

CITY AND COUNTY OF CARDIFF DINAS A SIR CAERDYDD

STANDARDS AND ETHICS COMMITTEE:

15 APRIL 2008

REPORT OF THE MONITORING OFFICER AGENDA ITEM: 4

MEMBER / OFFICER COMPACT

Reason for this Report

1. To present to the Committee a draft Member / Officer Compact for consideration.

Background

2. At the Committee meeting on 26 February 2008, during consideration of the Cardiff Undertaking (a set of commitments given by elected Members in respect of how they approach their role of Member), the Committee requested the Monitoring Officer to prepare a Member / Officer Compact setting out the key commitments which Members and Officers could expect from each other in their working relationships.
3. This report presents the requested draft Member / Officer Compact to the Committee for consideration.

Issues

4. The Protocol on Member / Officer Relations contained within Part 5 of the Council's Constitution sets out the principles governing Member / Officer relations; their respective roles and responsibilities; and the agreed approach to specific issues such as correspondence, conduct and effectiveness and access to information and documents. The Protocol on Member / Officer Relations is appended to this report as **Appendix A**.
5. A draft Member / Officer Compact has been prepared by the Monitoring Officer, summarising the Protocol on Member / Officer Relations. The draft Compact was circulated and discussed at the last meeting of the Council's Corporate Directors and Chief Officers. The Corporate Directors and Chief Officers were generally supportive of the draft Compact, subject to minor amendment, and no adverse comment was made.

6. The draft Member / Officer Compact (as amended following the Corporate Directors and Chief Officers' meeting) is appended to this report as **Appendix B**.
7. The Committee is invited to consider the draft Compact and to make any observations and or amendments it considers appropriate. The Committee may wish to consider commending the draft Member / Officer Compact for use in the induction of new Members following the forthcoming elections on 1st May 2008.

ADVICE

This report has been prepared by the Monitoring Officer. It contains all the information necessary to allow Members to arrive at a reasonable view, taking into account the advice contained in this section.

Legal Implications

There are no legal implications arising from this report.

Financial Implications

There are no financial implications arising from this report.

RECOMMENDATION

That the Committee:

- (1) Notes the draft Member / Officer Compact appended as Appendix B to this report;
- (2) Considers and makes any necessary amendments to the Member / Officer Compact; and
- (3) Commends the Member / Officer Compact for use in the induction programme for new Members of Cardiff Council.

Kate Berry
Monitoring Officer and City & County Solicitor
8 April 2008

Background papers

Minutes of Committee meeting on 26 February 2008 on agenda item 'The Cardiff Undertaking'

The Protocol on Member / Officer Relations (Part 5 of the Council's Constitution)

Appendices

Appendix A

The Protocol on Member / Officer Relations

Appendix B

Draft Member / Officer Compact

APPENDIX B

MEMBER / OFFICER COMPACT

As a Member you can expect:

- Respect, courtesy and unbiased treatment from officers
- Creative and impartial advice in relation to Council matters
- A response to your queries within 10 working days
- Confidentiality within the law
- Access to all information and facilities necessary to enable you to fulfill your role
- Equality and fairness in how information is shared, in particular within wards and in respect of officer briefings
- Officers to effectively carry out the decisions of the Council

As an Officer you can expect:

- Respect and courtesy from Members
- Members to have proper regard to professional advice and opinions, particularly on legal and financial probity
- Legitimate challenge and questioning from Members
- Not to be personally criticised in a public forum
- To meet the Council's objectives through creative solutions
- Not to have your impartiality compromised
- To carry out your duties in accordance with policy and statute