

STANDARDS & ETHICS COMMITTEE – INFORMAL RECORD
6 MARCH 2019

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

22 : APOLOGIES FOR ABSENCE

Hollie Edwards-Davies and Lizz Rowe

23 : DECLARATIONS OF INTEREST

None

24 : MINUTES

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

25 : ELECTED MEMBER ROLE DESCRIPTIONS

At the start of the item in question, Councillor Stephen Cunnah joined the meeting and therefore, as a result of the balance between Independent Members and Councillors the meeting became In-quorate.

The members present AGREED that the meeting proceed on an Informal basis.

The members present considered the revised Role Descriptions:

The members present noted the following:

- Considered the revised role descriptions as set out in Appendices A and B and confirmed that they were fit for purpose.
- Recommended 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

Members expressed the view that senior officers should be subject to the same requirements as elected members and more detail should be made available in relation to financial contracts.

Members were 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 have to take place. The status of officers was different to that of elected members with officers being policy lead and elected members making the decisions.

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

Members were 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 felt that the Officer's Policy should be changed to reflect the current Elected Member requirements. The Monitoring Officer advised that further consideration would be given to this and a report would be brought back.

Members noted the following:

1. 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 with effect from 1 April 2019.

That they wished the policy to reflect that of the current elected members requirements and that further consideration would be given to this matter.

27 : OFFICERS' GIFTS AND HOSPITALITY

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

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

Members were 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.

Members noted the following:

- To recommend 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; and

Recommended that the value of the specific gift be added to both registers.

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

Members were 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.

Members were 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 training being provided to Members who required further support.

Members noted the report.

29 : OBSERVATION OF MEETINGS

Members 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.

Members noted the information in the report and agreed to observe appropriate meetings of the Council, Committee's and Community Council's and provide feedback to the Committee.

30 : WORK PROGRAMME 2019 - 2020

Members considered the Committee's Work Plan and noted the items for consideration by the Standards and Ethics Committee in 2019/20.

Members discussed the Annual Report and Briefing Papers.

Members noted the following:

- the Work Plan for the Committee as set out in Appendix A
- That 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 circulate to all Members of the Council.

31 : URGENT ITEMS (IF ANY)

None

32 : FUTURE MEETINGS