

**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.

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. Meeting observation feedback has been received in respect of the full Council meeting on 26th November 2020 and a Community Council meeting on 30th November 2020. The completed Observation forms are appended as **Appendix A**.
5. Members will note that the feedback in relation to the full Council meeting is positive in relation to standards of conduct as well as the management of the meeting. The feedback has also been shared with the Lord Mayor, as Chair of Council, for his information.
6. The feedback in relation to the Community Council meeting is also generally positive, although some issues are noted regarding access to documents for the meeting. This feedback has been shared with the Clerk to the Community Council. The Clerk has confirmed that meeting agendas are published online in advance of the meeting

and emailed to anyone attending remotely; and that minutes are published online after they are approved. The Clerk confirmed that the feedback, including the comments in relation to the reports discussed at the meeting, would be submitted for consideration by the Community Council at its next meeting. The Committee may wish to consider making a recommendation for the Community Council to consider publishing draft minutes and reports relating to business items on their website, if possible, as a matter of good practice, to facilitate transparency and public engagement.

7. All forthcoming Council and Committee meetings are to be held remotely until further notice, due to Covid-19 restrictions. Details of all 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.
8. Details of forthcoming Community Council meetings are published on the respective Councils' websites. Members are similarly encouraged to observe a Community Council meeting. Members are advised to contact the Clerk to confirm the meeting is going ahead and to check arrangements for 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

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

Financial Implications

10. 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;
- (2) Consider whether to make any recommendations or further comments in relation to the feedback, having regard to the information set out in paragraph 6 of the report; and
- (3) Continue to observe appropriate meetings of the Council, Committees and Community Councils and provide feedback to the Committee.

Davina Fiore

Director of Governance and Legal Services and Monitoring Officer

2nd December 2020

Appendix

Appendix A Meeting Observation Feedback Forms for Council meeting 26 November 2020 and Tongwynlais Community Council Meeting 30th November 2020

Background papers

Standards & Ethics Committee report, 'Observation of Council, Committee and Community Council Meetings, 30th September 2020

Email correspondence with Clerk to Tongwynlais Community Council, dated 01/12/2020 and 02/12/2020