in a manner which could reasonably be regarded as bringing the Council into disrepute.

Whilst caselaw makes clear that robust political debate and freedom of expression must not be censored, the Standards and Ethics Committee wishes to reiterate the importance of maintaining high standards, and the consideration which should be given to power imbalances which exist in society.

Any complaint that a Member has failed to comply with the Members' Code of Conduct may be investigated by the Public Services Ombudsman for Wales, and if a Member is found to have breached the Code, a number of sanctions may be imposed, including suspension and, for the most serious breaches, disqualification from the office of Councillor.

Social media has become a common feature in many misconduct complaints, as it is now routinely used by many Councillors to engage with their communities, and presents particular opportunities and challenges. The Council has, therefore, developed a Members' Social Media Code, which aims to help Members to comply with their duties under the Members' Code of Conduct - [Annex 1 - Members Social Media Code of Principles.pdf \(moderngov.co.uk\)](https://www.moderngov.co.uk/legislation/annex-1-members-social-media-code-of-principles) This provides that:

- Members should treat everyone with respect and consideration. Whilst legitimate criticism is part of democratic accountability, criticism should be fair, constructive and courteous, and Members should not post comments which may be regarded as malicious, aggressive, disrespectful or bullying.
- Members' comments should treat everyone equally, without discrimination, in particular, against groups with 'protected characteristics' under equality laws (ie. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation) or Welsh language speakers.
- Members are expected to participate in robust political debate, but should refrain from making, or acting in any way which encourages, unfair or inaccurate public criticisms of the authority or its councillors or officers doing their jobs. Policies may be criticised, without making unnecessary personal comments.
- Members' comments should reflect views which they honestly hold. They should refrain from making misleading comments.

- Information given should be factually correct and not misleading. Members should make all reasonable efforts to verify the factual accuracy of the information they post.
- Members should be accountable for their comments, including 'liking' or sharing comments made by others, and are also responsible for making all reasonable efforts to monitor and edit any third-party comments made via their platforms.
If a Member engages a personal assistant (or any other third party) to manage a social media account and or post social media comments or responses on their behalf, the Member must make them aware of the contents of this Code of Principles, and make all reasonable efforts to ensure they fully understand, and are committed to adhering to it.
- Members should try to make sure they have sufficient information about a subject before commenting on it and make all reasonable efforts to fully read and understand the substance of information before they 'like' or share it.
- Members should openly identify themselves as a Councillor and should not post anonymous comments or use false accounts. For the avoidance of doubt, this does not prevent Members from posting comments on community pages, as long as the Member is openly identifiable.
- Members must take care to avoid disclosing any confidential, exempt or personal information, without clear authorisation or consent from any individuals concerned.

You'll note that both the Members' Code of Conduct and the Members' Social Media Code are incorporated in the Council's Constitution, published online. Training on these important issues will be provided for all successfully elected Councillors following the elections.

The Committee is asking all candidates, whether they are already Councillors or not, to adhere to the provisions of the Members' Code of Conduct and the Members' Social Media Code, in the interests of upholding the principles of public life and ensuring a fair and honest election.

YF

Chairperson
Standards and Ethics Committee
Cardiff Council

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

MEMBER BRIEFING

Reason for this Report

1. To enable the Committee to consider the content of its next Member Briefing and approve arrangements for the Briefing to be finalised and issued.

Background

2. In line with recommendations made by the Wales Audit Office Corporate Assessment Follow-On Report (2016), the Standards and Ethics Committee has agreed to publish periodic Member Briefings on the work of the Committee. The aim of the Briefings is to underline the importance of the Cardiff Undertaking and Member conduct and behaviour, and provide relevant guidance as necessary.
3. The Committee issued its first Member Briefing in 2016 and has issued one or two briefings each year since then. The Committee has taken the view that the presentation of the Committee's Annual Report each year serves a similar purpose and that briefings shall be issued as and when appropriate, rather than at specified intervals. The last Member Briefing was issued in May 2021; and the Committee's Annual Report was presented to Council in October 2021.

Issues

4. The Committee is invited to consider issuing its next Member Briefing and to provide comments on topics to be included. Suggested contents include:

Chair's Foreword

- To thank Members for their commitment to maintaining high standards of conduct; and acknowledge the pressures arising from the ongoing Covid pandemic and adoption of new working arrangements. To emphasise the importance of maintaining high standards of conduct as political pressures intensify in the lead up to the local government elections. The Chair also wishes to note that the Calver case sets a clear precedent for what constitutes robust political debate and freedom of expression, which must not be censored, but wishes to reiterate the importance of maintaining

high standards, and the consideration which should be given to power imbalances which exist in society, and to appreciate that, in good faith, all Members seek to do their best for those who have elected them.

Committee Membership

- To outline changes to the Committee's membership and election of a new Chair and Vice-Chair, and introduce the two new Independent members.

'The Cardiff Undertaking'

- To note that all Members are asked at the Annual Council meeting each year to publicly affirm their commitment to the Cardiff Undertaking, which has been amended to strengthen the commitments regarding treating all people equally and with respect, and to include a commitment to complying with the Members' Safeguarding Protocol.

Members' Social Media Code

- To note that social media comments continue to feature frequently in Member conduct complaints; and remind Members of the Codes developed by the Standards Committee, in line with the March 2021 Motion of Council, and adopted by full Council in October 2021.

New duties for Group Leaders and Standards Committees

- To remind Members of the new statutory duties in relation to standards of conduct which are placed on political group leaders and Standards Committees under the Local Government and Elections Act 2021; and outline the arrangements being made to support compliance.

Ombudsman's Guidance on Code of Conduct (Revised)

- To remind Members that the Ombudsman's guidance has been updated (in May 2021) following consultation, and provide links to the revised guidance, including the separate guidance for community councillors.

Observation of Meetings

- To note that independent members of the Committee continue to attend meetings of Council, Cabinet, Committees and Community Councils, to observe standards of conduct and provide feedback, which has been well-received.

Meeting with Cardiff Group Leaders and Whips

- To report that the Committee held its annual meeting with group leaders and whips in October 2021 and discussed the new statutory duties placed on group leaders in relation to promoting and maintaining high standards of conduct; and suggestions with regard to training. To highlight key points from that discussion, in particular, the agreement that conduct during the election campaign could be improved through wider promotion of the expectations of the Code of Conduct (and Social Media Code) to candidates. To note that group leaders have agreed to make their party candidates aware of the expected standards of conduct, and that the Chair of the Standards and Ethics Committee also intends to write to all candidates to reinforce this message.

Member Conduct Complaints

- To report on the number of complaints received during the first three quarters of 2021/22 and provide an overview of the outcomes.

Local Resolution Protocol

- To confirm that the local resolution protocol continues to provide a helpful process for resolving Member disputes in a timely and proportionate way.
- To report that 1 complaint made in 2021 was referred to a formal Hearings Panel hearing, held in January 2022. The Panel found no breach of the Code but made a general recommendation to the Member concerned.
- To encourage Members to raise any genuine complaints under the Local Resolution Protocol, but be mindful of the right to freedom of expression and the higher level of protection afforded to political expression (as confirmed in the High Court judgement in the case of Calver, 2012)
- To encourage Community Councils to adopt their own local resolution protocols, using the model developed by One Voice Wales in consultation with the Ombudsman.

Community Councils

- To note that the Monitoring Officer continues to hold quarterly meetings with Community Council Clerks to provide advice and support in relation to conduct issues.
- To report that Committee members continue to observe Community Council meetings and have provided constructive feedback, which has been well received.
- To reiterate that Community Councillors are welcome to attend Standards and Ethics Committee meetings (and provide appropriate details).

Review of Ethical Standards Framework

- To note that the independent review of the ethical standards framework in Wales concluded that the current arrangements are fit for purpose, but made a number of recommendations for change, and to outline key recommendations, and the Committee's consideration of these (Agenda item 9 of the current meeting).

Exit Survey

- To note that the Members' Survey, being conducted in February / March 2022 to seek Members' views as they approach the end of their current term of office, includes several questions about any experiences of unacceptable behaviours, in a similar format to the 2017 Exit Survey, in order to facilitate a direct comparison of the results. To encourage all Members to fully complete the survey so that the Committee may consider any concerns raised and the effectiveness of measures implemented during this administrative term.

Gifts and Hospitality

- To remind Members that the Committee routinely reviews the Register of Members' Gifts and Hospitality; and reiterate the importance of promptly, within 28 days of receipt, registering any gifts or hospitality with an estimated value over £25.

Training and Development

- To note that mandatory Code of Conduct training, suitable for all Members, both newly elected and experienced Members, is included in the Member Induction Programme to be delivered following the May 2022 elections.
- To invite Members to contact the Monitoring Officer if there are any specific conduct issues they would like further training or advice on.

Advice

- To confirm that advice on any conduct issue is available from the Monitoring Officer or her Deputy (with contact details)

Feedback or Further information

- To invite feedback.
- To inform Members that they can contact the Standards and Ethics Committee Chair directly (and provide contact details)

5. It is proposed that the Member Briefing should be issued to all Members of Cardiff Council and Cardiff's six Community Councils. The Committee may also wish to consider issuing the Briefing to candidates in the forthcoming elections, along with the letter to be sent to candidates by the Chair in relation to standards of conduct.

Legal Implications

6. There are no direct legal implications arising from this report.

Financial Implications

7. There are no direct financial implications arising from this report.

RECOMMENDATION

The Committee is recommended to:

- 1) Provide comments on the contents of the Member Briefing, as set out in the report;
- 2) Delegate authority to the Monitoring Officer, in consultation with the Chair, to finalise the Briefing, having regard to comments provided by Members of the Committee; and
- 3) Instruct the Monitoring Officer to issue the finalised Member Briefing to all Members of Cardiff Council and Cardiff's six Community Councils, and also, if considered appropriate, to candidates in the forthcoming local government elections.

Davina Fiore

Director of Governance and Legal Services and Monitoring Officer

3rd February 2022

Background papers

Standards and Ethics Committee report, 'Member Briefing', 9 December 2020.



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

WORK PROGRAMME 2021 - 22

Reason for this Report

1. To consider the Committee's Work Programme and agree the items for consideration by the Standards and Ethics Committee in 2021/22

Background

2. The Standards and Ethics Committee's Terms of Reference set out the remit of the Committee to monitor, review and advise on matters relating to the Ethical code; Members Code of Conduct; matters of governance and probity; and compliance of Members in completing the essential Code of Conduct session.
3. To enable the Committee to fulfil its role an annual work plan is developed to reflect the Council's Annual Governance Statement; give consideration to standard monitoring reports; and any issues arising from the Committee's work in promoting high standards of conduct and managing complaints. The views of this Committee assist in the development of an ongoing work programme.

Issues

4. Attached **as Appendix A** is the Work Programme for 2021/22 which reflects ongoing priorities and standard reports and the frequency of reporting. The Committee is invited to review the plan taking into account available resources, and add or remove items and agree the frequency of reporting.

Legal Implications

5. There are no direct legal implications arising from the content of this report. However, the Committee is reminded of its statutory role contained in the extract from the Local Government Act 2000 set out below which should be considered alongside its terms of reference when setting the Work Programme:

54 Functions of standards committees

(1) *The general functions of a standards committee of a relevant authority are--*
(a) promoting and maintaining high standards of conduct by the members and co-opted members of the authority, and
(b) assisting members and co-opted members of the authority to observe the authority's code of conduct.

(2) *Without prejudice to its general functions, a standards committee of a relevant authority has the following specific functions—*
(a) advising the authority on the adoption or revision of a code of conduct,
(b) monitoring the operation of the authority's code of conduct, and
(c) advising, training or arranging to train members and co-opted members of the authority on matters relating to the authority's code of conduct.

6. The Committee has the same statutory functions in relation to Community Councils and Community Councillors as it has in relation to the County Council and County Councillors (pursuant to section 56(1) of the Local Government Act 2000).

Financial Implications

7. There are no direct financial implications arising from this report.

RECOMMENDATION

The Committee is recommended to consider the Work Programme as set out in **Appendix A**, and, taking into account its terms of reference and available resources, to agree with the Director of Governance and Legal Services and Monitoring Officer any amendments and how it wishes to progress the various items or topics contained therein.

Davina Fiore
Director of Governance and Legal Services and Monitoring Officer
28 January 2022

Appendix

Appendix A Work Programme 2021 - 22

Background Papers

Standards & Ethics Committee report, Work Programme 2021/22, October 2021

STANDARDS AND ETHICS COMMITTEE – WORK PROGRAMME – 2021/22

APPENDIX A

TOPIC	OBJECTIVE/OUTCOME	WHO IS RESPONSIBLE?	PRIORITY	STATUS	REPORT TO COMMITTEE
(1) Gifts and Hospitality	To monitor and review the acceptance of gifts and hospitality by Members (annually).	Monitoring Officer	Medium	Scheduled	ON AGENDA
(2) Code of Conduct Complaints	To receive information on complaints made against Members of the Council alleging breaches of the Code of Conduct (quarterly).	Monitoring Officer	Medium	Ongoing	ON AGENDA
(3) Member Briefings	To publish Member Briefings on the work of the Committee and member conduct issues	Chair / Monitoring Officer	Medium	Scheduled	ON AGENDA
(4) Training	To consider induction training on the Members' Code of Conduct; and training for group leaders in relation to new duties for Members' conduct	Monitoring Officer	High	Ongoing	ON AGENDA
(5) Feedback from Observation of Council & Committee meetings	Independent Members to attend Council, Committee and Community Council meetings to become more acquainted with the work of the Councils; and report feedback for consideration by the Committee	Independent Members of the Committee	Medium	Ongoing	As and when feedback is received
(6) Whistleblowing Policy	(1) To monitor reports made under the whistleblowing policy and	Monitoring Officer	Medium	Scheduled	Summer 2022

TOPIC	OBJECTIVE/OUTCOME	WHO IS RESPONSIBLE?	PRIORITY	STATUS	REPORT TO COMMITTEE
	consider any ethical issues arising; and (2) To review the Whistleblowing Policy to ensure it remains fit for purpose.				
(7) Officers Personal Interests	To receive a report on Senior Officers Personal Interests Declarations (annually)	Monitoring Officer / HR	Medium	Scheduled	Summer 2022
(8) Annual Meeting with Group Leaders and Whips	To facilitate ongoing engagement with representatives from all political groups; and consider new duties in relation to Members' conduct (coming into effect in May 2022)	Elected Members	Medium	Scheduled	Autumn 2022
(9) Annual Report 2021/22	Prepare Annual Report 2020/21	Committee Chair/ Monitoring Officer	Medium	Scheduled	Autumn 2022
(10) Members' Exit Survey 2022	To consider responses to the survey in relation to behaviour / conduct issues	Head of Democratic Services / Monitoring Officer	Medium	Scheduled	Summer 2022