



# **City & County of Cardiff Standards and Ethics Committee**

## **12<sup>th</sup> Annual Report 2015/16**



# The Ten General Principles of Public Life

<p><b>Selflessness</b> – members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.</p>	<p><b>Personal judgement</b> – 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><b>Honesty and integrity</b> – 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><b>Respect for others</b> – 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><b>Objectivity</b> – members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefit.</p>	<p><b>Duty to uphold the law</b> – 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><b>Accountability</b> – 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><b>Stewardship</b> – 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><b>Openness</b> – 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><b>Leadership</b> – 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><i>“Nolan Committee on Standards in Public Life”</i></p>	

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# Chair's Foreword

I am pleased to present the Committee's twelfth Annual Report, which outlines the work undertaken by the Committee in 2015/16.

In October 2015, we welcomed delegates from all 22 local authorities, community councils, and other public bodies to City Hall for the All Wales Standards Conference, to hear leading speakers in our field, to reflect on current issues and shared concerns, and to share good practice. It was a showpiece occasion and showed that, in this field as in many others, there is benefit from learning from each other and in collaboration.

Here in Cardiff, the Committee has continued to promote high standards of good practice through our contacts with group leaders, whips, and other Members through the provision of policies and other guidance and through the provision of training. This year, we approved a protocol on child-protection casework and reviewed the operation of the Whistleblowing Policy and oversaw training for Members on the code of conduct and the Ombudsman's most recent guidance.

We noted the comments of the Wales Audit Office about our work in their Corporate Assessment Follow-on Report. They encouraged us further in a proactive approach of familiarising ourselves with the work of Members and making ourselves more visible. To this end, we have extended our programme of observing Council and Committee meetings and have issued our first in a series of briefings for Members.

We have monitored conduct through the routine review of information such as hospitality and conference attendance and of complaints made about Members, and we have held a formal hearing in one case referred to us.

It remains our firm conviction that the primary responsibility for setting and maintaining high standards of conduct rests with Members themselves, individually and collectively. To a very great extent, that responsibility is amply discharged: there are no complaints about corruption or misuse of office. Some concerns remain about the behaviour of Members towards each other and about conduct in meetings: the threshold for formal action about these has been raised by court decisions and a change in the Ombudsman's approach, so even more now depends on individual respect for others and for the office of Councillor.

The Committee's work relies heavily on the support it receives from our Officers. I wish this year to record our thanks to all concerned and in particular to Marie Rosenthal, our former Monitoring Officer, and to David Marr for acting as Interim Monitoring Officer since her departure.

**Richard Tebboth**  
**Chair**  
**Standards and Ethics Committee**  
**City & County of Cardiff Council**



# 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.

## 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 2015/16

## All Wales Standards Conference 2015

The All Wales Standards Conference 2015 was hosted by the City of Cardiff Council under the direction of the Standards and Ethics Committee. The Committee formed a conference planning task group to agree arrangements for the conference, which met several times and reported back to the Committee at each of its meetings in 2015.

The Conference took place on Tuesday 20th October 2015, with an evening reception hosted by the Lord Mayor at the Mansion House on the evening of Monday 19th October. The theme for this year's conference was "Standards and Ethics in a Changing World" to reflect the challenges being faced by the Welsh local government sector; and to mark the 20th anniversary of the Nolan principles by exploring the question: Are the Nolan Principles fit for purpose in the current climate and for the next 20 years? The conference aimed at reinforcing the importance of promoting and maintaining high standards and conduct and the connection between good conduct, good governance and excellent service delivery. The conference also provided an excellent opportunity to share ideas, best practice and learning.

A total of 117 delegates attended, including representatives from every Principal Council in Wales, many Community Councils, the National Park Authorities and Fire and Rescue Services.

Conference presentations were given by:

- **Nick Bennett, the Public Services Ombudsman for Wales**, who gave a keynote speech to open the Conference, reflecting on whether the Nolan Principles were fit for purpose in the current climate and for the next 20 years.
- **Lyn Cadwallader, Chief Executive, One Voice Wales**, who outlined the importance of effective leadership at all levels of government.
- **Peter Davies, President of the Adjudication Panel Wales**, who drew attention to equality and respect being the most significant issues for standards and ethics.
- **Jan Williams, Independent Police Complaints Commissioner for Wales**, who emphasised the importance of leadership in setting appropriate standards and culture.

Workshops were offered on the following topics:

- Social Media – 'Staying out of Trouble'
- Whistleblowing
- Community Councils – Governance and Standards
- Local Complaints Resolution – Practicalities
- Are the Nolan Principles fit for purpose in the current climate and for the next 20 years? (Continuing the discussion from the Ombudsman's presentation)

The Chair and Vice-Chair of the Committee closed the Conference with a discussion on the key issues and themes they had noted during the day; and agreed to circulate a report to all delegates. A report on the Conference was duly circulated to all Monitoring Officers in Wales – A copy of the Conference Report is available from

<https://www.cardiff.gov.uk/ENG/Visiting/SCW2015/Presentations/Documents/SE%20Conference%20Wales%20Final%20Report.pdf>

Feedback from delegates on the Conference was very positive.

## **Member Protocol on Child Protection Casework**

At its meeting on 22 September 2015 the Committee was provided with information on the Independent Review that had been commissioned by the Chief Executive to look into the role of members in dealing with parents' complaints and acting as advocate in child protection proceedings. This followed concerns raised by an elected member about safeguarding practice within Children's Services in relation to a small number of cases. The purpose of the Independent Review was to ascertain whether the system for managing and responding to Member queries in Cardiff provided a basis for appropriately managing case related concerns, for raising challenges, and for discharging accountability for safeguarding and other relevant duties. The Review had found that the Council generally had appropriate systems and processes in place, but made a number of recommendations which came within the remit of the Standards and Ethics Committee, including the recommendation that the Committee should devise a written protocol on the role of elected members in relation to social services casework and their role as advocates for service users.

The Committee considered a draft protocol addressing the matters recommended by the Independent Review and heard evidence from the Director of Social Services. The Committee acknowledged the importance of Members knowing what they should do if they believe that a child is in need or at risk. Various amendments were made to the draft Protocol, and the revised draft was discussed with political group leaders and circulated to all Members for consultation. At its meeting in December 2015, the Committee resolved to recommend the revised draft Protocol to full Council for adoption, along with an amendment to the Cardiff Undertaking to recognise the collective responsibility of all Councillors to safeguard and promote the life chances of children looked after by the Council. The Protocol was approved by Council at its meeting on 28<sup>th</sup> January 2016, and an amended Cardiff Undertaking was signed by all Councillors at the Annual Council meeting on 26<sup>th</sup> May 2016.

## **Member's Planning Code of Good Practice**

The Committee had identified the Council's planning processes and procedures as a key item of business in its Forward Work Plan for 2015/16 and were keen to monitor the planning process since the adoption of the Planning Code of Good Practice, which now formed part of the Council's Constitution.

The Committee noted that the Planning Code had been prepared to accord with the Members' Code of Conduct and the Royal Town Planning Institute Code of Conduct for Chartered Planners; and aimed to:

- Guide and protect officers and members in dealing with planning related matters from criticism and challenge;
- Inform potential developers and members of the public of the standards adopted by Cardiff Council and the performance of its planning functions; and
- Ensure that, in the planning process, there were no grounds for suggesting that a decision had been biased, partial or not well-founded in any way.

The Committee considered that various improvements could be made to the Planning Code, both in terms of content and presentation; and resolved to consider this matter further, with input from the Planning Committee.

### **Draft Local Government (Wales) Bill – Welsh Government Consultation**

The Committee was asked to consider the Welsh Government's draft Local Government (Wales) Bill proposals and respond to the Welsh Government's consultation. The Committee raised a number of concerns with the proposals in relation to the role of Standards Committees, and the perceived shift in focus from standards to Members' performance, which was not supported by the Committee. The Committee asked the Monitoring Officer to respond to the consultation accordingly; and a response was duly sent.

### **Local Government Ethical Framework – Welsh Government Consultation on Amendments to Subordinate Legislation.**

The Committee was asked to consider the Welsh Government's proposed amendments to subordinate legislation relating to local government's ethical framework. It was noted that the changes were largely technical in nature and consequential on changes in law which had already been introduced. As such, the Committee had no concerns with the new legislation and a response to this effect was duly sent to the Welsh Government on behalf of the Committee.

### **Wales Audit Office Corporate Assessment Follow on Report**

The Committee considered the Wales Audit Office Corporate Assessment Follow on report at its meeting in March 2016 and provided comments on the WAO proposals.

The Committee noted that the Wales Audit Office had recommended that the Standards & Ethics Committee should play a more proactive role in promoting and enforcing the Cardiff Undertaking for Councillors and supporting policies in relation to Member conduct and behaviour. The Committee raised some concerns about WAO's findings, noting that there was no recognition of the role of group leaders and whips; the limited sanctions available to the Committee; and the lack of any opportunity for the Committee to discuss these issues with WAO.

The Committee discussed what more could be done to promote high standards of conduct, and agreed to publish biannual Member Briefings; to work alongside the Democratic Services Committee to evaluate and support training; and to extend its observation of Council and Committee meetings.

## **Whistleblowing**

The Committee's terms of reference include responsibility for monitoring and overseeing the Council's Whistleblowing Policy and considering any ethical issues arising from complaints made under the Policy.

The Whistleblowing Policy had been revised and approved by Cabinet in October 2014 on the recommendations of the Standards and Ethics Committee, to reflect legislative changes, clarify certain provisions, and adopt best practice. The revised Policy had been publicised through posters in all core Council buildings and articles in the Core Brief.

Under the Policy the Monitoring Officer is required to keep a record of all whistleblowing reports made and their outcomes, and to report periodically to the Standards Committee. At its meeting in March 2016, the Committee considered information on reports made during 2014 and 2015, including the issues raised and the outcomes. These figures were compared to the number of reports recorded during previous years since 2007. The Committee noted that the provision of information and training on whistleblowing was a key factor in ensuring the effectiveness of the arrangements. One investigation nearing conclusion had identified that managers and Human Resources staff might require further information and training on the scope of the Whistleblowing Policy to ensure that the Policy is properly and promptly implemented. The Committee were pleased to note that further guidance and training was being developed to address this issue.

## **Community Councils Charter**

The Committee continued its efforts to update the Community Councils Charter, which the Executive adopted in March 2012, based on the model Charter issued by the Welsh Government under the Local Government (Wales) Measure 2011.

The aim of the Charter is to support structured regular engagement and communication between the County Council and the six Community Councils in Cardiff, based on the key principle of equality of partnership between the two tiers of local government.

In 2015 the Committee reviewed the Charter, and noted that many of its provisions remained relevant and an important recognition of the role of Community Councils in representing their local areas. However, a few sections of the Charter were not being implemented and needed to be updated in light of the reduced resources now available to the Council. Accordingly the Committee recommended to the Council's Cabinet an update of the Charter. The Cabinet accepted the Committee's recommendations; reaffirmed its commitment to the aims of the Charter; and delegated authority to the Monitoring Officer, in consultation with the relevant

Cabinet Member, the Standards and Ethics Committee and the six Community Councils, to update the Charter.

Discussions were held with the Clerks of the six Community Councils and a revised draft Charter was circulated for consultation. The Community Councils have requested further consideration of certain aspects, in particular, of the involvement of Community Councils in Section 106 and Community Infrastructure Levy (CIL) funds negotiations (planning matters). Advice has been sought from the Head of Planning, and efforts to resolve concerns and finalise the revised Charter are ongoing.

## **Gifts and Hospitality**

Under the Members' Code of Conduct, Members are required to register any gifts and hospitality received which exceed the threshold value set by the Council of £25, and the Standards and Ethics Committee regularly reviews the Council's statutory register to monitor compliance and discuss any issues of concern. The Members' Hospitality Registers were considered by the Committee at its meeting in September 2015.

## **Annual meeting with political group leaders and whips**

The Committee invites leaders and whips to meet with it each year to discuss issues relating to Members' conduct and ethics. The Chairperson and Vice Chairperson met with political Group Leaders on the 18 November 2015 to discuss conduct issues and complaints. Amongst the issues discussed, it was noted that resolving Member on Member complaints takes up a disproportionate amount of officer time and that more could be done within political groups to try to resolve issues.

## **Code of Conduct Training**

Training for Members on the Code of Conduct and the Ombudsman's most recent Guidance took place on the 15, 21 September and 8 October 2015 with good attendance.

## **New legislation**

The Committee has received reports noting new legislation and guidance on relevant matters, such as the revised Guidance on the Members' Code of Conduct issued by the Ombudsman in March 2015; and the new laws brought into force from 1st May 2015 regarding Community Council websites, Registers of Interests and Joint Standards Committees (under the Local Government (Democracy)(Wales) Act 2013).

## **Observation of Council and Committee Meetings**

Independent members of the Committee have continued to attend meetings of Full Council and various other Committees of the Council as observers, and discussed feedback at Standards and Ethics Committee meetings. Members have agreed that such observation is helpful to inform the Committee's work and understand the work of the Council; and a programme of meetings for future observation has been agreed.

# Taking Action on Complaints

During the period from 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016, the Monitoring Officer was notified of a total of 59 complaints made against Members alleging breach of the Code of Conduct. The Standards and Ethics Committee receives quarterly reports from the Monitoring Officer in respect of such complaints. The table below shows an analysis of the complaints on a quarterly basis and their current status.

	<b>1 April – 30 June 2015</b> (Quarter 1)	<b>1 July – 30 September</b> (Quarter 2)	<b>1 October – 31 December</b> (Quarter 3)	<b>1 January – 31 March 2016</b> (Quarter 4)	<b>Total</b>
Total Number of Complaints	9	24	8	18	59
Member on Member	5	15	3	4	27
Public on Member	3	8	5	6	22
Officer on Member	1	1	0	0	2
Community Councillors	0	0	0	8	8
Informally resolved	6	10	5	8	29
Referred to PSOW 1	2	8	0	1	11
Referred to PSOW 2	1	2	3	9	15
Referred to S&E	0	4	0	0	4
Active	0	0	0	0	59

## Key

- *Referred to PSOW 1* = Referred to Public Services Ombudsman for Wales as his office is the appropriate body to investigate and report on the subject matter of the complaint due to the complainant being a member of the public. Informal resolution may be attempted prior to such reference being made.
- *Referred to PSOW 2* = Referred to the Public Services Ombudsman for Wales as the matter is not considered to be a “minor” Member on Member complaint and therefore not suitable for informal or local resolution.
- *Active* = not yet resolved, complaint is under investigation or informal resolution is being attempted.

In relation to Quarters 1 and 2, it was noted there was an emerging pattern of the number of complaints increasing in the second quarter each year; and concern was expressed to note the complaints by officers alleging Members may have breached the Code, although the number of such complaints is low. Complaints had arisen when the cut and thrust of political debate had veered into personal attack during committee meetings or on social media; and in relation to members of the public complaining about delays in correspondence. None related to fraud or corruption, and it was observed that there had been an improvement in the general conduct of Members at full Council meetings. It was noted that training sessions on the Code of Conduct were scheduled for September 2015, which served as a helpful reminder to Members of their duties; and that the complaints figures were discussed with political group leaders at the meeting in November 2015.

In relation to Quarter 3, it was noted that there had been a sharp decrease in the number of Member on Member complaints, although there were still a number of complaints from members of the public. Common themes remained the use of social media, treating people with respect and dealing with correspondence. The Committee noted that the retiring Standards Commissioner for the Assembly had suggested in his annual report that complaints about delays in dealing with correspondence were more related to performance, rather than strictly matters of ethical conduct, but this was becoming an increasingly common subject of complaint from members of the public. His view was that whilst it was difficult to set down prescriptive timescales for responding to correspondence, Members must be mindful that not responding to correspondence in a timely manner may impact upon the reputation of the organisation. The Monitoring Officer confirmed that the majority of complaints from members of the public were related more to performance issues rather than ethical conduct. The Committee were pleased to note that the Code of Conduct training sessions had been well attended by Members; and that the political group leaders had agreed that more should be done at a political level to resolve Member on Member complaints, in view of the disproportionate amount of officer time being taken up with resolving such complaints.

In relation to Quarter 4, it was observed that the numbers and trends were similar to Quarter 3, in that the number of Member on Member complaints remained low, and there were a similar number of complaints from members of the public. Several complaints related to planning applications and these had been reviewed with the Planning Committee Chair and planning officers to ensure that clear guidance is being provided to applicants and objectors about planning processes. Members of the Standards Committee also agreed to attend future Planning Committee meetings to observe proceedings. Other complaints related to timeliness in dealing with Members' correspondence, and in this regard, it was noted that additional resources had been agreed in the budget for the coming year to support Members with their casework. Several complaints related to compliance with the Ward Member Protocol and it was noted that this issue may become more significant during the pre-election period leading up to the May 2016 Assembly elections. The Monitoring Officer confirmed that guidance had been issued to all Members on the Pre-Election Period, including the use of Council resources during this period. It was noted that several complaints related to an ongoing dispute at a particular Community Council, which were being considered by the Ombudsman.

The total number of complaints received during 2015/16 (59 in total) showed a significant decrease from the total for the previous year, 2014/15 (96 in total). The



Committee agreed that the Local Resolution procedure continued to provide a useful means to informally resolve most Member on Member complaints, with referral to the Hearings Panel when necessary.

## **Standards & Ethics Committee Hearings Panels 2015/16**

The Hearings Panel is a Sub-Committee of the Standards and Ethics Committee. It has responsibility to hear and determine any complaints that a Member has breached the Code of Conduct or a report of the Monitoring Officer. Complaints may come before the Hearings Panel in one of two ways:

- a) Referral by the Public Services Ombudsman for Wales under Part 3 of the Local Government Act 2000; or
- b) Referral by the Monitoring Officer under the Local Resolution Protocol adopted by the Council to deal with relatively minor “Member on Member” complaints.

The Hearings Panel considered only one complaint in 2015/16. That was a “Member on Member” complaint which was referred to it by the Monitoring Officer after an attempt to resolve the complaint informally was unsuccessful. The Panel found no breach of the Code of Conduct. However, the Panel advised the parties that any further escalation and continuation of their dispute would run the risk of bringing the office of an elected member and the Authority into disrepute.

The Hearings Panel Procedures were revised and updated in March 2016.



# Future Priorities

The Committee regularly reviews its work programme and has identified the following priority areas for consideration in 2016/17.

- **Code of Conduct, Member Training and Development** – the Committee will oversee the delivery of learning and development update sessions for Members on the Code of Conduct in the autumn of 2016, aiming to reinforce the importance of the Code and promote good understanding of the principles and rules governing Members’ conduct. It is intended that these sessions should be repeated every year.
- **Member Induction May 2017** – in collaboration with Democratic Services Committee, the Committee will work on planning and implementing a programme of essential training and learning opportunities as part of the Members’ Development Programme 2017/18
- **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.
- **Community Councils Charter** – the Committee will endeavour to facilitate the resolution of concerns so that the updated Charter can be agreed by all parties; and launch a communications plan to raise understanding and awareness within the Council of the role of Community Councils and support good working relationships.
- **Planning processes and procedures** – the Committee has indicated that it wishes to review planning processes and procedures to consider whether it is possible to improve public perceptions relating to openness and transparency.
- **Social Media** - To review the Members’ Guidance recommended by the Committee in July 2014
- **Provision of Hospitality; and Attendance at Conferences** – to review the Council’s procedures to ensure they demonstrate appropriate levels of probity and transparency.
- **Member Briefings** To publish biannual Member Briefings on the work of the Committee, underlining the importance of the Cardiff Undertaking and Member conduct and behaviour.

# Committee Membership 2015/16

## INDEPENDENT MEMBERS



**Richard Tebboth  
(Chair)**

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 was appointed Chair on 21 October 2014.



**Dr James Downe  
(Vice-Chair)**

James is a Reader in Public Management and Director of the Centre for Local & Regional Government Research at Cardiff Business School. 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 currently sits on the Welsh Government's Public Service Scrutiny Reference Group. James is a trustee of CaST Cymru – a charity aiming to make a difference to children and their families through tackling inequality and building social inclusion.

James became an Independent Member of the Standards and Ethics Committee in November 2013 and was appointed Vice-Chair on 21 October 2014



**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.



**Lizz Roe**

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.

Lizz 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.



**Hugh Thomas**

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. Hugh retired in 1995.

Since 1995 Hugh has 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.

**COMMUNITY COUNCILLOR REPRESENTATIVE (CO-OPTED MEMBER)**






**Community  
Councillor  
John Hughes**

John Hughes – a North Walian educated at Mold Alun Grammar School and, after developing his Insurance career in Chester and West Yorkshire, moved to Cardiff in 1972. John has practised in the Insurance industry for over 50 years, running his own Brokerage for 22 years. He has served St Fagans Community Council for over 23 years and was a former Chair of St Fagans Church in Wales Junior School. He was a Parochial Church Councillor and Organist of St Fagans Church for many years.

John also represents Community Councils in Cardiff on the National Executive Council of One Voice Wales. John was appointed as the Community Councillor representative to the Standards & Ethics Committee in 2008. He is currently involved in charitable organisations, a keen golfer and gardener.

## COUNTY COUNCILLOR REPRESENTATIVES

 <p><b>Councillor Georgina Phillips</b></p>	<p>Councillor Georgina Phillips was born and bred in Cardiff and has lived in the Old St Mellons area of the city for over 20 years. She was re-elected as a Labour County Councillor for Pontprennau and Old St Mellons in May 2012, having previously represented the ward for nine years from 1999 to 2008. Cllr Phillips was appointed as a County Councillor representative to the Standards and Ethics Committee in May 2012. In 2016/17 Councillor Phillips will be Deputy Lord Mayor of the City &amp; County Of Cardiff.</p> <p>Councillor Phillips has served on the Council's Planning Committee and Economy &amp; Culture Scrutiny Committee. She is an appointed Council representative to the Willie Seager Memorial Homes Trust and, in turn, represents that body in a personal capacity on the South Wales Merchant Navy Welfare Board.</p>
 <p><b>Councillor Jayne Cowan</b></p>	<p>Councillor Jayne Cowan was born and educated in Cardiff and has been a Councillor for Cardiff for the Ward of Rhiwbina for 17 years. She was Deputy Lord Mayor in 2001–12; and chaired the Democratic Services Committee from 2012–2015 in her capacity as an Independent Councillor. Councillor Cowan re-joined the Conservative Party in July 2015.</p> <p>Councillor Cowan sits on the very interesting Glamorgan Archives Joint Committee and has been a Member of the Policy Review and Performance and Constitution Committees; has actively been involved in the Diversity in democracy welsh Government project to encourage and Mentor prospective candidates. As a Ward Councillor she is an active patron of the Chrysanthemum &amp; Dahlia Society; Ambassador for Autism Puzzle and Rhiwbina RATS; an ambassador for Girl-guiding in Cardiff; the President of the St John Wales – Rhiwbina and Llanishen Division; and a Member of the Rhiwbina Festival Committee.</p>
 <p><b>Councillor Margaret Jones</b></p>	<p>Councillor Margaret Jones was born in Neath West Glamorgan and except for a short period in Lancashire has lived in Cardiff since 1974. IN 2004 after a long career in the Health Service she was elected to serve as a Liberal Democrat in the Grangetown Ward. In 2008 until present she was elected to the Cyncoed Ward.</p> <p>Councillor Jones served as Lord Mayor 2014-2015. She was an Executive Member for Environment in the last Administration. She has also served on Children and Young People, Adult Social Care and Environment Scrutiny Committees in the past and has also sat on Planning and Licensing Committees.</p> <p>Councillor Jones was appointed to the Standards and Ethics Committee in 2015 and is also a member of the Constitution Committee. She has also been a Governor at Cardiff High School.</p>

# Attendance Record

The Committee has an agreed schedule of meetings with additional ad hoc meetings held as required. During 2015/16, the Standards and Ethics Committee met on the following dates:

- 21 April 2015
- 22 September 2015
- 15 December 2015
- 22 March 2016

COMMITTEE MEMBER	ATTENDANCE	
	POSSIBLE	ACTUAL
Richard Tebboth (Chair)	4	4
Dr James Downe (Vice-Chair)	4	3
Hollie Edwards-Davies	4	4
Lizz Roe	4	4
Hugh Thomas	4	3
Community Councillor John Hughes	4	4
Councillor Jayne Cowan	4	4
Councillor Margaret Jones	4	4
Councillor Georgina Phillips	4	4

## Helpful Contacts

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