Cyd-bwyllgor Corfforedig De-Ddwyrain Cymru | South East Wales Corporate Joint Committee

# VACANCY FOR AN INDEPENDENT MEMBER OF THE STANDARDS SUB-COMMITTEE

# INFORMATION FOR APPLICANTS

## The Purpose of the Standards Sub-Committee

The Standards Sub-Committee has statutory responsibility for ensuring that members of the South East Wales Corporate Joint Committee and its sub-committees observe high standards of conduct, befitting of their public office and in line with the principles enshrined in the statutory Members' Code of Conduct.

## The Work of the Standards Sub-Committee

The work of the Standards Sub-Committee includes advising the Corporate Joint Committee on the content and implementation of the Members' Code of Conduct, including overseeing arrangements for appropriate training; raising awareness of standards and ethics issues within the Corporate Joint Committee; hearing referrals of alleged misconduct by councillors; overseeing the Corporate Joint Committee's whistleblowing procedures; determining applications for dispensations where councillors declare a personal interest in decisions of the Corporate Joint Committee; advising on policy development; and considering reports from the Corporate Joint Committee's Monitoring Officer and the Public Services Ombudsman for Wales.

## Members of the Standards Sub-Committee

The Standards Sub-Committee is composed of 5 members in total, made up of 3 Independent members and 2 Councillors.

## Members' Role Description

The role of the Independent Member is to contribute to the work of the Standards Sub-Committee in accordance with the Standards Sub-Committee Members' Role Description.

## Meetings of the Standards Sub-Committee

Sub-Committee meetings are usually held on a Tuesday or Wednesday, on a quarterly basis, starting at 10.00 am and generally last for 1-2 hours. Meetings are usually held remotely using video conferencing technology. Meetings are scheduled, so far as possible, to avoid conflicts with other work commitments.

## Other Meetings

Independent Members may also be asked to attend other Committee meetings, which are usually held remotely, to observe proceedings and familiarise themselves with the work of the Corporate Joint Committee, in order to inform their work on the Standards Sub-Committee.

Independent Members may be asked to sit on other Committees or Sub-Committees from time to time (for example, a Hearings Panel for Member conduct complaints). An estimate of the time required will be provided in advance in each case.

## Terms of Appointment

Independent Member appointments are for a fixed term of 4 to 6 years, and re-appointment is possible for one further 4-year term.

Appropriate training will be arranged for all Sub-Committee members to develop the necessary understanding and skills to effectively discharge their role.

The appointment is remunerated in accordance with the Independent Remuneration Panel for Wales, which prescribes payments of £238 per day for activities over 4 hours and £119 per day for activities lasting up to 4 hours (with provision for an hourly payment of £29.75 per hour at the Corporate Joint Committee's discretion). Payments can be claimed for meeting attendance, travelling, preparation time and attendance at training. The Members' Remuneration Schedule is updated each year in accordance with the recommendations of the Independent Remuneration Panel for Wales, and is included in the Corporate Joint Committee's Constitution.

## Potential Conflicts of Interest

It is clearly of utmost importance that both the public and councillors have full confidence in the independence and impartiality of the Corporate Joint Committee's Standards Sub-Committee. In your application you will be asked to disclose if you have any business or other interests (including membership or affiliation of any political or other organisation) which could cause a real or observed conflict with the duties and responsibilities of the role, or that members of the public could reasonably feel may affect your judgement in dealing with the work of the Sub-Committee. Such interests would include the following:

• any organisation with secret activities or membership;
• trade unions;
• trade or employers' association;
• professional associations;
• membership of a political party.

In the interests of transparency and to avoid any doubts, we would ask you to please disclose any such interests, even if you do not consider that they cause a real conflict with the responsibilities of the role.

Independent Members of the Standards Sub-Committee must be wholly unconnected with local government, and there are statutory restrictions to this effect. The following categories of persons are, by law, ineligible for appointment:

- current councillors or officers (or the spouse or partner of a councillor or officer) of the South East Wales Corporate Joint Committee or any local authority, National Park authority, fire authority, or community council;
- former councillors or officers of the South East Wales Corporate Joint Committee; or
- former councillors or officers of any local authority, National Park authority, fire authority, or community council, unless the person ceased to hold that position more than 12 months ago.

If you are in any doubt as to whether any of the above applies to you, please give full details on your application form, or contact Jayne La Grua at MonitoringOfficer@cardiffcapitalregion.gov.uk for clarification.

## Applications

Applications should be submitted by completing and returning the Application Form, together with any supporting documentation if you wish, to MonitoringOfficer@cardiffcapitalregion.gov.uk.

## Assessment of Applications

Applications will be shortlisted using the criteria set out in the Person Specification. Please ensure that you clearly explain how you meet each of the criteria listed in the Supporting Information section of the Application Form.

## Interviews

Those applicants who demonstrate in their applications that they best meet the essential criteria set out in the Person Specification will be invited to attend an interview.

Assessment will be by reference to the requirements of the Person Specification. Whilst all applications will be judged on merit, the Panel will try to ensure that the Sub-

Committee as a whole has a balance of skills, qualities and expertise, and broadly reflects the community of South East Wales.

## Appointment

Following interviews, the Appointment Panel will report its recommendations on appointment to the South East Wales Corporate Joint Committee. Applicants will be notified of the Appointments Panel's recommendation and the Corporate Joint Committee's decision on appointment immediately thereafter.

Appointments will take effect from the date specified in the Corporate Joint Committee's decision.

If you feel that you may be interested in this role, and would like an informal discussion please contact the Monitoring Officer, Jayne La Grua, at MonitoringOfficer@cardiffcapitalregion.gov.uk.