

**CAIS AM PENODI AELOD ANNIBYNNOL PWYLLGOR SAFONAU A
MOESEG
APPLICATION FOR THE APPOINTMENT OF INDEPENDENT MEMBER
STANDARDS & ETHICS COMMITTEE**

Unigolion sy'n dymuno cael eu hystyried ar gyfer y swydd fel Aelod Annibynnol o'r Pwyllgor Safonau a Moeseg Cyngor Caerdydd gofynnir i ddarparu'r wybodaeth ganlynol a fydd yn cael ei thrin yn hollol gyfrinachol am ac pwrpas y broses dethol hwn yn unig. Mae croeso i chi defnyddio tudalennau parhad os ydych yn dymuno ymhelaethu ar eich cais.

Individuals who wish to be considered for the position of Independent Member of the Cardiff Council Standards & Ethics Committee are requested to provide the following information which will be treated in the strictest confidence and for the purpose of this selection process only. Please feel free to use a separate continuation page if you wish to expand on your application.

**MANYLION Y SWYDD
POST DETAILS**

Teitl y Swydd: Post Title:	AELOD ANNIBYNNOL PWYLLGOR SAFONAU A MOESEG INDEPENDENT MEMBER OF STANDARDS & THICS COMMITTEE
Y ffurflen i'w dychwelyd erbyn: To be returned by:	

**PERSONOL
PERSONAL**

Cyfenw: Surname:	Llythrennau Cyntaf: Initials:
Cyferiad: Address:	
Cod Post: Post Code:	
E-bost: Email:	Rhif Ffôn Cartref: Home Telephone Number:
Rhif Ffôn Symudol: Mobile Telephone Number:	Rhif Ffôn Arall: Other Telephone Number:

CRYNODEB O BROFIAD
SUMMARY OF EXPERIENCE

Rhowch fanylion o'ch profiad gan gynnwys gyrfa, cyhoeddus a gwaith gwirfoddol, ynghyd â natur eich galwedigaeth bresennol neu fwyaf diweddar.

Please enter details of your experience including career, public and voluntary work, together with the nature of your current or most recent occupation.

ARBENIGEDD PERTHNASOL / SGILIAU
RELEVANT EXPERTISE / SKILLS

Gan gyfeirio at y Fanyleb Person neu Proffil Rôl amlinellwch unrhyw wybodaeth neu arbenigedd sydd gennych ym mhob un o'r meysydd hyn.

With reference to the Person Specification or Role Profile, please outline any knowledge or expertise which you have in each of these areas.

Pam yr ydych yn dymuno cael eich ystyried ar gyfer penodiad fel Aelod Annibynnol o Pwyllgor Safonau a Moeseg a pha briodoleddau penodol ydych chi'n credu y byddech yn ei gynnig i'r rôl?

Why do you wish to be considered for appointment as Independent Member of the Standards and Ethics Committee and what particular attributes do you believe you would bring to the role?

GWYBODAETH GEFNOGOL
SUPPORTING INFORMATION

Rhowch unrhyw wybodaeth ychwanegol yr hoffech eu rhoi i gefnogi eich cais.

Please provide any additional information you may wish to give in support of your application.

**GEIRDAON
REFERENCES**

Rhowch fanylion dau ganolwr

Sylwch na fyddwn yn derbyn geirdaon gan berthnasau na chyfeillion.

Please provide details of two referees.

Please note that references are not accepted from relatives or friends.

	Geirda 1/Reference 1:	Geirda 2/Reference 2:
Enw: Name:		
Enw'r Cyflogwr: Employers Name:		
Rhif, Enw'r Tŷ: No, House Name:		
Stryd: Street:		
Ardal: District:		
Tref, Dinas: Town, City:		
Cod Post: Post Code:		
E-bost: E-mail:		
Swydd: Position:		
Rhif Ffôn: Telephone Number:		
Nodwch eich perthynas â'r canolwr: Please state your relationship to the referee:		

**CYFFREDINOL
GENERAL**

Rhowch unrhyw ddyddiadau yn y dyfodol agos pan na fyddwch ar gael am gyfweiliad. Ni allwn sicrhau y caiff cyfweiliadau eu haildrefnu er hwylustod i chi.

Please give any dates in the near future when you will not be available for interview. No guarantee is given that interviews will be rescheduled to accommodate your non availability.

Sut y clywsoch chi am y swydd wag hon?
Where did you find out about this vacancy?

Cadarnhewch nad ydych yn perthyn i unrhyw Gyngorydd neu Uwch Swyddog o'r Cyngor.

Please confirm that you are not related to any Councillor or Senior Officer of the Council.

Ydw / Nac Ydw

Yes / No

Oes gennych chi unrhyw fuddiannau busnes neu fuddiannau eraill gan gynnwys aelodaeth neu aelodaeth gyswilt o unrhyw fudiad gwleidyddol neu o fath arall a allai achosi gwrthdaro gwirioneddol neu ymddangosiadol gyda dyletswyddau'r rôl yma?

Do you have any business or other interests including membership or affiliation of any political or other organisation which would cause real or observed conflict with the duties and responsibilities of this role?

Oes / Nac Oes

Yes / No

**TROSEDDAU
CRIMINAL OFFENCES**

Mae Deddf Adsefydlu Troseddwy 1974 yn ei gwneud yn anghyfreithlon i gyflogwyr wahaniaethu yn erbyn cyn-droseddwy ar sail collfarnau sydd "wedi darfod". Mae hyn pan fydd person sydd wedi'i gael yn euog o drosedd wedi cwblhau cyfnod adsefydlu priodol. Sylwer: Nid oes yn rhaid i chi roi gwybodaeth am gollfarnau sydd "wedi darfod" dan Ddeddf Ailsefydlu Troseddwy 1974.

The Rehabilitation of Offenders Act 1974 makes it illegal for employers to discriminate against ex-offenders on the grounds of "spent" convictions. These are where the person convicted of a criminal offence has completed an appropriate period of rehabilitation. Note: You are not required to give any information on 'spent' convictions under the Rehabilitation of Offenders Act 1974.

Ydych chi wedi'ch dyfarnu'n euog o unrhyw drosedd? (gan gynnwys troseddau gyrru):
Have you been convicted of any criminal offence? (including driving offences):

Ydw / Nac ydw
Yes / No

Os ydych chi, rhowch fanylion gan gynnwys natur y trosedd(au) a'r dyddiad(au):
If yes, please give details including the nature of the offence(s) and the date(s):

**ANABLEDD
DISABILITY**

Mae'r Cyngor Sir yn dymuno rhoi pob anogaeth i ymgeiswyr anabl a chynigir cyfweiliad i bob ymgeisydd anabl sy'n ateb gofynion hanfodol y fanyleb person/proffil rol. Os gwahoddir chi am gyfweiliad, byddwn yn gofyn a oes angen gwneud unrhyw drefniadau arbennig, er enghraifft sicrhau lleoliad hawdd mynd iddo neu ddehonglydd iaith arwyddion.

The County Council wishes to give every encouragement to disabled job applicants and will offer an interview to all disabled candidates who meet the essential requirements of the person specification/role profile. If you are invited to interview we will ask you if you require any particular arrangements to be made, for example an accessible venue or a sign language interpreter.

Ydych chi'n ystyried eich hun yn berson anabl?
Do you identify as a disabled person?

Ydw / Nac ydw
Yes / No

**DEDDF DIOGELU DATA 1998
DATA PROTECTION ACT 1998**

Bydd unrhyw ddata a roddwch ar y ffurflen hon yn cael ei brosesu yn unol â gofynion y Ddeddf Diogelu Data, ac wrth ei roi rydych chi'n cytuno i'r Cyngor brosesu'r data at y diben y'i rhoddyd. Bydd pob gwybodaeth bersonol a roddir yn cael ei thrin yn gwbl gyfrinachol ac ond yn cael ei defnyddio gan y Cyngor neu ei datgelu i eraill at ddiben a ganiateir gan y gyfraith yn unig.

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law.

**DATGANIAD
DECLARATION**

Rwy'n cadarnhau, hyd y gwn i, bod y wybodaeth a roddwyd ar y ffurflen hon yn wir ac yn gywir. Rwy'n deall y gellid gwrthod fy nghais neu fy niswyddo am beidio â datgelu manylion perthnasol neu am roi gwybodaeth ffug. Rwyf hefyd yn deall y gellir gwirio'r wybodaeth rwyf wedi'i rhoi. Nid wyf wedi canfasio unrhyw Aelod Etholedig na staff y Cyngor, boed yn uniongyrchol neu'n anuniongyrchol, mewn perthynas â'r cais hwn ac ni fyddaf yn gwneud hynny.

I certify that to the best of my knowledge, the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to checking. I have not canvassed an Elected Member/employee of the Council, either directly or indirectly, in connection with this application and I will not do so.

Llofnod:
Signature:

Dyddiad:
Date:

Dylid dychwelyd y ffurflen hon wedi marcio'n glir PREIFAT CAIS AM PENODI AELOD ANNIBYNNOL PWYLLGOR SAFONAU A MOESEG i:

**Gwasanaethau Pwyllgorau a Aelodau
Cyngor Caerdydd
Ystafell 286
Neuadd y Sir,
Glanfa Iwerydd
Caerdydd CF10 4UW
Neu trwy Ebst i
gwasanaethaudemocrataidd@caerdydd.gov.uk**

This form should be returned clearly marked **PRIVATE APPLICATION FOR INDEPENDENT MEMBER STANDARDS & ETHICS COMMITTEE** to:

**Committee & Member Services
Cardiff Council
Room 286
County Hall
Atlantic Wharf
Cardiff CF10 4UW
Or by email to
democraticservices@cardiff.gov.uk**

POLISI CYFLE CYFARTAL



EQUAL OPPORTUNITY POLICY

Er mwyn parhau i ddatblygu Datganiad Polisi Cyfle Cyfartal y Cyngor ac er mwyn rhoi gwybodaeth hanfodol os cewch eich penodi, gofynnir i chi roi'r wybodaeth ganlynol drwy dicio'r blychau priodol a thrwy lenwi'r manylion y gofynnir amdanynt. Caiff y wybodaeth ei thrin yn gyfrinachol ac ni chaiff ei defnyddio yn ystod y broses ddethol. In order to ensure the Council's continued development of its declared Equal Opportunity Policy Statement and to provide other essential information if you are appointed, you are asked to provide the following information by ticking the appropriate boxes and completing the details requested. The information will be treated as confidential and will not be used in the selection process.

Cyfenw: Surname:	Enw Cyntaf: First Name:
Enw Canol: Middle Name:	Dyddiad Geni: Date of Birth:
Beth yw eich dewis o ran teitl? Mr, Mrs, Miss, Ms, Arall. Nodwch: How do you wish to be addressed? Mr, Mrs, Miss, Ms, Other. Please specify:	
Rhif Yswiriant Gwladol: National Insurance No:	

**CENEDLIGRWYDD
NATIONALITY**

Nodwch eich Cenedligrwydd Please state your Nationality
--

**TARDDIAD ETHNIG
ETHNIC ORIGIN**

Ticiwch un blwch yn unig.
Please tick one box only.

<p>GWYN/WHITE</p> <p>Prydeinig/British <input type="checkbox"/></p> <p>Cymreig/ Welsh <input type="checkbox"/></p> <p>Albanaidd/Scottish <input type="checkbox"/></p> <p>Gwyddelig/Irish <input type="checkbox"/></p> <p>O Ogledd Iwerddon / Northern Irish <input type="checkbox"/></p> <p>Seisnig/English <input type="checkbox"/></p> <p>Sipsi neu Deithiwr Gwyddelig/ Gypsy or Irish Traveller <input type="checkbox"/></p> <p>Arall/Other/ <input type="checkbox"/></p> <p>Os Arall, nodwch: If Other, please specify: _____</p>	<p>TSIEINEAIDD NEU DDWYRAIN PELL ARALL / CHINESE OR OTHER FAR EASTERN</p> <p>Prydeinig/British <input type="checkbox"/></p> <p>Tsieineaidd/Chinese <input type="checkbox"/></p> <p>Arall/Other <input type="checkbox"/></p> <p>Os Arall, nodwch: If Other, please specify: _____</p>
<p>DU/BLACK</p> <p>Prydeinig/British <input type="checkbox"/></p> <p>Affricanaidd/African <input type="checkbox"/></p> <p>Caribiaidd/Caribbean <input type="checkbox"/></p> <p>Arall/Other <input type="checkbox"/></p> <p>Os Arall, nodwch: If Other, please specify: _____</p>	<p>HIL GYMYSG/MIXED RACE</p> <p>Gwyn/Du Caribiaidd / <input type="checkbox"/></p> <p>White and Black Caribbean <input type="checkbox"/></p> <p>Gwyn/Du Affricanaidd / <input type="checkbox"/></p> <p>White and Black African <input type="checkbox"/></p> <p>Gwyn/Asiaidd / <input type="checkbox"/></p> <p>White and Asian <input type="checkbox"/></p> <p>Arall/Other <input type="checkbox"/></p> <p>Os Arall, nodwch: If Other, please specify: _____</p>
<p>ASIAIDD/ASIAN</p> <p>Prydeinig/British <input type="checkbox"/></p> <p>Bangladeshi/Bangladeshi <input type="checkbox"/></p> <p>Indiaidd/Indian <input type="checkbox"/></p> <p>Pacistanaid/Pakistani <input type="checkbox"/></p> <p>Arall/Other <input type="checkbox"/></p> <p>Os Arall, nodwch: If Other, please specify: _____</p>	<p>Unrhyw gefndir arall, nad yw wedi'i restru/ Any Other background, not already listed</p> <p>Arabaid/Arab <input type="checkbox"/></p> <p>Arall/Other/ <input type="checkbox"/></p> <p>Os Arall, nodwch: If Other, please specify: _____</p>

**CYFEIRIADEDD RHYWIOL
SEXUAL ORIENTATION**

Deurywiol/Bisexual
Heterorywiol/Heterosexual
Arall/Other

Hoyw/Gay
Lesbaidd/Lesbian
Ddim am ddweud/Prefer not to say

**GENDER
RHYW**

Menyw/Female

Gwryw/Male

A yw eich hunaniaeth rhyw yr un fath â'r rhyw a aseiniwyd i chi ar eich genedigaeth?

Oes / Nac Oes / Ddim am ddweud

Is your gender identity the same as the gender you were assigned at birth?

Yes / No / Prefer not to say

**CRED CREFYDDOL / DIFFYG CRED
RELIGIOUS BELIEF / NON-BELIEF**

Bahaiaidd/Baha'i
Cristnogol/Christian
Jainaeth/Jain
Moslemaidd/Muslim
Sicaidd/Sikh
Dim/None
Ddim am ddweud/Prefer not to say

Bwdhaidd/Buddhist
Hindŵaidd/Hindu
Iddewig/Jewish
Rastaffaraidd/Rastafarian
Zoroastiaidd/Zoroastrian
Arall/Other

**ANABLEDD
DISABILITY**

Mae'r diffiniad o berson anabl yn cynnwys pobl â namau ar y clyw ac ar y golwg, pobl ag anawsterau iechyd meddwl neu anableddau dysgu, pobl â namau symudedd, neu'r rheiny â chyflwr iechyd hir dymor, er enghraifft: iselder, clefyd y siwgr, asthma, parlys ymledol, HIV neu ganser

Identifying as a disabled person can include people with hearing or sight impairments, people with mental health difficulties or learning disabilities, people with mobility impairments, or those who have long-term health conditions, for example: depression, diabetes, asthma, multiple sclerosis, HIV or cancer.

Ydych chi'n ystyried eich hun yn berson anabl?
Do you identify as a disabled person?

Ydw / Nac ydw
Yes / No

**SGILIAU LAITH
LANGUAGE SKILLS**

Ydych chi'n gallu siarad, darllen, deall neu ysgrifennu Cymraeg?
Do you speak, read, understand or write in Welsh?

Ydw / Nac ydw
Yes / No

Ydych chi'n gallu siarad, darllen, deall neu ysgrifennu unrhyw iaith arall (ar wahân i Saesneg)?
Do you speak, read, understand or write in any other language (except English)?

Ydw / Nac ydw
Yes / No

Os ydych, nodwch pa iaith:
If yes please specify Language:

CARDIFF COUNCIL

VACANCIES FOR INDEPENDENT MEMBERS 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 2017/18](#)

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 (attached as Appendix A).

CARDIFF COUNCIL

VACANCIES FOR INDEPENDENT MEMBERS OF THE STANDARDS & ETHICS COMMITTEE

INFORMATION FOR APPLICANTS

Meetings of the Committee

Committee meetings are usually held on a Wednesday, on a quarterly basis at County Hall in Cardiff Bay, starting at 5.00pm, and generally last for 1-2 hours. Ad hoc meetings may also occasionally be arranged if necessary. Meetings are scheduled, so far as possible, to avoid conflicts with other work commitments. **The Independent Members' regular attendance at all Committee meetings is very important to avoid the meeting being inquorate under statutory rules (which means no formal decisions may be made).**

Minutes of meetings, and dates of future meetings, can be found on the Council website at www.cardiff.gov.uk

The scheduled Committee meeting dates for 2019/2020 are:

Wednesday 2 October 2019, 5.00pm
Wednesday 11 December 2019, 5.00pm
Wednesday 18 March 2020, 5.00pm
Wednesday 8 July 2020, 5.00pm

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 Member Remuneration Schedule. 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.

CARDIFF COUNCIL

VACANCIES FOR INDEPENDENT MEMBERS OF THE STANDARDS & ETHICS COMMITTEE

INFORMATION FOR APPLICANTS

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;
- 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.

CARDIFF COUNCIL

VACANCIES FOR INDEPENDENT MEMBERS OF THE STANDARDS & ETHICS COMMITTEE

INFORMATION FOR APPLICANTS

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 Democratic Services, Cardiff Council, Room 286, Atlantic Wharf, Cardiff CF10 4UW.

There is no set closing for the receipt of applications.

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.

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.

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 12th September 2019. 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 the Director of Governance and Legal Services and Monitoring Officer, Davina Fiore on 02920 873905ly

July 2019



Person Specification

Designation of Post: Independent Member of Standards & Ethics Committee

THE PERSON APPOINTED MUST FULFIL THE FOLLOWING REQUIREMENTS:

	<i>Essential</i>	<i>Desirable</i>
Knowledge and Experience	<p>Experience or understanding of governance in a corporate body. (i.e. the principles and rules under which organisations are run)</p>	<p>Understanding of how local government functions and the principles of public accountability</p> <p>Understanding of relevant legislation (or ability to learn)</p> <p>A record of achievement in the public, commercial, voluntary or academic sectors</p>
Skills and Abilities	<p>Able to analyse issues and problems, weigh evidence and put forward persuasive arguments to support your view</p> <p>Able to contribute effectively in a committee environment, and work constructively with others to achieve consensus</p> <p>Able to communicate effectively</p> <p>Capacity to be independent, objective and strong minded</p> <p>Able to commit an average of 2 to 3 hours each month (including evening meetings) to the work of the Committee</p>	
Personal Attributes	<p>Of good character and showing integrity.</p> <p>Value local democracy</p> <p>A commitment to public service.</p>	<p>Respected for a contribution made to community life</p>

	<i>Essential</i>	<i>Desirable</i>
Personal Attributes (contd)	<p>A general interest in ethical issues</p> <p>A commitment to the Seven Principles of Public Life (the Nolan Principles: selflessness; integrity; objectivity; accountability; openness; honesty; leadership)</p> <p>Personal and political sensitivity</p> <p>Must <u>not</u> have any business or other interests (including membership or affiliation of any political or other organisation) which would cause real or perceived conflict with the independence and impartiality of the role</p> <p>Must <u>not</u> be:</p> <ul style="list-style-type: none"> • a current councillor or officer (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; • a former councillor or officer of Cardiff Council; or • a former councillor or officer of any other local authority, National Park authority, fire authority, or community council, <i>unless</i> you ceased to hold that position more than 12 months ago <p>A commitment to the Council's Equal Opportunities Policy and an awareness of, and sensitivity to, the diversity of modern society</p>	
Other		A resident and local government elector in Cardiff

Member of the Standards & Ethics Committee

Role Description

(subject to ratification by Full Council July 2020)

1. Accountabilities

- To Full Council
- To the Chair of the Standards & Ethics Committee
- To the Public
- To the Public Services Ombudsman for Wales
- Community Councils

2. Role purpose and activity

- **Understanding the nature of the Standards committee and effectively fulfilling its roles and functions as listed in the Cardiff Council Constitution:**
 - (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.

(k) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.

- **Participating in meetings and making decisions**

- To participate effectively in meetings of the Standards committee,
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee

- **Internal governance, ethical standards and relationships**

- To ensure the integrity of the committee's decision making and of their own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Standards committee's area of responsibility

3. Values

To be committed to the values of the council and the following values in public office:

We are Cardiff



- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- To maintain the principles identified in [The Conduct of Members \(Principles\) \(Wales\) Order 2001 SI 2001 No.2276 \(W.166\)](#)
 - Selflessness
 - Integrity and Propriety
 - Stewardship
 - Equality and Respect
 - Accountability
 - Honesty
 - Duty to Uphold the Law
 - Objectivity in Decision-making
 - Openness
 - Leadership