

**REPORT OF DIRECTOR OF GOVERNANCE & LEGAL SERVICES &  
MONITORING OFFICER**

---

**CARDIFF UNDERTAKING**

**Purpose of the Report**

1. To allow all Elected Members to publicly reaffirm and formally sign the Cardiff Undertaking attached as Appendix A as a record of their commitment to the principles set out.

**Background**

2. The Cardiff Undertaking was first introduced in July 2004 following the report of the Commission on the Governance of Cardiff Council, and has subsequently been revised and updated following changes to the Code of Conduct and recommendations from the Standards and Ethics Committee and Full Council.
3. The Standards and Ethics Committee is responsible for ensuring the Council's Ethical Code is maintained in accordance with the National Code of Conduct which is incorporated into the Council's Constitution and the Cardiff Undertaking.
4. The Council Meeting Procedure Rules provide that the Annual Council meeting will receive the Cardiff Undertaking from Members in years where an ordinary election has taken place (Rule 2(b) (vi)).
5. However, in accordance with the recommendations of the Standards and Ethics Committee, Elected Members have been asked since 2008 to reaffirm their commitment to the Cardiff Undertaking at each Annual Council meeting during their term of office.

**Issues**

6. The Cardiff Undertaking provides an opportunity for Elected Members to publicly commit to using their term of office to work for the Council, the City and its citizens; to commit to the role of being a corporate parent; and to commit to the standards of conduct expected by the Council, which includes a commitment to undertaking all training identified as essential for them to properly discharge their roles.

7. As Members are asked to reaffirm their commitment to the Cardiff Undertaking annually, in line with the recommendations of the Standards and Ethics Committee, it is recommended that the Council Meeting Procedure Rules (Rule 2(b)(vi), referred to in paragraph 4 above) should be amended to reflect this, as follows:

Rule 2(b) The Annual Meeting will:

...(vi) receive from Members the Cardiff Undertaking;

8. Members may wish to note that, during 2017/18, no formal complaints in relation to breaches of the Code of Conduct have been referred for consideration by the Standards and Ethics Committee; and the Committee has commented that there has been a good standard of ethical conduct during this year.

### **Legal Implications**

9. A failure to comply with the Cardiff Undertaking may indicate a breach of the Members' Code of Conduct. This could result in a complaint being made against the individual councillor, which would be dealt with in accordance with the Council's and legislative procedures for dealing with complaints about Members.

### **Financial Implications**

10. There are no financial implications arising from this report

### **Recommendations**

The Council is recommended to:

1. Ask all Members to publicly reaffirm and sign the Cardiff Undertaking to record their commitment to it; and
2. Authorise the Monitoring Officer to amend Council Procedure Rule 2(b)(vi) as shown in paragraph 6 of the report.

**Davina Fiore**

**Director of Governance & Legal Services and Monitoring Officer**

17 May 2018

### **Appendices**

Appendix A Cardiff Undertaking (Bilingual)

### Background Papers:

Council report, 'Cardiff Undertaking', May 2017