

STANDARDS & ETHICS COMMITTEE  
6 MARCH 2019

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

22 : APOLOGIES FOR ABSENCE

Hollie Edwards-Davies and Lizz Rowe (Independent Members)

23 : DECLARATIONS OF INTEREST

There were no declarations of interest for this meeting.

24 : MINUTES

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

25 : ELECTED MEMBER ROLE DESCRIPTIONS

***At the start of this item, Councillor Stephen Cunnah joined the meeting and therefore in accordance with Part 2 Article 9 Rule 9.2 (c) the meeting was no longer quorate as there were insufficient Independent Members present.***

***RESOLVED – That the Committee agreed that the meeting proceed on an Informal basis.***

The Committee considered the revised Role Descriptions:

RESOLVED – That the Committee

- (1) confirmed that the revised role descriptions as set out in Appendices A and B were fit for purpose;
- (2) recommended that the revised Role Descriptions at Appendices A and B be submitted to the Democratic Services Committee for submission to Council for approval and adoption.

26 : OFFICERS' PERSONAL INTERESTS

The Committee received and considered the report and Members were of the view that senior officers should be using the same pro-forma as elected members and more detail should be made available in relation to financial contracts.

The Committee was advised that the recommendations in the report tied in with the current arrangements. If changes were to be made a consultation process with officers and trade unions would take place. The status of officers was slightly

different to that of elected members with officers being policy lead and elected members making the decisions.

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

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

Members of the Committee felt that the Officer's Policy should be changed to reflect the current Elected Member policy.

RESOLVED - That

1. to the publication of Senior Officers' outside business interests on the Council's website, with the exception of 'sensitive information' agreed as such by the Monitoring Officer in line with paragraph 13 of the report was approved with effect from 1 April 2019.
2. the view of the Committee was that the policy should reflect that of the current Elected Members policy and therefore further discussions on this matter should take place.

## 27 : OFFICERS' GIFTS AND HOSPITALITY

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

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

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

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

RESOLVED – That

1. the publication of the Register of Senior Officers' Gifts and Hospitality for 2018/19 and subsequent years on the Council's website with effect from 1 April 2019 was agreed; and
2. the value of the specific gift be added to both registers.

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

The Committee was provided with an update on complaints made during Quarter 3 of 2018/2019 (the period running from 1 October 2018 to 31 December 2018) against

Members of Cardiff Council or any of Cardiff's Community Council's, alleging a breach of the Members' Code of Conduct.

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

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

RESOLVED – That the report be noted.

#### 29 : OBSERVATION OF MEETINGS

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

RESOLVED – That the information in the report was noted and the Committee agreed to observe appropriate meetings of the Council, Committee's and Community Councils and provide feedback to the Committee.

#### 30 : WORK PROGRAMME 2019 - 2020

The Committee considered its Work Plan and agreed the items for consideration by the Standards and Ethics Committee in 2019/20.

The Committee discussed the Annual Report and Briefing Papers.

RESOLVED – That

1. subject to the terms of reference and available resources, the work plan was agreed and the Director of Governance and Legal Services and Monitoring Officer was authorised to make any amendments and how it wished to progress the various items or topics contained therein.
2. the Director of Governance and Legal Services and Monitoring Officer draft an email in relation to behaviour of Elected Members at Council Meetings for the Chairperson of Standards and Ethics to clear and circulate to all Members of the Council.

31 : URGENT ITEMS - There was no urgent business to report

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#### 32 : FUTURE MEETINGS

Dates of future meetings would be circulated in due course as part of the consultation process for developing the Council's schedule of meetings for 2019/ 20.