

STANDARDS AND ETHICS COMMITTEE:

25 JULY 2023

**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 and Community Councils.

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.
4. At its meeting on 14th February 2023, the Committee considered feedback provided in respect of observation of the October 2022 Council meeting.

Issues

5. Meeting observation feedback has been received in respect of the following meetings:
 - (i) Annual Council meeting of Cardiff Council held on 25th May 2023 (**Appendix A**);
 - (ii) Radyr and Morganstown Community Council meeting held on 22nd June 2023 (**Appendix B**); and
 - (iii) Old St Mellons Community Council meeting held on 13th July 2023 (**Appendix C**).
6. Members will be pleased to note that the feedback is all positive, and that no conduct or standards and ethics issues were noted.

7. In relation to the observation noted (in **Appendix C**) in respect of 'Agenda and reports availability', that: 'Agenda and Minutes provided prior to the meeting, although no reports available', the Committee may wish to note the legal requirements for Community Councils are to publish electronically the agenda and minutes of the proceedings of the council's meetings and, 'in so far as reasonably practicable, any documents relating to the business to be transacted at the meeting' (sections 55 and 57 of the Local Government and Democracy (Wales) Act 2013).
8. The feedback has been shared with the respective Chairs for each meeting that was observed.
9. Details of all forthcoming Council, Committee and Cabinet 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: [Monthly meetings calendar - July 2023 : Cardiff Council \(moderngov.co.uk\)](#) Independent members, and in particular, newly appointed members, are encouraged to observe a full Council meeting and a Committee meeting.
10. 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: [Community councils contact details : Cardiff Council \(moderngov.co.uk\)](#)

Legal Implications

11. Relevant legal provisions are set out in the body of the report. There are no direct legal implications arising from the recommendations of this report.

Financial Implications

12. There are no direct financial implications arising from this report. Any relevant payments and allowances associated with observing meetings would be payable in accordance with the rates set by the Independent Remuneration Panel for Wales, and met from the allocated budget.

RECOMMENDATION

The Committee is recommended to:

- (1) Note the meeting observation feedback received, as set out in **Appendix A**, **Appendix B** and **Appendix C** to the report and make any comments considered appropriate; and
- (2) Continue to observe 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
17 July 2023

Appendix

- Appendix A Meeting Observation Feedback Form for full Council meeting held on 25th May 2023 (CN)
- Appendix B Meeting Observation Feedback Form for Radyr and Morganstown Community Council meeting held on 22nd June 2023 (DM)
- Appendix C Meeting Observation Feedback Form for Old St Mellons Community Council meeting held on 13th July 2023 (AH)

Background papers

[Standards and Ethics Committee report, 'Observation of Meetings', 14th February 2023: CITY AND COUNTY OF CARDIFF \(moderngov.co.uk\)](#)