

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

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**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.

**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 profroma 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. A completed meeting observation feedback form has been received in respect of the full Council meeting on 30<sup>th</sup> January 2020. The completed Observation form is appended as **Appendix A**.
5. Members will note that the feedback is generally positive in relation to standards of conduct. The feedback has also been shared with the Lord Mayor, as Chair of Council, for his information. In relation to comments about the public screens, Members may wish to note that the Council is in the process of planning replacement of the systems used in the Council chamber and will seek to ensure the screens can display more information.
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, and 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 meeting observation feedback received, as set out in **Appendix A** 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**

23<sup>rd</sup> September 2020

### Appendix

Appendix A Meeting Observation Feedback Form for Council meeting January 2020

### Background papers

Standards & Ethics Committee report, 'Observation of Council, Committee and Community Council Meetings, 11<sup>th</sup> December 2019