

**STANDARDS AND ETHICS COMMITTEE:**

**22<sup>nd</sup> JUNE 2022**

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**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 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.

**Issues**

4. Meeting observation feedback has been received in respect of the meetings of three different Community Councils (held in February, March and April 2022) and Cardiff Council's Planning Committee (April 2022). The completed observation forms are appended as **Appendix A**.
5. Members will note that some of the meetings observed were held virtually (remotely), in part or fully, using video conferencing facilities, in line with the provisions of the Local Government and Elections (Wales) Act 2021, which requires all authorities (including principal authorities and community councils) to make arrangements to allow remote attendance at their meetings.

6. Members will be pleased to note that the feedback is very positive overall in relation to standards of conduct as well as the management of the meetings and access to information. The feedback has been shared with the Clerks to the respective Community Councils and the Chair of the Planning Committee, as applicable.
7. 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: <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 and make any comments considered appropriate;
- (2) Instruct the Monitoring Officer to share the feedback and any comments made by the Committee with the relevant Clerk to the Community Council or Committee Chair, as appropriate; and
- (3) 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**

18<sup>th</sup> May 2022

Appendix

Appendix A Meeting Observation Feedback Forms for Radyr and Morganstown, Lisvane and Tongwynlais Community Councils; and Cardiff Council Planning Committee