

**City & County of Cardiff**

**Standards and Ethics  
Committee**

**11<sup>th</sup> Annual Report  
2014/15**



# 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>	

# Contents

	<b>Page</b>
Chair's Foreword	4
The Role of the Standards and Ethics Committee	5
The Committee's Work in 2014/15	7
Taking Action on Complaints	11
Future Priorities	14
Committee Membership	15
Attendance Record	20
Helpful Contacts	20

# Chair's Foreword

As Chair of the Standards and Ethics Committee, I am pleased to present the Committee's eleventh Annual Report, which outlines the work undertaken by the Committee in 2014/15. I wish first to acknowledge the contribution of my immediate predecessor, Paul Stockton, and two former independent members, Maureen Headley-Clarke and Deidre Jones, whose terms of office ended in July 2014. I welcome their successors as independent members, Hollie Edwards-Davies, Lizz Roe, and Hugh Thomas, and congratulate James Downe on his appointment as Vice-Chair. The Committee continues to benefit from the experience of our three County Councillors - Kate Lloyd, Georgina Phillips and Diane Rees - and our Community Councillor representative, John Hughes. We owe much to the support of Council officers, in particular the County Clerk and Monitoring Officer, Marie Rosenthal, and her Democratic Services team.

We wish our role to be a positive and pro-active one, working in partnership with Council members and officers to promote high standards, as well as fulfilling fairly and scrupulously our necessarily re-active role in dealing with complaints referred to us for determination. To this end we extend an annual invitation to political group leaders and whips to meet us to exchange views. We have also begun a more systematic programme of observing Council and Committee meetings, to familiarise ourselves better with the workings of the Council. We have maintained our links with the Democratic Services Committee, to ensure our work can be dovetailed as appropriate.

The report sets out the Committee's major areas of work during the past year. The table of complaints shows that many are dealt with without formal hearings; when these are required the Local Resolution Protocol for member-on-member complaints allows us to deal with these more directly and swiftly than when they had to be referred to the Public Services Ombudsman for Wales. We have revised Council policies that fall within our oversight and reviewed the Charter between Cardiff Council and the Community Councils. We have continued our routine monitoring of hospitality, gifts and other benefits received by members.

After an interval of several years, Cardiff will in October once again host the All-Wales Standards Conference, and the planning for this is already well advanced. It will provide a timely opportunity to reflect on experience and prepare for the future, in a context of likely change for local government as a whole.

I wish to thank all those concerned with the Committee for their contributions throughout the past year. I wish also to thank all County and Community Councillors for the part they play in promoting and maintaining the principles of public life.

**Richard Tebboth**  
**Chair**  
**Standards and Ethics Committee**  
**The City 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 2014/15

## **Social Media Guidance Handbook for Councillors**

At its meeting on 18 March 2014, the Committee considered a draft handbook on social media that had been produced for the guidance of elected members. A revised draft of the handbook was considered at the next Committee meeting on 20 May 2014, and political group leaders and whips were invited to this meeting to take part in the discussion and give their views on the handbook.

Following further amendments made in light of comments from group leaders and whips, at its meeting on 23 July 2014 the Committee approved the final version of the Social Media Guidance Handbook.

The Handbook is intended to do the following:

- Introduce various forms of social media
- Set down rules governing the basic use of social media by councillors
- Highlight sections of the Members' Code of Conduct that related to the use of social media; and
- Provide guidance on the use of social media by councillors and to highlight some of the pitfalls to be aware of.

The development of guidance for councillors was timely, as during 2014/15 the Council rolled out new technology solutions, such as tablet computers, to elected members. The guidance has been used in training and as part of the IT Pack for Members.

## **Standards Conference 2015**

On 20 October 2015 the All-Wales Standards Conference 2015 is to be held in Cardiff and hosted by the City of Cardiff Council. It is hoped that the conference may attract around one hundred delegates, including monitoring officers and independent Chairs from the Standards Committees of the other twenty-one local authorities in Wales. Cardiff Council previously hosted the conference in 2010.

On 27 January 2015, the Standards and Ethics Committee held a task and finish meeting to begin preparations for the Conference. The meeting discussed the conference theme, guest speakers, possible workshops, a pre-conference reception event, and the desired outcomes from the conference; and reported back to the Committee. The task and finish group then met again on 21st April 2015 and again reported back to the Committee. Officers have progressed preparations for the conference in line with the Committee's instructions.

The proposed Conference theme is 'Ethics and Standards in a Changing World', reflecting on the relevance of the Nolan principles, enunciated 20 years ago, in context of the huge changes and pressures facing public authorities at the current time.

Speakers will include the Public Services Ombudsman for Wales, the Wales Auditor General, the Chair of the Independent Police Complaints Commission for Wales, the CEO of One Voice Wales and the President of the Adjudication Panel (Wales). A number of

workshops will be offered to explore topical issues, such as social media, local complaints resolution, probity in planning matters, whistleblowing under new public services operating models and community councils' governance and standards.

### **Personal Interests and Secondary Employment Policy**

The statutory Employees Code of Conduct requires Council employees to ensure that their private interests do not conflict with their public duties and to comply with the Council's rules on the declaration of interests.

On 21st October 2014 the Committee considered a report on the Council's arrangements in this regard and a draft revised policy on officers' personal interests and secondary employment.

The Committee acknowledged the importance of the Council having clear rules on this issue so that conflicts of interest can be avoided and to ensure that any private work does not adversely affect performance of Council duties. It noted that under the draft policy, all staff were required to notify their manager of any secondary employment or potentially conflicting personal interests, and that senior officers are subject to additional disclosure requirements.

The Committee welcomed the draft policy and made various amendments to it. Subject to those amendments and due consultation with staff and trade unions, the Committee endorsed the draft Policy and recommended it to Cabinet for adoption. The Policy was approved by Cabinet in February 2015

The Committee emphasised the importance of implementing a communications and training plan, to ensure that all staff fully understand their obligations under the new policy, and the Committee requested an update on this in due course. A communications plan is underway.

### **Politically Restricted Posts**

Under the Employees Code of Conduct, all Council employees are required to be politically neutral, and must not allow their own personal or political opinions to interfere with their work. Certain (mostly senior) employees are also subject to additional statutory restrictions on their political activities, and are referred to as 'politically restricted' post holders.

In January 2015, the Committee reviewed the Council's arrangements in this regard to ensure that all was in order in advance of the 2015 UK Parliamentary General Election.

The Committee noted that certain Council posts are 'politically restricted' by law, essentially senior officers (at Operational Manager grade and above) and any other officer who exercises delegated authority on behalf of the Council or advises or speaks on behalf of the Council; and that relevant guidance is contained in the Employees' Handbook.

The Committee instructed the Monitoring Officer to contact all Directors to confirm the political restrictions imposed by law; obtain updated lists of politically restricted posts; ensure that such lists are regularly reviewed and kept up to date; and issue appropriate advice and guidance to all politically restricted post-holders in advance of the 2015 UK Parliamentary General Election. The Committee will keep this issue under review.



## **Inquiry into Powers of the Public Services Ombudsman for Wales**

In January 2015 the National Assembly's Finance Committee initiated an inquiry into the powers of the Ombudsman, specifically considering certain possible additional powers, such as powers to undertake investigations under his own initiative, to accept complaints orally, and to investigate complaints involving a combination of public and private healthcare treatments.

The Standards and Ethics Committee was invited to give evidence as part of the public consultation for this inquiry. As the Committee had no scheduled meeting before the deadline for consultation responses, the Committee's response was drafted by the Committee Chair in consultation with the other Committee members and the Monitoring Officer. The Committee was broadly supportive of the potential extension of the Ombudsman's powers, but highlighted various issues needing further consideration.

The Inquiry report was published in May 2015 and recommends that a bill is introduced into the Assembly to extend the role of the Ombudsman, as set out in the report. The report is published on the Assembly's website and is accessible using the following link:

<http://senedd.assembly.wales/mgIssueHistoryHome.aspx?IId=11936>

## **Community Councils Charter**

The Standards and Ethics Committee has statutory responsibility for the promotion and maintenance of high standards of conduct within the Community Councils in its area; to consider ethical issues arising from complaints; and to recommend to Council and the Cabinet any additional guidance on issues of probity.

On 8 March 2012, the Executive adopted a Community Councils Charter following consultation with relevant stakeholders, including the six Community Councils within the Council's area and with the Standards and Ethics Committee. The aim of the Charter is to support structured, regular engagement and communication between the County Council and the six Community Councils in Cardiff. The Charter provides that the Standards and Ethics Committee will review progress made in achieving the measures and actions set out in the Charter and Charter Action Plan.

In response to concerns expressed by the Community Council representative on the Standards and Ethics Committee, the Committee agreed to review the Charter. At its meeting on 20 October 2014 the Committee held the first of a number of discussions about how the situation regarding the Charter could be improved. At that meeting the Committee resolved to establish a task and finish group, including the Community Councillor representative on the Committee, to consider this matter further and report back to the Committee.

The task and finish group met on 16 December 2014 and reported back to the Standards and Ethics Committee meeting on 27 January 2015. The findings of the task and finish group and subsequent discussions with the Community Council Clerks, the Cabinet Member (Democracy) and relevant officers suggested that most of the Charter is still relevant and an important recognition of the role of Community Councils in representing local areas. However, it was also found that a few sections of the Charter do need to be updated in light of the reduced resources available to provide regular liaison meetings and to develop an annual action plan. The Committee recommended that Cabinet should review and update the Charter accordingly.

The Cabinet considered the Committee's recommendations in June 2015, reaffirmed the Council's commitment to the aims of the Charter and delegated authority to the Monitoring Officer to update the Charter, in consultation with the relevant Cabinet Member, the Standards and Ethics Committee and the six Community Councils.

### **Monitoring and Scrutinising**

In addition to the specific topics listed above, the Committee has continued to monitor and scrutinise other matters relating to good governance and ethical standards on a regular basis during the course of the year as part of its annual work programme. These included:

- Registration of hospitality, gifts and other benefits received by members – 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;
- 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 Committee was grateful for the input from leaders and whips into the new guidance for councillors on social media. Discussions in May 2014 also clarified the Committee's procedures for dealing with misconduct referrals from the Monitoring Officer.
- 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 1<sup>st</sup> May 2015 regarding Community Council websites, Registers of Interests and Joint Standards Committees (under the Local Government (Democracy)(Wales) Act 2013).
- Independent members of the Committee have also attended meetings of Full Council and various other Committees of the Council as observers, and discussed feedback at Standards and Ethics Committee meetings. Members agreed that such observation was helpful to inform the Committee's work and understand the work of the Council.

# Taking Action on Complaints

During the period from 1st April 2014 to 31st March 2015, the Monitoring Officer was notified of a total of 96 complaints made against Members alleging breach of the Code of Conduct. The Standards and Ethics Committee receives quarterly reports from the Monitoring Officer on such complaints. The table below shows an analysis of the complaints on a quarterly basis and their current status (as of 21st April 2015).

	<b>1 April – 30 June 2014</b> (Quarter 1)	<b>1 July – 31 September</b> (Quarter 2)	<b>1 October – 31 December</b> (Quarter 3)	<b>1 January -31 March 2015</b> (Quarter 4)	<b>Total</b>
Total Number of Complaints	14	55	7	20	96
<b>Type / Source of Complaints</b>					
Member on Member	3	15	6	12	36
Public on Member	11	37	1	8	57
Officer on Member	0	3	0	0	3
<b>Status / Resolution of Complaints</b>					
Informally resolved	5	50	5	6	66
Referred to PSOW 1	7	2	0	4	13
Referred to PSOW 2	0	0	0	1	1
Referred to S&E	1	3	1	0	5
Active	1	5	1	9	16

## Key

*Referred to PSOW 1* = Referred to Public Services Ombudsman for Wales as their 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 Quarter 1, the Committee noted that there were a relatively high number of complaints from members of the public. As some of these complaints related to citizens being dissatisfied with the timeliness of responses from local members, it was noted that a review was being undertaken of the support provided to members in relation to local service queries.

In relation to Quarter 2, the Committee noted that most of the complaints had been informally resolved, but there had been a high number of complaints from members of the public, the vast majority of which concerned a political speech made by the Deputy Lord Mayor at an event. The complainants had been concerned about the need to protect the apolitical civic nature of the Lord Mayoralty. There had also been an increasing number of member on member complaints, most of which had been resolved satisfactorily by agreement under the terms of the Local Resolution Protocol.

In relation to Quarter 3, the Committee noted that there had been a noticeable decrease in the number of complaints, especially in relation to member on member complaints. It was noted that a Member Seminar had been held in December, updating Members on the Code of Conduct, which was well- attended. The Committee agreed that this session should be repeated every year.

In relation to Quarter 4, the Committee noted that despite the noticeable decrease in the number of complaints during the last quarter of 2014, there was a sharp rise in the first quarter of the year, particularly in relation to member on member complaints and also with members of the public complaining about members. The main reasons for complaints during this quarter were noted to be delays in members dealing with correspondence; alleged disrespect and unfairness; and inappropriate use of council resources. With regard to delays in members dealing with correspondence, it was noted that there could be legitimate reasons in some cases, but this could become a concern for the Committee if a Member's repeated failure to respond brought in the matter of the Code of Conduct, and in the first instance the problem would be reported to the group whip. The Committee noted that the Local Resolution procedure continues to provide a useful means to resolve most member on member complaints.

The Committee were also generally concerned about the timeliness of the Ombudsman's handling of complaints referred to his office, and a meeting was held with the Ombudsman to discuss this and the service standards which could be expected.

### **Standards & Ethics Committee Hearings Panels 2014/15**

The Standards and Ethics Committee has responsibility to hear and determine any complaints of misconduct by Members (under paragraphs (d) and (i) of the Committee's terms of reference). The Committee appoints a Hearings Panel (sub-committee) to discharge these functions on its behalf.

Complaints can be referred to the Hearings Panel either by the Ombudsman (under Part 3 of the Local Government Act 2000), or by the Monitoring Officer under the Local Resolution Protocol adopted by the Council (on 23/05/13) to deal with relatively minor 'member on member' complaints.

In 2014, over the course of two hearings, the Hearings Panel considered a Member on Member complaint referred to the Committee by the Monitoring Officer under the Local Resolution Protocol. The complaint concerned comments made on social media, and was received in the first instance by the Monitoring Officer who held discussions with both councillors. When it became clear that the matter could not be resolved informally it was referred to the Standards & Ethics Committee. A Hearings Panel was established under the Protocol and the Committee delegated to that Panel the authority to impose the sanctions available to the Committee in the event that a breach was found. The Hearing Panel was composed of three independent members and one of those was the Chairperson of the Committee.

The hearings took place in accordance with the Local Resolution Protocol Panel Hearing Procedure which has been agreed by the Standards & Ethics Committee, which included hearing representations from both Members. After careful analysis of the evidence, the Hearings Panel found that, on balance, there had not been a breach of the Code of Conduct. However, the Panel exercised its power under the Procedure to make a number of recommendations. A copy of the Panel's written decision was provided to the two councillors involved, as well as published on the Council's website and sent to the Public Services Ombudsman for Wales.


# Future Priorities

The Committee regularly reviews its work programme and has identified the following priority areas for consideration in 2015/16.

- **Code of Conduct, Member Training and Development** – the Committee will oversee the delivery of further training and development sessions for Members on the Code of Conduct (following on from the sessions offered in December 2014), reflecting on the revised Guidance issued by the Ombudsman, and 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.
- **Standards Conference Wales 2015** – preparations for Cardiff's hosting of the conference in October 2015 will be a key priority for the Committee in 2015/16.
- **Community Councils Charter** – the Committee will seek to ensure that the Charter is updated and implemented, and fulfils its objectives in respect of improving partnership between the City Council and the Community Councils in its area.
- **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.

# Committee Membership 2014/15

## INDEPENDENT MEMBERS (CO-OPTED MEMBERS)

 <p><b>Richard Tebboth (Chair)</b></p>	<p>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.</p>
 <p><b>Dr James Downe (Vice-Chair)</b></p>	<p>James is a Reader in Public Management and Director of the Centre for Local &amp; 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. He became an Independent Member of the Standards and Ethics Committee in November 2013 and was appointed Vice-Chair on 21 October 2014</p>
 <p><b>Hollie Edwards-Davies</b></p>	<p>Hollie Edwards-Davies was brought up in Rhyl, North Wales and has lived in Riverside, Cardiff for ten 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 <i>Universität Trier</i>. 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 has served as Chair on the ACCA South Wales Members Network Panel for two years. Following a variety of roles in the private sector and some voluntary work, Hollie worked at the Welsh Government for ten years and has recently departed to pursue a career change. She joined the Standards and Ethics Committee in July 2014.</p>



**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. 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.



**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. 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.





**Paul Stockton MBE  
(former Chair)**

S. Paul Stockton works with cultural organisations and charities in Wales. He is a lecturer in Organisation, Planning and personal/professional development at the Royal Welsh College of Music and Drama, and at Bath Spa University. He is an Executive Committee Member of the Wales Association for the Performing Arts, a National Advisor for the Arts Council of Wales and until recently was a Member of the Board for the Chartered Institute of Marketing in Wales. Paul became an Independent Member of the Standards and Ethics Committee in July 2006, was appointed Vice-Chair of the Committee in June 2011 and as Chair in November 2013. Paul was awarded the MBE in 2011 for his service to the Samaritans.

*\*Paul Stockton's (second) term of office on the Committee ended on 27 July 2014*



**Maureen Hedley-Clarke MBE**

Maureen Hedley-Clarke, before her retirement, was a Neurological and Paediatric Physiotherapist at Stoke Mandeville and Rookwood Hospitals, Craig-y-Parc School (Cerebral Palsy) and the Rhondda Health Trust. Maureen served on the Executive Committee and as Treasurer for the Chartered Society of Physiotherapy (SE Wales) and Executive Member of the All Wales CSP. She has been involved with the Samaritans; Riding for the Disabled; Victim Support; the Youth Offending Team, is a Governor of two schools – the Hollies school for Special Needs and also Moorland Road School. Maureen has served as Chairman of Ladies Circle, Inner Wheel and Tangent. She was a Member of the Medical Ethics Committee (SE Wales) and was awarded the MBE for her physiotherapy work in Wales. She became an Independent Member of the Standards & Ethics Committee in July 2006.

*\*Maureen Hedley-Clarke's (second) term of office on the Committee ended on 27 July 2014*



**Deirdre Jones**

Dr Deirdre Jones has spent over 30 years as an academic in Cardiff teaching and researching in the areas of health and social services; during which time she held consultancies nationally and locally. She has held positions with local and national branches of her relevant professional bodies. Deirdre has for many years been involved in charitable organisations, nationally and locally; mostly those involved in the well-being of older people and their carers. She is a member of a Local Research Ethics Committee and became an Independent Member of the Standards and Ethics Committee in July 2006. She has also served on the Standards Committee of the South Wales Police Authority since 2007.

*\*Deidre Jones' (second) term of office on the Committee ended on 27 July 2014*

**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. He 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>County Councillor Kathryn Lloyd</b></p>	<p>Councillor Kathryn (Kate) Lloyd MBE, JP was born in Llangadog, Carmarthenshire and has lived in Cyncoed, Cardiff since 1972. A Welsh speaker, she was a secretary by training, but devoted 18 years to caring responsibilities for family members before returning to employment in 1994. She is now retired and able to spend more time on her ward work and hobbies. Cllr Lloyd was elected as a County Councillor in 1999 to represent Cyncoed for the Liberal Democrat Party and she served as Lord Mayor of Cardiff in 2008-09. She was appointed as a County Councillor representative to the Standards and Ethics Committee in May 2012 and also serves currently on the Policy Review and Performance Scrutiny Committee. She is a governor of Lakeside and Rhydypenau Primary Schools. She is also an active member of Ararat Baptist Church in Whitchurch and a member of the Friends of Roath Park and Friends of Cathays Cemetery.</p>
 <p><b>County 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 and also serves currently on both the Council's Planning Committee and Economy &amp; Culture Scrutiny Committee. Prior to 2012/13, she also served previously on the Council's Environmental and former Economic Scrutiny Committees. 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>County Councillor Dianne Rees</b></p>	<p>Dianne Rees, born and brought up in Cardiff, was first elected as County Councillor for Pontprennau and Old St Mellons in 2004. A trained secondary school teacher, she has served as a Justice of the Peace for 25 years, a Community Councillor for 19 years and is currently Chairman of Old St Mellons Community Council. As County Councillor, she has served on the Environmental Scrutiny Committee, SACRE (Standing Advisory Council for Religious Education) and chaired the Policy Review and Performance Scrutiny Committee between 2008 and 2012. She was appointed as a County Councillor representative to the Standards and Ethics Committee in 2012 and, since May 2012, also serves on the Children and Young People Scrutiny Committee. She has been Deputy Chairman of St Mellons Church In Wales Primary School for over 15 years.</p>

# Attendance Record

The Committee has an agreed schedule of meetings with additional ad hoc meetings held as required. During 2014/15, the Standards and Ethics Committee met on the following dates:

- 23 July 2014
- 21 October 2014
- 27 January 2015
- 21 April 2015

COMMITTEE MEMBER	ATTENDANCE	
	POSSIBLE	ACTUAL
Paul Stockton (former Chair)*	1	1
Richard Tebboth (current Chair)	4	4
Dr James Downe (Vice-Chair)	4	4
Maureen Hedley-Clarke*	1	0
Deirdre Jones*	1	1
Hollie Edwards-Davies	3	3
Lizz Roe	3	2
Hugh Thomas	3	2
Community Councillor John Hughes	4	3
County Councillor Kathryn Lloyd	4	4
County Councillor Georgina Phillips	4	4
County Councillor Dianne Rees	4	4
* a Committee Member until 27 July 2014		

## Helpful Contacts

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