

STANDARDS & ETHICS COMMITTEE:

1 JULY 2019

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

INDEPENDENT MEMBER VACANCY

Reason for this Report

1. To inform the Committee about an independent member vacancy on the Committee and seek approval of the arrangements to fill that vacancy.

Background

2. The Constitution provides that the Standards & Ethics Committee shall have five independent members, three county councillors and one community councillor – Constitution Article 9.2(a).
3. One Independent Member, Lizz Roe, has indicated that, due to personal circumstances, she wishes to resign from the Committee.

Issues

4. The Constitution requires the Standards and Ethics Committee to have five Independent Members. The Council therefore needs to make a new appointment to fill the vacancy arising from the resignation of Lizz Roe.
5. The appointment of members of the Standards and Ethics Committee is governed by the Standards Committees (Wales) Regulations 2001 (as amended) (“the Regulations”) and the Council’s Constitution.
6. The Regulations require a public recruitment process to be followed for an Independent Member vacancy, specifically, the Council must:
 - (i) advertise the vacancy in at least 2 newspapers circulating in its area, and may additionally advertise the vacancy in its own newspaper;
 - (ii) set selection criteria and publish those criteria in the advertisement of the vacancy;
 - (iii) establish an Appointments Panel, comprised of up to five panel members, and including one lay panel member (the lay panel member must be a person who is not, and has not been, a member, co-opted member or officer of a county or community council; and is

- not the spouse or civil partner of a member or officer of a county or community council) and one Cardiff community councillor; and
- (iv) arrange for the Appointments Panel to assess all applications against the published criteria and make a recommendation on the appointment to Council for approval.
7. The Regulations provide that an Independent Member's term of office must be set at between four and six years. Having regard to the costs involved in carrying out the required public recruitment exercise, it is recommended that the proposed appointee should be offered the full 6 year term.
8. A draft advertisement for the vacancy and person specification, based on the documentation used previously (for the recruitment of an Independent Member in 2017) are attached as **Appendices A and B** respectively. Members are invited to approve these documents, subject to any amendments; and to instruct the Monitoring Officer to make the necessary arrangements for publication of the advertisement as required by the Regulations.
9. In line with previous practice, the Committee may wish to decide that the required Appointments Panel should be comprised of 5 members, as follows:
- (i) One lay person – a lay member of the Education Appeals Panel has previously undertaken this role; and it is suggested that a similar appointee may be sought;
 - (ii) Community Councillor Stuart Thomas for the Community Councillor position;
 - (iii) Two Independent Members of the Committee, to include the Chair and or Vice-Chair; and
 - (iv) One Elected Member of the Committee.
- Nominations are invited for the Independent and Elected Member positions above.
10. It is proposed that the vacancy should be advertised at the earliest opportunity, with the aim of selecting and recommending a suitable appointee to full Council for approval in September if possible, before the next Committee meeting (currently scheduled for 2nd October 2019), if possible.

Legal Implications

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

Financial Implications

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

RECOMMENDATIONS

The Committee is recommended to:

- (i) Note the information set out in the report;
- (ii) Agree the establishment of an Appointments Panels comprised of 5 members, as set out in paragraph 9 of the report, with delegated authority to shortlist and interview candidates and make a recommendation on appointment to full Council;
- (iii) Approve the advertisement and person specification for the Independent Member vacancy, as set out in **Appendices A and B**, subject to any agreed amendments;
- (iv) Authorise the Monitoring Officer, in consultation with the Chair, to make all necessary administrative arrangements; and
- (v) Note that the recommendation of the Appointments Panel on the appointment of an independent member to the Committee will be submitted to full Council for approval.

Davina Fiore

Director of Governance and Legal Services and Monitoring Officer

25th June 2019

Appendices

Appendix A

Independent Member Vacancy - Advertisement

Appendix B

Independent Member Person Specification

Background papers

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