

# Standards and Ethics Committee Annual Report 2017/18



**Cardiff Council**



# The Ten General Principles of Public Life

<p><b>Selflessness</b> – members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.</p>	<p><b>Personal judgement</b> – members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.</p>
<p><b>Honesty and integrity</b> – members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.</p>	<p><b>Respect for others</b> – members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.</p>
<p><b>Objectivity</b> – members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefit.</p>	<p><b>Duty to uphold the law</b> – members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.</p>
<p><b>Accountability</b> – members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.</p>	<p><b>Stewardship</b> – members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.</p>
<p><b>Openness</b> – members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.</p>	<p><b>Leadership</b> – members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.</p>
<p style="text-align: center;"><b><i>“Nolan Committee on Standards in Public Life”</i></b></p>	

# Contents

	<b>Page</b>
Chair's Foreword	05
The Role of the Standards and Ethics Committee	07
The Committee's Work in 2017/18	09
Taking Action on Complaints	15
Future Priorities	18
Committee Membership	19
Attendance Record	23
Helpful Contacts	23



# Chair's Foreword

I am pleased to present the Committee's Annual Report, which outlines the work undertaken by the Committee in the municipal year 2017-18.

Since last year we have had significant changes of membership. We have been pleased to welcome three new Cardiff County Councillors, following the Local Government Election May 2017, and a new Community Councillor Representative. We welcomed also a new Independent Member, Mrs Thora Lewis; her sudden death so soon after taking up her office was a sad loss. We are pleased to welcome back for a second term of office as an independent member, Hollie Edwards-Davies, after her absence for maternity.

This is a good report. There have been no findings of misconduct against County or Community Councillors and the number of complaints has reduced substantially over the past few years. The Committee has been particularly pleased also to note the marked improvement in the conduct of Council meetings – the result of a determination to improve across political groups and firm chairing by the Lord Mayor.

There is never room for complacency. Members still express concerns about bullying and discriminatory behaviour. If there are clear instances of such misconduct, the Committee, given the necessary evidence, will of course act firmly against it. There are also more subtle, cumulative and sometimes unintentional actions, which can combine to create an experience of bullying or discrimination. These may best be dealt with through education and through the opportunity to share experience and understanding. The Committee will promote opportunities for such constructive learning. The Council as a public body has responsibility for the well-being of Elected Members. This falls within the remit of the Democratic Services Committee and is monitored by our Committee.

Our Annual meeting with political group Leaders and Whips was especially useful in discussing the matters mentioned in the preceding two paragraphs.

The Committee has continued its routine monitoring of Council policies relating to Standards and Ethics, such as Whistleblowing and Gifts and Hospitality.

Through discussions with Councillor Directors of the Cardiff Bus company, we were able to clarify the benefits accruing to Members, to the satisfaction of the Committee.

As ever I acknowledge the contribution of my fellow Committee members and of the officers who support us, particularly the Monitoring Officer and her staff. I wish also to acknowledge the support given by One Voice Wales to our Community Councils regarding standards and ethics.

Finally, I wish to thank all Elected Members who strive to maintain high standards in carrying out their duties for the benefit of the people of Cardiff.

**Richard Tebboth**  
**Chair of Standards and Ethics Committee**  
**Cardiff Council**



# The Role of the Standards and Ethics Committee

**The Committee operates within a statutory framework and the following terms of reference:**

- (a) To monitor and scrutinise the ethical standards of the Authority, its members, employees and any associated providers of the Authority's services, and to report to the Council on any matters of concern.
- (b) To advise the Council on the content of its Ethical Code and to update the Code as appropriate.
- (c) To advise the Council on the effective implementation of the Code including such matters as the training of members and employees on the Code's application.
- (d) To consider and determine the outcome of complaints that Councillors and co-opted members have acted in breach of the Code in accordance with procedures agreed by the Standards Committee, including the imposition of any penalties available to the Committee.
- (e) To oversee and monitor the Council's whistleblowing procedures and to consider ethical issues arising from complaints under the procedure and other complaints.
- (f) To grant or refuse requests for dispensations in respect of members' interests under the Members Code of Conduct in accordance with the relevant statutory provisions.
- (g) To undertake those functions in relation to community councils situated in the area of the Council and members of those community councils which are required by law.
- (h) To recommend to Council and the Cabinet any additional guidance on issues of probity.
- (i) To hear and determine any complaints of misconduct by members or a report of the Monitoring Officer, whether on reference from the Ombudsman or otherwise.
- (j) To recommend the provision to the Monitoring Officer of such resources as he/she may require for the performance of his/her duties.

**The Committee has identified its major role as being to:**

- Promote and maintain high standards of conduct by County Councillors, Community Councillors and Co-opted Members.
- Provide support advice and training for County Councillors and Community Councillors on conduct and personal interests.
- Monitor the operation of the Code of Conduct and the governance of the Council.
- Hear and determine any complaints referred by the Public Services Ombudsman for Wales.
- Provide advice and guidance on the whistleblowing procedure, constitutional, protocols and ethical issues.

The Committee operates on the clear understanding that Elected Members that sit on the Committee are independent of political allegiance and that all discussions and decisions are taken with ethical principles at the forefront. The Committee is mindful that not all political groups are represented on the Committee, but welcomes attendance by all Members at its meetings and is happy to receive contributions from those groups not so represented. The Committee wishes to do all it can to support Elected Members in their role.





# **The Committee's Work in 2017/18**

## **MEMBER INDUCTION 2017 & CODE OF CONDUCT TRAINING**

The Standards and Ethics Committee has statutory responsibility for promoting high standards of Member conduct and ensuring all Members receive appropriate training on the Code of Conduct. In recognition of the fact that the Member Induction Programme following the May 2017 elections would set the tone for the future administration, the Committee took an active role in the 2017 Induction Programme. The Chair of the Committee addressed all Members following the Chief Executive's welcome to the induction sessions, and took the opportunity to introduce himself to Members, to emphasise the importance of high ethical standards for all holders of public office and to explain the role of the Committee.

The Committee oversaw the arrangements for the Code of Conduct training sessions, which were included within the Member Induction Programme as an essential training requirement for all Members. The content of the training sessions was developed to incorporate topical issues, such as Members' use of social media, the type of behaviour which may be regarded as bullying or discriminatory, and the important role of political groups in addressing conduct issues. The training was delivered through four workshop sessions offered on various dates during the period from May to August 2017. Online training was also provided through the All Wales Academy E-Learning platform for any Members who were unable to attend the workshop training sessions, and the Monitoring Officer offered small group or one to one sessions to ensure compliance with this essential learning.

The Committee was pleased to note that the training was completed by all 75 Cardiff Councillors. Feedback was generally positive, and it was noted that the workshop style sessions provided a useful opportunity for group discussion and learning from more experienced Members.

Training on the Code of Conduct has also been offered to Community Councillors, tailored to their specific requirements. Further detail on this is included under the report on the Committee's work with Community Councils below.

## **OBSERVATION OF COUNCIL AND COMMITTEE MEETINGS**

Independent members of the Committee have continued to attend meetings of Full Council and its Committees as observers, and discussed their observations during each Standards and Ethics Committee meeting. Such observation is helpful to inform the Committee's work and understand the work of the Council; and the Wales Audit Office Corporate Assessment Follow-On Report has supported this view. Elected Members have indicated that the presence of Standards & Ethics Committee members was a helpful influence on Members' behaviour. The Committee has developed a standard template form to record Members' feedback.

The Committee has been pleased to observe a general improvement in Members' conduct at Council meetings, with meetings being noticeably more business focussed and less fractious.

## **MEMBER BRIEFINGS**

The Committee publishes Member Briefings on its work, aiming to underline the importance of Member conduct and behaviour and the Cardiff Undertaking. This was agreed as part of the Council's response following the Wales Audit Office Corporate Assessment Follow-On Report issued in March 2017.

The third edition of the Member Briefing was issued in September 2017 to all Cardiff Councillors, including Community Councillors. Some of the information in the Briefing was aimed at newly elected Members, to familiarise them with the ethical standards framework operated in Cardiff; but was also intended as a useful refresher for more experienced Members. Topics covered included a reminder of the Cardiff Undertaking; an overview of the work of the Standards and Ethics Committee; a report on Member conduct complaints received during 2016/17; issues arising from the Member Exit Survey carried out in February 2017; and a link to the Council's Social Media Guidance. Members were invited to give feedback to the Committee or raise any issues with them, either by contacting the Chair directly or raising issues through their party group leaders or whips.

A fourth Member Briefing will be finalised after our December 2018 meeting and issued to all Members and Community Councils.

## **COMMUNITY COUNCILS**

The Standards and Ethics Committee has the same statutory functions in relation to Community Councils and their Councillors as it has in relation to Cardiff Council and its Members. The Committee has considered the ways in which it discharges its functions, and what else it may do, within available resources, to promote and maintain high standards of conduct within Community Councils and build good working relationships with them.

The Committee has noted and approved a programme of actions, which includes: offering training on the Code of Conduct; quarterly meetings between the Community Council Clerks and the Monitoring Officer to discuss issues relating to Member conduct; provision of advice and support to Clerks in relation to local resolution processes; observation of Community Council meetings by Standards & Ethics Committee members; and ensuring that the Committee's Member Briefing is circulated to Community Councillors.

The Committee was pleased to note that a Code of Conduct training session has been provided by the Monitoring Officer and was well received; regular quarterly meetings have been set up between the Clerks and the Monitoring Officer; and arrangements have been made for Standards Committee members to attend and observe Community Council meetings.

## **SOCIAL MEDIA GUIDANCE**

At the request of new Members on the Committee, the Committee has again reviewed its social media guidance. A number of amendments have been made to reflect changes in the social media landscape and current issues. The updated draft Guidance includes a link to the WLGA's recent guidance for Councillors on handling online abuse and bullying, which appears to be a growing concern.

The Committee also revisited the issue of Members using separate accounts to distinguish when they were speaking personally rather than in their role as Elected Member. Concerns were raised that the distinction was not always clear and that the use of two separate accounts did not help Councillors to remember that they are bound by certain Code of Conduct rules at all times (even when acting in a personal capacity). It was also suggested that some Councillors felt it was important to connect with the public personally, so that they are seen to 'be human'. On reflection, the Committee decided that the guidance should be amended to say that 'Members may wish to consider using separate personal accounts' to make clear the capacity in which they are speaking. This should make clear that the use of separate accounts is a matter for Members themselves to decide.

The updated guidance is being finalised and is due to be issued shortly.

## **WHISTLEBLOWING**

The Committee's terms of reference include responsibility for monitoring and overseeing the Council's Whistleblowing Policy and considering any ethical issues arising from complaints made under the Policy. The Monitoring Officer keeps a record of all whistleblowing reports made, and reports annually to the Standards and Ethics Committee for this purpose.

The Committee received a report on whistleblowing cases recorded during 2017. It was noted that 3 whistleblowing reports had been recorded during the year. Members considered the issues raised and the outcomes in each case, on a confidential and exempt basis, so as not to disclose the identities of the individuals involved. The Committee was content that there were no ethical concerns arising from the cases reported.

The Committee was informed about work undertaken with Management teams to raise awareness of the Whistleblowing Policy and Procedure and the information leaflets produced for employees and managers. It was also noted that a review of the Policy was scheduled for 2018/19.

## **ROLE DESCRIPTIONS FOR STANDARDS & ETHICS COMMITTEE MEMBERS**

The Committee has considered the generic role descriptions for a Member of the Standards Committee and the Chair of the Standards Committee, published within the Welsh Local Government Association Framework Member Role Descriptions and Person Specifications, adopted by Cardiff Council in December 2015. Committee

Members welcomed the clarification of their role and were content that the role descriptions were suitable for adoption without modification.

The newly Elected Members of the Committee were particularly keen to clarify their roles as Members of the Committee. They welcomed the Monitoring Officer's advice that they were Group Champions and should lead by example, reporting to their political groups on the work of the Committee and encouraging appropriate behaviours and adherence to the Ethical Code.

## **COMMITTEE VACANCIES**

The term of office of Community Councillor John Hughes, the Community Council member of the Committee, came to an end in May 2017. One Independent Member of the Committee, Hollie Edwards-Davies, also stood down from her position in November 2017 to take maternity leave. The Committee has overseen the selection and appointment processes to fill both vacancies, in accordance with the statutory rules governing Standards Committee appointments.

Information about the Community Council member vacancy was circulated to the six Community Councils in Cardiff and to One Voice Wales, the organisation representing community councils in Wales; and expressions of interest were invited. The Committee set up an Appointments Panel to interview both candidates. Upon the recommendations of the Appointments Panel, Community Councillor Stuart Thomas, Chair of Pentyrch Community Council, was appointed to the Committee by full Council in October 2017.

The Independent Member vacancy was advertised in accordance with the requirements of the regulations; and the Committee established an Appointments Panel to shortlist and interview candidates. Two applications were received and interviewed by the Appointments Panel. Upon the recommendations of the Appointments Panel, Mrs Thora Lewis, was appointed to the Committee by full Council in January 2018, but sadly passed away, suddenly, in May 2018.

The Committee was subsequently informed that Hollie Edwards-Davies was willing to resume her position on the Committee. Ms Edwards-Davies was re-appointed by full Council in June 2018.

## **REGISTER OF MEMBERS' GIFTS AND HOSPITALITY**

Under the Members' Code of Conduct, Members are required to register any gifts and hospitality received which exceeds the threshold value set by the Council of £25. The Committee has issued Guidance on Hospitality, Gifts and Other Benefits Received by Members. The Committee annually reviews the Council's statutory register to monitor compliance and discuss any issues of concern. The Members' Hospitality Registers for the period from 1st October 2016 to 30th September 2017 were considered by the Committee at its meeting in November 2017.

The Committee noted the registration of Cardiff Bus Travel Passes received by the Council's nominated Directors of Cardiff Bus, and decided to make further enquiries from the Members concerned about the value, scope and purpose of the Travel

Passes and their use. The Chair of the Committee and the Monitoring Officer held an informal meeting with the Councillors in February 2018 to discuss these matters further.

At this meeting, it was clarified that the Travel Passes were intended to enable the Directors to experience first-hand the bus services provided, and that first-hand experience was important for them to acquire an informed oversight of the company's service provision from the bus users' perspective. It was confirmed that the Passes were not intended to be used for the Directors' primary means of transport. The purpose of the Travel Passes was clarified in a policy agreed by the company and the directors.

The Committee received a full report on this matter, setting out all the relevant facts. On the basis of the further information provided, in particular, the fact that the receipt of the Passes was transparently recorded in the Members' Hospitality Register; the purpose of the Passes was to enable the Councillors to discharge their duties to Cardiff Bus; and the use of the Passes was not unlimited, the Committee decided that the receipt of the Passes was not inappropriate and was in compliance with the Council's guidance on gifts and hospitality.

No other concerns were identified in relation to the Members' Hospitality Registers.

## **DISPENSATIONS POLICY**

The Committee has statutory power to grant dispensations to Members with a personal and prejudicial interest in a matter, to allow them to participate in a decision regarding that matter, in appropriate circumstances, which are set out in statutory regulations. The Committee has a Dispensations Policy, which sets out how dispensation applications will be considered by the Committee. As the Policy had not been reviewed for several years, it was considered appropriate to review and update the Policy and the accompanying application form.

A number of minor amendments were made to the Policy and application form, primarily intended to make them easier to understand and use. The Committee also considered timescales for determining applications, and in order to support timely decision making, the Committee resolved to set up a Dispensations Sub-Committee, on an ad hoc basis, to consider dispensation applications as and when they are received. The Committee also granted the Monitoring Officer delegated authority to determine dispensation applications, in consultation with the Chair, in cases where there is insufficient time to convene a Sub-Committee meeting.

## **ANNUAL MEETING WITH POLITICAL GROUP LEADERS AND WHIPS**

The Committee invites Group Leaders and Whips to meet with it informally, on an annual basis, to discuss issues relating to Members' conduct and ethics. A meeting was held on 13<sup>th</sup> June 2018, and issues and observations discussed included:

- The observed improvement in Members' conduct and the quality of debate at Council meetings was welcomed.
- The reduction in the number of formal complaints was very encouraging.
- The results of the Members Survey 2017 in relation to Member conduct issues indicated some positive trends, but also identified some level of bullying and behavioural issues.
- Many of the reported incidents appeared to relate to culture and atmosphere rather than overt discrimination, but the survey provided an opportunity to get to grips with these issues and consider how to raise awareness and address issues constructively.
- A range of different avenues were needed to address issues.
- Bullying, behavioural and discrimination matters needed to be dealt with appropriately and effectively.
- Many incidents were unintentional and resolved with an apology; and some responses appeared to relate to historical issues, and may not accurately reflect current issues.
- Some incidents appeared to relate to political group meetings, so groups should consider what support arrangements etc. they have in place for Members.
- It was suggested that the All Party Council Women's Group may wish to consider the outcomes of the Member Survey and provide feedback.
- Arrangements for separate group refreshments during Council meetings had been raised as an issue, with a suggestion that communal refreshments would facilitate better cross party working relationships. This issue had been discussed at Group Whips meetings; and it was agreed this was a matter for Group Whips to agree.
- The Committee was thanked for its time and commitment; and it was agreed that Committee Members' attendance at Council and Committee meetings was welcomed.

# Taking Action on Complaints

The Standards and Ethics Committee receives quarterly reports from the Monitoring Officer in respect of complaints made about Members' conduct. The Committee monitors the number of complaints and any themes or patterns emerging (but only considers specific details of individual cases if a complaint is formally referred to the Committee by the Monitoring Officer or the Ombudsman.)

During the period from 1st April 2017 to 31st March 2018 the Monitoring Officer was notified of a total of 8 complaints made against Members alleging breach of the Code of Conduct. The table below shows an analysis of the complaints on a quarterly basis.

	<b>Q1 Apr, May, Jun 2017</b>	<b>Q2 Jul, Aug, Sept 2017</b>	<b>Q3 Oct, Nov, Dec 2017</b>	<b>Q4 Jan, Feb, Mar 2018</b>	<b>TOTAL</b>
Total	4	1	1	2	8
Member on Member	2	0	0	0	2
Public on Member	2	1	0	1	4
Officer on Member	0	0	0	1	1
Community Councillors	0	0	1	0	1

The Committee was pleased to note that the number of complaints received during 2017/18 represents a further decrease from previous years – a total of 8 complaints, compared to 18 during 2016/17; and 59 during 2015/16.

## Quarter 1

All 4 complaints were received in April 2017 during the pre-election period leading up to the local government elections. Brief details of each complaint were as follows:

- Complaint alleging that a Member showed disrespect / discrimination by tweeting a picture taken in the Council chamber. The complaint was dealt with informally by the Monitoring Officer. The Member denied the allegations and the complainant agreed that no further action should be taken.
- Complaint alleging that a Member misused their position for personal gain. The complaint was considered by the Ombudsman who decided not to investigate it.
- Complaint from a member of the public alleging that a Member's email newsletter to residents contained political comments and represented a misuse of Council resources for political purposes. With the complainant's agreement, the Monitoring Officer informally resolved the complaint by advising the Member about the complaint and asking the Member to avoid such a situation arising again.

- Complaint from a member of the public regarding the conduct of a Member in relation to a complaint about a Council service. The Ombudsman considered the complaint and decided not to investigate it as there was no evidence of a breach of the Code of Conduct.

## **Quarter 2**

The single complaint received during Quarter 2 alleged that a Member was the subject of an ongoing criminal investigation being undertaken by the South Wales Police. The Monitoring Officer immediately sought advice from the Council's Assistant Director for Children's Services in respect of potential safeguarding concerns arising from the allegations. Enquiries were made to ensure that all appropriate safeguarding measures were in place. The Police subsequently confirmed that a thorough investigation had been undertaken, but had not found any evidence to corroborate the allegations, and therefore the case had been closed.

## **Quarter 3**

The single complaint received during Quarter 3 was from a member of the public, who was an unsuccessful applicant for an advertised vacancy which a Community Council proposed to fill by co-option. The complaint was made against the Chair of the Community Council, alleging that he had cyber-stalked the applicant in order to encourage other Councillors not to co-opt him. (The complainant also made various other allegations of bias on the part of the Community Council as a whole.) The complaint was referred to the Ombudsman. The Ombudsman decided there was no evidence of a breach of the Code and decided not to investigate the matter.

## **Quarter 4**

Brief details of the 2 complaints received were as follows:

- Complaint received from a member of the public related to comments made by a Councillor on social media, which the complainant considered were inappropriate. The Monitoring Officer's view was that there was no evidence of a breach of the Code of Conduct, and the complainant was informed of their right to complain to the Ombudsman if they remained dissatisfied.
- Complaint received from a member of staff relating to the tone of an email sent by a councillor which was considered to be unacceptable. The Monitoring Officer raised the concern with the Member who immediately apologised for any offence caused. The complainant agreed that no further action was necessary.

All 8 complaints received during 2017/18 have been closed with no findings of misconduct.



## **LOCAL RESOLUTION PROTOCOL**

The Committee notes that the Local Resolution Protocol adopted by Cardiff (and updated in November 2017) continues to provide a helpful process for resolving relatively 'low-level' behavioural complaints made by Cardiff Council Members about other Members, in a timely and proportionate way.

The Committee is pleased to note that no cases have been referred to the Hearings Panel during 2017/18.

The Committee has encouraged Community Councils to adopt their own local resolution protocols, using the model developed by One Voice Wales in consultation with the Ombudsman.

# Future Priorities

The Committee regularly reviews its work programme and has identified the following priority areas for consideration in 2018/19:

- **Code of Conduct, Member Training and Development** – the Committee will consider the need for any further training on the Members' Code of Conduct.
- **Observation of Council and Committee Meetings** – the Committee will continue to observe proceedings at Council and Committee meetings to give feedback on observations and inform its work priorities.
- **Member Briefings** To continue to publish biannual Member Briefings on the work of the Committee, underlining the importance of the Cardiff Undertaking and Member conduct and behaviour.
- **Member Survey 2017** – to consider any recommended actions arising from the results of the Members' Survey in relation to Member conduct issues.
- **Code of Conduct Complaints** - To receive quarterly reports on complaints made against Members of the Council alleging breaches of the Code of Conduct.
- **Gifts and Hospitality** - To review the Council's procedures for the acceptance and provision of gifts and hospitality by Officers; and continue to monitor the registers of gifts and hospitality received by Members.
- **Whistleblowing Policy** - To review the Council's Whistleblowing Policy and its implementation; and to receive information on reports made under the Policy and consider any ethical issues arising.
- **Officers' Personal Interests Policy** - To review the Council's policy and procedure for managing officers' personal interests.
- **Annual Meeting with Group Leaders and Whips** - To facilitate ongoing engagement with representatives from all political groups.

# Committee Membership 2017/18

## INDEPENDENT MEMBERS



**Richard Tebboth  
(Chair)**

Richard Tebboth was born and brought up on the Essex edge of London – with a Welsh grandmother living nearby. He was educated at Sir George Monoux Grammar School, Walthamstow, and Christ’s College, Cambridge. After professional social work training he entered the Probation Service, working as practitioner and manager in South Yorkshire, Buckinghamshire and the West Midlands. In 1997, he joined the Social Services Inspectorate for Wales, becoming Deputy Chief Inspector and Acting Chief Inspector. He transferred into the senior civil service, in the Welsh Government’s Department for Public Service Improvement, until retirement in 2010. Richard lives in Llandaff, where he is Secretary of his local Residents’ Association. He was appointed as an Independent Member of the Standards and Ethics Committee in September 2011; and reappointed for a second term by Full Council on 23 July 2015 for a further four years with effect from 23 September 2015. Richard has been the Committee’s elected Chairperson since 21 October 2014.



**Prof. James Downe  
(Vice-Chair)**

James is a Professor in Public Management and Director of Research at the Wales Centre for Public Policy at Cardiff University. He has more than fifteen years’ experience of managing large-scale evaluations of public policy. His current research interests are in local government performance regimes, political accountability, public trust and the ethical behaviour of local politicians. He was a member of the UK Government’s Expert Panel on local governance and currently sits on the Welsh Government’s Public Service Scrutiny Reference Group. He became an Independent Member of the Standards and Ethics Committee in November 2013 and was appointed Vice-Chair on 21 October 2014



**Hollie Edwards-  
Davies**

Hollie Edwards-Davies was brought up in Rhyl, North Wales and has lived in Riverside, Cardiff for 12 years. She studied for a LLB honours degree in Law with Legal Studies in Europe at the University of Reading, including a year in Germany at *Universität Trier*. She subsequently completed a degree in Applied Accounting by distance learning with Oxford Brookes University and continued her studies to become a member of the Association of Chartered Certified Accountants (ACCA) in 2010. Hollie served as Chair of the ACCA South Wales Members Network Panel between 2013 and 2015, and is still an active member of the network. Following a variety of roles in the private sector and some voluntary work, Hollie worked at the Welsh Government for ten years and departed in 2015 to pursue a career change. She joined the Standards and Ethics Committee in July 2014.



**Thora Lewis**

Thora Lewis was appointed to the Committee by Full Council on 25 January 2018. Educated at Pontypridd Girls Grammar School and University of Wales Aberystwyth and Thora graduated with an honours degree in French. She began a teaching career in 1965 which she continued until she was 64. It was in 1967 that Thora was appointed as assistant French teacher at Llanrumney Boys School, becoming Head of Modern Languages when the school amalgamated with the girls school. Thora finished her career at Llanrumney High School as Deputy Head teacher. Her career touched many lives and was well respected and remembered by teaching colleagues, pupils far and wide.

Thora was delighted to be appointed to the Committee in November 2017 and looked forward to contributing to the work of the Committee.

Sadly and unexpectedly Thora passed away in May 2018 and the Chair of Standards and Ethics Committee sent condolences to her daughter and family for their loss.



**Lizz Roe**

Lizz Roe has worked in the third sector/education sector for the last 20 years. She has lived and worked all over the UK and moved to Cardiff in 2012 to marry her partner and stop commuting to Birmingham. She was previously a commissioner for the Women's National Commission and a trustee for the YWCA of GB and NI. She is a Quaker and has been very active in issues to do with environmental sustainability and equality, as well as having held various roles within the Quaker community nationally and locally. She is an independent member of the Standards and Ethics Committee and began her first term of office on 28 July 2014. She brings a commitment to the Nolan principles of public life in her work on the committee as well as in her personal and professional life.



**Hugh Thomas**

Hugh Thomas, a retired Solicitor, pursued a Local Government career for forty years culminating in his being Chief Executive of Mid Glamorgan County Council (the largest local authority in Wales) for fifteen years. During this time he served as Clerk to the South Wales Police Authority and Honorary Secretary of the Assembly of Welsh Counties. He retired in 1995. He has since chaired a number of public bodies and national voluntary organisations including those in the health and higher education sectors. He was Vice Chairman and Chair of the Audit Committee of the Wales Centre for Health. He was also a non-Executive Director of Welsh Water and Chair of the Regulatory Board for Wales. He is one of fifteen trustees of The National Library of Wales. He is an independent member of the Standards and Ethics Committee and began his first term of office on 28 July 2014.

## **COMMUNITY COUNCILLOR MEMBER**






**Community  
Councillor Stuart  
Thomas**

Community Councillor Stuart Thomas was appointed to the Standards & Ethics Committee at Full Council on 26 October 2018. Stuart has been a Member of the Pentyrch Community Council since May 1991 and has been Chair of the Community Council on numerous occasions. Stuart has a background in financial management and Banking

For a time he served as County Secretary for the Cardiff and the Vale Association of Local Councils, the local Association of NALC which has now been superseded as One Voice Wales the umbrella organisation that supports Community Council in Wales. He continues to represent his community Council on the One Voice Wales Cardiff and the Vale area meetings. He has provided particular support in the Induction and ongoing training of Community Councillors on Pentyrch Community Council.

## COUNTY COUNCILLOR REPRESENTATIVES

 <p><b>Councillor Stephen Cunnah</b></p>	<p>Serving the <b>Canton</b> Ward</p> <p><b>Term of Office:</b> 04/05/2017 –</p> <p><b>Serving on the following committees:</b> <a href="#">Appointment Committee</a> <a href="#">Audit Committee</a> <a href="#">Council</a> <a href="#">Glamorgan Archives Joint Committee</a> <a href="#">Policy Review and Performance Scrutiny Committee</a> <a href="#">Standards &amp; Ethics Committee</a></p> <p><b>Outside Bodies:</b> <a href="#">Chapter (Cardiff) Limited</a></p>
 <p><b>Councillor Joel Williams</b></p>	<p>Serving the <b>Pontprenau and Old St Mellons</b> Ward</p> <p><b>Term of Office:</b> 04/05/2017 –</p> <p><b>Serving on the following committees:</b> <a href="#">Appointment Committee - Assistant Director, Adult Services</a> <a href="#">Appointment Committee - Assistant Director, Children's Services</a> <a href="#">Council</a> <a href="#">Council Appeals Committee</a> <a href="#">Licensing Committee</a> <a href="#">Licensing Sub Committee</a> <a href="#">Public Protection Committee</a> <a href="#">Public Protection Sub Committee</a> <a href="#">Standards &amp; Ethics Committee</a></p> <p><b>Outside Bodies:</b> <a href="#">Cardiff University Court</a> <a href="#">South Wales Fire &amp; Rescue Authority</a></p>
 <p><b>Councillor Emma Sandrey</b></p>	<p>Serving the <b>Pentwyn and Llanedeyrn</b> Ward</p> <p><b>Term of Office:</b> 04/05/2017 –</p> <p><b>Serving on the following committees:</b> <a href="#">Council</a> <a href="#">Democratic Services Committee</a> <a href="#">Standards &amp; Ethics Committee</a></p> <p><b>Outside Bodies:</b> <a href="#">Cardiff Bus</a></p>

# Attendance Record

The Committee meets quarterly, with additional ad hoc meetings held as required. During 2017/18, the Standards and Ethics Committee met on the following dates:

- 4 September 2017
- 22 November 2017
- 28 March 2018

COMMITTEE MEMBER	ATTENDANCE MAIN COMMITTEE		ATTENDANCE AT APPOINTMENT PANELS	
	POSSIBLE	ACTUAL	POSSIBLE	ACTUAL
Richard Tebboth (current Chair)	3	3	2	2
Dr James Downe (Vice-Chair)	3	2	0	0
Hollie Edwards-Davies	2	2	1	1
Thora Lewis	1	1	0	0
Lizz Roe	3	0	1	1
Hugh Thomas	3	3	0	0
Community Councillor Stuart Thomas	2	2	1	1
Councillor Stephen Cunnah	3	2	1	1
Councillor Emma Sandrey	3	3	0	0
Councillor Joel Williams	3	3	1	1

## Helpful Contacts

**Chair of Standards & Ethics Committee – Mr Richard Tebboth**

Email: [Richard.Tebboth@cardiff.gov.uk](mailto:Richard.Tebboth@cardiff.gov.uk)

**Director of Governance & Legal Services and Monitoring Officer – Davina Fiore**

Tel: (029) 2087 3860

Email: [Davina.Fiore@cardiff.gov.uk](mailto:Davina.Fiore@cardiff.gov.uk)

**Contact: Committee & Members Services**

Tel: (029) 2087 2020

Email: [democraticservices@cardiff.gov.uk](mailto:democraticservices@cardiff.gov.uk)

**Public Services Ombudsman for Wales – Mr Nick Bennett**

Tel: 0300 790 0203

Webpage: <http://www.ombudsman-wales.org.uk/en.aspx>