

CARDIFF COUNCIL

VACANCY FOR AN INDEPENDENT MEMBER OF THE STANDARDS & ETHICS COMMITTEE

INFORMATION FOR APPLICANTS

The Purpose of the Committee

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

The Work of the Committee

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

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

Members of the Committee

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

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

Members' Role Description

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

Meetings of the Committee

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

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

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

Other Meetings

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

Terms of Appointment

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

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

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

Potential Conflicts of Interest

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

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

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- professional associations;
- membership of a political party.

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

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

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

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

Applications

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

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

Assessment of Applications

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

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Interviews

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

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

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

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

Appointment

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

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

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

September 2017