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

OBSERVATION OF MEETINGS

Reason for this Report

1. To allow the Committee to consider the feedback provided by Committee members following observation of meetings of the Council, its Committees and the six Community Councils in Cardiff; and comments received on that feedback.

Background

2. The Committee has agreed that observation of Council, Committee and Community Council meetings is helpful for members, in particular the Independent Members of the Committee, to gain experience of the Council and Committee processes, and to provide opportunities for first hand feedback to the Committee of any issues relating to standards and conduct.
3. The Committee has approved a feedback proforma for use by the Members of the Committee when observing meetings. Members have been asked to complete a form for each meeting they attend and submit it for consideration at the next appropriate Committee meeting.

Issues

4. Completed meeting observation feedback forms have been received in respect of the following meetings:
 - Radyr and Morganstown Community Council meeting (21st March 2019);
 - St Fagans Community Council meeting (1st April 2019);
 - Lisvane Community Council meeting (8th July 2019);
 - Full Council (20th June 2019); and
 - Full Council (18th July 2019).

The completed Observation forms are appended as **Appendix A**.

5. Members will note that the feedback is generally very positive. However, the Monitoring Officer has made certain best practice recommendations for consideration by Community Councils, which have been forwarded to the respective Clerks. The feedback in relation to meetings of full Council has been forwarded to the Council's Head of Democratic Services. A table summarising the recommendations and key observations made and responses received is set out in **Appendix B**.
6. All forthcoming Council and Committee meetings are listed in the calendar of meetings, which is regularly circulated to Standards and Ethics Committee members and is published on the Council's website, here:
<http://cardiff.moderngov.co.uk/mgCalendarMonthView.aspx?GL=1&bcr=1&LLL=0>
Independent members, in particular, newly appointed members, are encouraged to observe a full Council meeting and a Committee meeting.
7. Details of forthcoming Community Council meetings are published on the respective Councils' websites. Members are similarly encouraged to observe a Community Council meeting. Before attending a Community Council meeting, Members are advised to contact the Clerk to confirm the meeting is going ahead and, as a courtesy, to inform the Clerk they will be attending. Community Council website links and Clerks contact details are accessible here:
<https://www.cardiff.gov.uk/ENG/Your-Council/Voting-and-elections/Community-councils/Pages/Community-councils.aspx>

Legal Implications

8. There are no direct legal implications arising from the content of this report.

Financial Implications

9. There are no direct financial implications arising from this report.

RECOMMENDATION

The Committee is recommended to:

- (1) Note the meetings observation feedback and responses received, as set out in **Appendices A and B** to the report, and provide any further comments in this regard; and
- (2) Continue to observe appropriate meetings of the Council, Committees and Community Councils and provide feedback to a future meeting of the Committee.

Davina Fiore

Director of Governance and Legal Services and Monitoring Officer

25th November 2019

Appendix

Appendix A

Meeting Observation Feedback Forms

Appendix B

Table of Meeting Observation Feedback and Responses

Background papers

Standards & Ethics Committee report, 'Observation of Council, Committee and Community Council Meetings, 6th March 2019