

Standards and Ethics Committee Annual Report 2018/19



Cardiff Council



The Ten General Principles of Public Life

<p>Selflessness – members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.</p>	<p>Personal judgement – members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.</p>
<p>Honesty and integrity – members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.</p>	<p>Respect for others – members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.</p>
<p>Objectivity – members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefit.</p>	<p>Duty to uphold the law – members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.</p>
<p>Accountability – members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.</p>	<p>Stewardship – members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.</p>
<p>Openness – members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.</p>	<p>Leadership – members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.</p>
<p style="text-align: center;"><i>“Nolan Committee on Standards in Public Life”</i></p>	

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Chair's Foreword

This report covers my last full year of office as Chair of the Standards and Ethics Committee. In reflecting on my whole time in the role, I wish first to pay tribute to those who have served on the Committee and the officers who have supported our work. Our Independent Members, County Councillors and Community Council representatives have worked effectively together, ably assisted by successive Monitoring Officers and their teams.

The Committee has sought to work pro-actively, in promoting good standards of conduct as well as reacting to instances of actual or alleged misconduct. We have made ourselves more visible, in attending Council and certain Committee meetings and through a series of visits to Community Councils. We have built on constructive relationships with Lord Mayors and with Group Leaders and Whips. We have worked with the Democratic Services Committee in designing, interpreting and responding to surveys of Members, in particular on matters of discriminatory or intimidatory behaviour.

Through reports of the Public Services Ombudsman for Wales, attendance at All-Wales Standards Conferences (one of which we were pleased to host in Cardiff), reports of relevant judicial hearings and through contact between Monitoring Officers, we have kept abreast of wider trends. Following a Court judgement¹, there was a raising of the bar for findings of misconduct in Member-on-Member complaints, with Members (and senior Officers) expected to have "thicker skins" than others. Both the Ombudsman and the Adjudication Panel for Wales have made clear, however, that they treat seriously both abuse that is discriminatory in nature and intimidatory behaviour towards more junior staff.

As far as Members' conduct is concerned, I have no hesitation in saying that it is generally of a high standard. There have been no significant cases of corruption. There has been a falling number of complaints about misconduct and a marked improvement in the conduct of Council meetings. Independent Members of the Committee have expressed admiration for the conscientious work that Councillors put in on behalf of their ward residents and to improve their city. Nonetheless, public reputation remains a fragile thing, and all must remain watchful in maintaining standards - for example in taking care to avoid unduly personal or misleading comments on social media - and in dealing with matters which may undermine it. The Committee urges Members to report to the Monitoring Officer matters of concern, including those which may not reach the threshold for formal complaints under the Code of Conduct, so that they may be appropriately dealt with and to help avoid in future more subtle or unintentional forms of discrimination or intimidation.

Richard Tebboth
Chair of Standards and Ethics Committee (2014-2019)
Cardiff Council

¹ R (Calver) v. Adjudication Panel for Wales [2012] EWHC 1172 (admin)

The Role of the Standards and Ethics Committee

The Committee operates within a statutory framework and the following terms of reference:

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

The Committee has identified its major role as being to:

- Promote and maintain high standards of conduct by County Councillors, Community Councillors and Co-opted Members.
- Provide support advice and training for County Councillors and Community Councillors on conduct and personal interests.
- Monitor the operation of the Code of Conduct and the governance of the Council.
- Hear and determine any complaints referred by the Public Services Ombudsman for Wales.
- Provide advice and guidance on the whistleblowing procedure, constitutional, protocols and ethical issues.

The Committee operates on the clear understanding that Elected Members that sit on the Committee are independent of political allegiance and that all discussions and decisions are taken with ethical principles at the forefront. The Committee is mindful that not all political groups are represented on the Committee, but welcomes attendance by all Members at its meetings and is happy to receive contributions from those groups not so represented. The Committee wishes to do all it can to support Elected Members in their role.

The Committee's Work in 2018/19

COMMITTEE MEMBERSHIP

There have been several changes in the Committee's membership over the year. Firstly, due to the sad news that the newly appointed independent member, Ms Thora Lewis, had passed away in May 2018. The Committee was pleased to welcome back Hollie Edwards-Davies, who resumed her position as independent member on the Committee in June 2018 after stepping down the previous year to take maternity absence. Then in June 2019, independent member, Lizz Roe, tendered her resignation due to personal circumstances; and approximately one month later, Hugh Thomas, indicated he also needed to resign, again due to personal circumstances. In September 2019, the second term of office of the Chair, Richard Tebboth, came to an end. A public appointments process was therefore carried out, in line with the statutory rules, and in November 2019, three new independent members were appointed to the Committee: Jason Bartlett, Chrissie Nicholls and Arthur Hallet

Community Councillor Stuart Thomas, Chair of Pentyrch Community Council has continued as the Community Council representative on the Committee; and the Cardiff Council elected Members for 2018/19 were Councillor Stephen Cunnah, Councillor Joel Williams and Councillor Emma Sandrey.

MEMBERS' SURVEY

The Committee considered the results of the Members Survey 2017 in relation to Member conduct issues and noted there were positive trends, but also some concerns about behavioural issues and bullying. The survey results were discussed at the Committee's annual meeting with Group Leaders and Whips and it was noted that many of the reported incidents appeared to relate to culture and atmosphere rather than overt discrimination; and some responses appeared to relate to historical issues, which may not accurately reflect the current situation. The Committee was assured that any reports of bullying or discrimination are dealt with robustly, and suggested that political groups should also consider what support arrangements they had in place, particularly as some reported incidents appeared to relate to conduct in group meetings. The Committee discussed ways to raise awareness and address issues constructively. It was agreed that the Committee should review matters when it receives the results of the next Members' Survey.

ROLE DESCRIPTIONS FOR COMMITTEE MEMBERS

The Committee reviewed the role descriptions previously adopted, which had been based on the generic role descriptions for a Member of the Standards Committee and the Chair of the Standards Committee, published within the Welsh Local Government Association's 'Framework Member Role Descriptions and Person Specifications'. It was noted that the role descriptions did not fully reflect the Committee's terms of reference as set out within the Constitution. The Committee's terms of reference included responsibility for matters such as overseeing whistleblowing arrangements and for monitoring and scrutinising the ethical standards of Council employees and

service providers as well as elected Members. The Committee agreed that the role descriptions should be amended to reflect this wider remit. Revised role descriptions were agreed and referred to the Democratic Services Committee for inclusion within the suite of Member role descriptions to be recommended to full Council for adoption.

MEMBER BRIEFING

The Committee issued its fourth Member Briefing in February 2019, outlining the work of the Committee and reiterating the importance of high standards of conduct. The Briefing was issued to all Cardiff Councillors, as well as Community Councillors. Topics covered in the Briefing included the Committee's Annual Report 2017/18; an update on Member conduct complaints; discussion with group leaders and whips about the results of the Members' Survey; the WLGA's social media guidance; registration of gifts and hospitality; use of Council resources; engagement with Community Councils to promote and maintain high standards of conduct; Code of Conduct training; caselaw update; the Ombudsman's Annual Letter and a reminder of the Cardiff Undertaking.

Members were invited to give feedback to the Committee or raise any issues with them, either by contacting the Chair directly or raising issues through their party group leaders or whips.

COMMUNITY COUNCILS

The Committee has continued to engage with Community Councils to promote and maintain high standards of conduct within those Councils and build good working relationships with them.

The Committee was pleased to note that a further Code of Conduct training and development session had been delivered in September 2019, specifically for Community Councillors. Feedback indicated that Community Councillors found the session helpful.

The Monitoring Officer has continued to hold quarterly meetings with the Community Council Clerks to discuss and provide support and advice to Clerks in relation to Member conduct issues. Clerks have been encouraged to recommend their Councils adopt their own local resolution protocols, using the model developed by One Voice Wales and the Ombudsman, to resolve disputes amongst their community councillors.

Members of the Committee have also attended a number of Community Council meetings to familiarise themselves with the work of Community Councils and raise the profile of the Standards and Ethics Committee. It was observed that proceedings were well structured and there were no issues of concern in relation to Member conduct.

MEMBERS' GIFTS AND HOSPITALITY

The Committee has carried out its annual review of the Members' Hospitality Registers covering the period from 1st October 2017 to 16th November 2018. Having carefully reviewed the registers for this period, the Committee found no issues of concern.

However, it was agreed that the registers should include the estimated value of the gift or hospitality, as declared on the registration form. It was acknowledged that it was sometimes difficult for Members to give an accurate estimate of value, but the Committee considered that Members should nevertheless give their best estimate of the value, as this was important for accountability and transparency purposes. It was also agreed that a reminder should be sent to all Members to remind them of the Council's rules which required them to register any gifts, hospitality or other benefits received above a threshold value of £25, within 28 days.

OFFICERS' GIFTS AND HOSPITALITY

The Committee reviewed the Council's rules and guidance in relation to gifts and hospitality received by officers. It was noted that officers are required to obtain management authorisation before accepting any gifts or hospitality, and are also required to register any gifts or hospitality received with an estimated value of £25 or more. The registers of officers' gifts and hospitality were available for public inspection, but not published. The Committee considered that the register of senior officers' gifts and hospitality should be published on the Council's website and that the registers should include the estimated value of the gift or hospitality, for accountability and transparency. The Committee agreed to make recommendations to this effect.

OFFICERS' PERSONAL INTERESTS

The Committee considered the Council's rules and guidance in relation to officers' personal interests and secondary employment. It was noted that all officers are required to disclose any secondary employment and potential or actual conflicts of interest to their managers; and that officers were also subject to statutory rules about disclosing any interest in a Council contract. The Council had placed additional disclosure requirements on Senior Officers (Chief Officers, Assistant Directors and above), requiring all outside business interests to be disclosed, whether or not they presented any conflict of interests. Senior Officers were also required to disclose the business interests of their close family members for consideration under the Council's 'Related Party' disclosure requirements for purposes of the Council's Statement of Accounts. A register of Senior Officers' outside business interests was held by the Monitoring Officer and was available for public inspection.

The Committee was keen to promote transparency of personal interests of Senior Officers, in light of their significant decision making powers. It was agreed to recommend that the Register of Senior Officers' Business Interests should be published on the Council's website, with an exception for any 'sensitive information', similarly to the statutory rules for the Members' Register of Interests.

The Committee acknowledged that the rules on Members' personal interests are set by law, and that there were no equivalent statutory rules for officers. However, it was agreed that further consideration should be given to the disclosure requirements for Senior Officers. The Committee received a further report in December 2019 and noted that the roles and accountabilities of Senior Officers are fundamentally different to those of elected Members. It was acknowledged that the Council has a duty of care towards its employees, and that there are mechanisms whereby any Member who is concerned about the misuse of delegated powers may raise a complaint to the

Monitoring Officer, who holds Senior Officers' Personal Interests Declarations and has access to other employee records in order to investigate any allegations. Having carefully considered all relevant information and the advice of the Deputy Monitoring Officer (who advised the Committee on this matter, due to the Monitoring Officer's conflict of interests, as a Senior Officer), the Committee agreed to make no changes to the current rules on Senior Officers' disclosure requirements, but asked that the Committee should be able to review Senior Officers' Registers of Interests, on a confidential basis.

SOCIAL MEDIA GUIDANCE

The Committee considered the updated guidance produced by the Welsh Local Government Association, 'Social Media: A Guide for Councillors'. It was noted that the increasing use of social media presents varied opportunities and challenges for Councillors. The Committee was pleased to note that the updated WLGA Guidance reflected changes in the social media landscape and emerging issues, including separate guidance on handling online abuse and bullying, which appeared to be a growing concern. It was agreed that the WLGA's guidance was clear and comprehensive and that it was important for Councillors across Wales to be given consistent guidance. Therefore, the Committee agreed that the WLGA's guidance on social media should be circulated to all Cardiff Councillors (and the previous guidance issued by the Committee in 2014 should be allowed to lapse).

OBSERVATION OF COUNCIL AND COMMITTEE MEETINGS

Independent members of the Committee and the Community Council representative have continued to observe meetings of Full Council and its Committees, as well as Community Council meetings; and have discussed their observations during each Standards and Ethics Committee meeting, to inform the Committee's work and understand the work of the Council. The Committee uses a standard template form to record Members' feedback.

The Committee has been pleased to observe a marked improvement in standards of Member conduct in Cardiff Council, with Council meetings being noticeably more business focussed and less fractious. The authority of the Chair of Council was considered to be strong and there were good relationships observable between Members of different political parties. Committee members are encouraged to continue attending different Council meetings for observation and feedback to the Committee.

APW SANCTIONS GUIDANCE

The Committee has considered the new Sanctions Guidance issued by the Adjudication Panel for Wales, which took effect in September 2018. It was noted that the guidance aims to assist Tribunals to reach fair, proportionate and consistent decisions on sanctions imposed after finding that a Member has breached the Members' Code of Conduct. Whilst acknowledging that the guidance is aimed at the Adjudication Panel for Wales and is not legally binding, the Committee agreed that it constituted helpful guidance in relation to any standards hearings conducted by the Committee's Hearings Panel.

OMBUDSMAN'S ANNUAL LETTER 2017/18

The Committee considered the Ombudsman's Annual Letter 2017/18 and was pleased to note that the number of Code of Conduct complaints about Cardiff Councillors, which were referred to the Ombudsman, remained low – a total of 4 for the year (3 County Councillors and 1 Community Councillor). This was agreed to be a good reflection on standards of conduct in Cardiff, particularly as the Ombudsman reported an increase in the number of Code of Conduct complaints across Wales. Three out of the four complaints for Cardiff were closed after initial consideration by the Ombudsman, on the basis that the Ombudsman did not consider the complaint warranted investigation; and in the remaining case, the Ombudsman's investigation had found no evidence of a breach of the Code. The Committee considered that the Ombudsman's Annual Letter indicated that standards of Member conduct in Cardiff were generally good.

CASELAW UPDATE

The Committee received an updated on the 2018 case of Harvey v. Ledbury Town Council, in which the High Court held that a Community Council's decision to impose sanctions on one of its councillors, after concluding a grievance process which found her guilty of bullying and harassment, was unlawful. The court held that the proper course for the investigation of behaviour of councillors is under the Code of Conduct and the statutory standards framework; and a grievance process could not be run in tandem with, or as an alternative to, the Code of Conduct process. The Committee agreed this case provided helpful confirmation that concerns about Councillors' conduct must be addressed under the Code of Conduct and the standards regime.

ANNUAL MEETING WITH POLITICAL GROUP LEADERS AND WHIPS

The Committee met informally with Group Leaders and Whips in June 2018 to discuss issues relating to Members' conduct and ethics, particularly, having regard to the results of the Members' Survey 2017. The detailed outcomes of that meeting were included in the Committee last annual report (2017/18).

The Committee has scheduled its next informal meeting with group leaders and whips for March 2020, to allow discussion of results from the Member Survey issued in January 2020 in relation to standards and conduct issues.

Taking Action on Complaints

The Standards and Ethics Committee receives quarterly reports from the Monitoring Officer in respect of complaints made about Members' conduct. The Committee monitors the number of complaints and any themes or patterns emerging (but only considers specific details of individual cases if a complaint is formally referred to the Committee by the Monitoring Officer or the Ombudsman.)

During the period from 1st April 2018 to 31st March 2019 the Monitoring Officer was notified of a total of 12 complaints made against Members alleging breach of the Code of Conduct. The table below shows an analysis of the complaints on a quarterly basis.

	Q1 Apr, May, Jun 2018	Q2 Jul, Aug, Sept 2018	Q3 Oct, Nov, Dec 2018	Q4 Jan, Feb, Mar 2019	TOTAL
Member on Member	0	2	3	2	7
Public on Member	1	0	0	1	2
Officer on Member	0	0	3	0	3
Community Councillors	0	0	1	0	1
Total	1	2	6	3	12

The Committee noted that the number of complaints received during 2018/19 (12 in total) represented an increase compared to the previous year (a total of 8 complaints received during 2017/18). However, it noted that 4 of the complaints (received during Quarter 3 and detailed below) related to the same activities of one Member; and also that the total number for the year remained low compared to previous years (18 during 2016/17; and 59 during 2015/16).

Quarter 1

The single complaint received in Quarter 1 was notified to the Monitoring Officer by the Ombudsman. The complaint was made by a member of the public alleging intimidating and bullying behaviour by a Member. The Ombudsman investigated the complaint and in June 2019, he referred his investigation report to the Standards and Ethics Committee for determination. The Committee convened a Hearings Panel and held a hearing to determine the complaint in January 2020. The outcome of this hearing is subject to appeal and will be reported to the Council in due course.

Quarter 2

The two complaints received during Quarter 2 were both Member on Member complaints, which have been resolved informally by the Monitoring Officer. One complaint alleged abusive behaviour and language by another Member. The other complaint related to social media comments which implied that a Member's decision was biased. In each case an apology was offered and accepted.

Quarter 3

Four out of the six complaints received during Quarter 3 related to one Member's activities in connection with a particular organisation. Two of these complaints were made by officers and submitted directly to the Ombudsman. The complaints alleged that the Member's activities breached a number of duties imposed under the Code of Conduct. The Ombudsman decided not to investigate the complaints because he considered that the Member's activities amounted to a legitimate expression of views; and therefore an investigation was not appropriate.

The other two complaints relating to the same Members' activities were resolved informally by the Monitoring Officer. One was submitted by an officer and resolved by way of an explanation offered by the Member. The other complaint was submitted by a Member and alleged misuse of Council resources. This complaint was resolved by the Member offering an immediate apology and repayment of printing costs.

Details of the other two complaints received in Quarter 3 are as follows:

- (i) A complaint received from a member of the public alleging that a Member had been using a mobile telephone whilst driving, thereby committing a criminal offence. The complainant considered this to be a breach of the Member's duty to uphold the law; and to not bring the office of Member into disrepute. The complainant decided to refer the complaint to the Ombudsman. The Ombudsman found there was insufficient evidence of a breach of the Code.
- (ii) A complaint received from a Member regarding another Member's social media comments. The Monitoring Officer found that the comments were factual and based on information in the public domain; and therefore did not constitute a breach of the Code.

Quarter 4

Details of the three complaints received in Quarter 4 are as follows:

- (i) A member of the public complained to the Ombudsman that the members of the Planning Committee had not discharged their duties on the Committee in a fair and proper manner. The Ombudsman decided not to investigate this complaint.
- (ii) A Member complained about social media comments made by another Member. This was resolved informally by the Member clarifying his comments.
- (iii) A Member complained about the conduct of another Member during a meeting of full Council, alleging that the Member's comments brought the Authority into disrepute. The Ombudsman found that the

Member's comments attracted enhanced protection under Article 10 of the European Convention on Human Rights, in respect of his freedom of expression. The comments were not highly offensive or outrageous and were part of a democratic debate, during which Members were expected to have a 'thicker skin'. The Ombudsman decided not to investigate the matter further.

OUTCOMES

Out of the 12 complaints received during 2018/19, 6 have been considered by the Ombudsman, who has found no evidence of a breach of the Code in 5 of the cases. The remaining case was the one referred to the Hearings Panel, the outcome of which is subject to appeal, as set out under Quarter 1 above.

6 out of the 12 complaints have been resolved informally by the Monitoring Officer, in accordance with the Local Resolution Protocol; by way of an apology in 3 cases; by the Member explaining / clarifying their actions in 2 cases; and a finding of no evidence of any breach of the Code in the remaining case.

LOCAL RESOLUTION PROTOCOL

The Committee notes that the Local Resolution Protocol adopted by Cardiff (and updated in November 2017) continues to provide a helpful process for resolving relatively 'low-level' behavioural complaints made by Cardiff Council Members about other Members, in a timely and proportionate way.

The Committee is pleased to note that no cases considered under the Local Resolution Protocol have been referred to the Hearings Panel during 2018/19.

The Committee has encouraged Community Councils to adopt their own local resolution protocols, using the model developed by One Voice Wales in consultation with the Ombudsman.

Future Priorities

The Committee regularly reviews its work programme and has identified the following priority areas for consideration in 2018/19:

- **Observation of Council and Committee Meetings** – the Committee will continue to observe proceedings at Council and Committee meetings to give feedback on observations and inform its work priorities.
- **Member Briefings** To continue to publish Member Briefings on the work of the Committee, underlining the importance of the Cardiff Undertaking and Member conduct and behaviour.
- **Code of Conduct Complaints** - To receive quarterly reports on complaints made against Members of the Council alleging breaches of the Code of Conduct.
- **Gifts and Hospitality** - To review the Council's procedures for the acceptance and provision of gifts and hospitality by Officers; and continue to monitor the registers of gifts and hospitality received by Members.
- **Whistleblowing Policy** - To review the Council's Whistleblowing Policy and its implementation; and to receive information on reports made under the Policy and consider any ethical issues arising.
- **Members Annual Survey** – to consider issues relating to Member conduct and standards and ethics arising from the results of the Members' survey.
- **Annual Meeting with Group Leaders and Whips** - To facilitate ongoing engagement with representatives from all political groups.

Committee Membership 2018/19

INDEPENDENT MEMBERS



Richard Tebboth
(Chair – until Sept 2019)

Richard Tebboth was born and brought up on the Essex edge of London – with a Welsh grandmother living nearby. He was educated at Sir George Monoux Grammar School, Walthamstow, and Christ's College, Cambridge. After professional social work training he entered the Probation Service, working as practitioner and manager in South Yorkshire, Buckinghamshire and the West Midlands. In 1997, he joined the Social Services Inspectorate for Wales, becoming Deputy Chief Inspector and Acting Chief Inspector. He transferred into the senior civil service, in the Welsh Government's Department for Public Service Improvement, until retirement in 2010. Richard lives in Llandaff, where he is Secretary of his local Residents' Association. He was appointed as an Independent Member of the Standards and Ethics Committee in September 2011; and reappointed for a second term by Full Council on 23 July 2015 for a further four years with effect from 23 September 2015. Richard was elected Chairperson in 21 October 2014 and ended his second term of office in September 2019.



Prof. James Downe
(Vice-Chair / Chair from Sept 2019)

James is a Professor in Public Management and Director of Research at the Wales Centre for Public Policy at Cardiff University. He has more than fifteen years' experience of managing large-scale evaluations of public policy. His current research interests are in local government performance regimes, political accountability, public trust and the ethical behaviour of local politicians. He was a member of the UK Government's Expert Panel on local governance and teaches on the LGA's Leadership Academy for councillors. He became an Independent Member of the Standards and Ethics Committee in November 2013 and was appointed Vice-Chair on 21 October 2014; and Chair from September 2019.



Hollie Edwards-Davies

Hollie Edwards-Davies was brought up in Rhyl, North Wales and has lived in Riverside, Cardiff for 12 years. She studied for a LLB honours degree in Law with Legal Studies in Europe at the University of Reading, including a year in Germany at *Universität Trier*. She subsequently completed a degree in Applied Accounting by distance learning with Oxford Brookes University and continued her studies to become a member of the Association of Chartered Certified Accountants (ACCA) in 2010. Hollie served as Chair of the ACCA South Wales Members Network Panel between 2013 and 2015, and is still an active member of the network. Following a variety of roles in the private sector and some voluntary work, Hollie worked at the Welsh Government for ten years and departed in 2015 to pursue a career change. She joined the Standards and Ethics Committee in July 2014; stepped down in November 2017 and resumed her position in June 2018 following maternity absence. Hollie was elected as Vice-Chair in September 2019.



Hugh Thomas (Until July 2019)

Hugh Thomas, a retired Solicitor, pursued a Local Government career for forty years culminating in his being Chief Executive of Mid Glamorgan County Council (the largest local authority in Wales) for fifteen years. During this time he served as Clerk to the South Wales Police Authority and Honorary Secretary of the Assembly of Welsh Counties. He retired in 1995. He has since chaired a number of public bodies and national voluntary organisations including those in the health and higher education sectors. He was Vice Chairman and Chair of the Audit Committee of the Wales Centre for Health. He was also a non-Executive Director of Welsh Water. Currently, he is Chair of the Regulatory Board for Wales and one of fifteen trustees of The National Library of Wales. He is an independent member of the Standards and Ethics Committee and began his first term of office on 28 July 2014.



Lizz Roe (Until June 2019)

Lizz Roe has worked in the third sector/education sector for the last 20 years. She has lived and worked all over the UK and moved to Cardiff in 2012 to marry her partner and stop commuting to Birmingham. She was previously a commissioner for the Women's National Commission and a trustee for the YWCA of GB and NI. She is a Quaker and has been very active in issues to do with environmental sustainability and equality, as well as having held various roles within the Quaker community nationally and locally. She is an independent member of the Standards and Ethics Committee and began her first term of office on 28 July 2014. She brings a commitment to the Nolan principles of public life in her work on the committee as well as in her personal and professional life.

COMMUNITY COUNCILLOR MEMBER



Community Councillor Stuart Thomas

Community Councillor Stuart Thomas was appointed to the Standards & Ethics Committee at Full Council on 26 October 2018. Stuart has been a Member of the Pentyrch Community Council since May 1991 and has been Chair of the Community Council on numerous occasions. Stuart has a background in financial management and Banking

For a time he served as County Secretary for the Cardiff and the Vale Association of Local Councils, the local Association of NALC which has now been superseded as One Voice Wales the umbrella organisation that supports Community Council in Wales. He continues to represent his community Council on the One Voice Wales Cardiff and the Vale area meetings. He has provided particular support in the Induction and ongoing training of Community Councillors on Pentyrch Community Council.

COUNTY COUNCILLOR REPRESENTATIVES

 <p>Councillor Stephen Cunnah</p>	<p>Serving the Canton Ward</p> <p>Term of Office: 04/05/2017 –</p> <p>Serving on the following committees:</p> <ul style="list-style-type: none"> • Audit Committee • Children and Young People Scrutiny Committee • Council • Glamorgan Archives Joint Committee • Standards & Ethics Committee <p>Outside Bodies:</p> <ul style="list-style-type: none"> • Chapter (Cardiff) Limited
 <p>Councillor Joel Williams</p>	<p>Serving the Pontprennau and Old St Mellons Ward</p> <p>Term of Office: 04/05/2017 –</p> <p>Serving on the following committees:</p> <ul style="list-style-type: none"> • Appointments Committee - Assistant Director, Adult Services • Appointments Committee - Assistant Director, Children's Services • Appointments Committee - Assistant Director, Education & Lifelong Learning • Appointments Committee - Director Education & Lifelong Learning • Appointments Committee - Principal Lawyer Litigation • Appointments Committee - Programme Director, Schools Organisational Planning • Audit Committee • Council • Council Appeals Committee • Standards & Ethics Committee <p>Outside Bodies:</p> <ul style="list-style-type: none"> • Cardiff University Court • South Wales Fire & Rescue Authority
 <p>Councillor Emma Sandrey</p>	<p>Serving the Pentwyn and Llanedeyrn Ward</p> <p>Term of Office: 04/05/2017 –</p> <p>Serving on the following committees:</p> <ul style="list-style-type: none"> • Council • Democratic Services Committee • Standards & Ethics Committee <p>Outside Bodies:</p> <ul style="list-style-type: none"> • Cardiff Bus

Attendance Record

The Committee meets quarterly, with additional ad hoc meetings held as required. During 2018/19, the Standards and Ethics Committee met on the following dates:

- 13 Jun 2018 (informal meeting due to being inquorate)
- 5 Dec 2018
- 6 Mar 2019 (informal meeting due to being inquorate)

COMMITTEE MEMBER	ATTENDANCE MAIN COMMITTEE	
	Possible	Actual
Richard Tebboth (Chair)	3	3
Dr James Downe (Vice Chair)	3	3
Hollie Edwards-Davies	2	1
Lizz Roe	3	0
Hugh Thomas	3	3
Community Councillor Stuart Thomas	3	3
Councillor Stephen Cunnah	3	3
Councillor Emma Sandrey	3	3
Councillor Joel Williams	3	3

Helpful Contacts

Chair of Standards & Ethics Committee – Prof James Downe

Email: democraticservices@cardif.gov.uk

Director of Governance & Legal Services and Monitoring Officer – Davina Fiore

Tel: (029) 2087 3860

Email: Davina.Fiore@cardiff.gov.uk

Contact: Committee & Members Services

Tel: (029) 2087 2020

Email: democraticservices@cardiff.gov.uk

Public Services Ombudsman for Wales – Mr Nick Bennett

Tel: 0300 790 0203

Webpage: <http://www.ombudsman-wales.org.uk/en.aspx>