

**ANNUAL COUNCIL:**

**25 MAY 2017**

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

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**THE CARDIFF UNDERTAKING**

**Purpose of the Report**

1. To require all Elected Members at the first Annual Council meeting of this administration to publicly declare, and formally sign to record, their commitment to the principles of the Cardiff Undertaking in accordance with the constitution.

**Background**

2. The Council's ethical code comprises the National Code of Conduct which is incorporated into the Council's Constitution and the Cardiff Undertaking which was first agreed at the Full Council meeting on 1st July 2004.
3. The Cardiff Undertaking provides an opportunity for 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 now includes a commitment to carrying out essential training.
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)). Elected Members are asked to reaffirm their commitment to the Cardiff Undertaking at each Annual Council meeting during their term of office.

**Issues**

5. In addition, the Full Council at its meeting 23 March 2017 approved the widening of the Elected Member commitment to undertake appropriate training, to include all training which has been identified as essential in the Member Induction and Training and Development Plans.

## **Legal Implications**

6. If any councillor fails to comply with the Cardiff Undertaking it may be a breach of the member Code of Conduct. This could result in a complaint being made against the individual councillor. Any complaint would be dealt with in accordance with the Council's procedures for dealing with complaints.

## **Financial Implications**

7. There are no financial implications directly arising from this report

## **Recommendation**

That all Elected Members as part of this meeting publicly declare and formally sign their commitment to the Cardiff Undertaking.

**Davina Fiore**

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

18 May 2017

## **Appendix**

Appendix A            The Cardiff Undertaking

Background Papers:

Council reports, 'Cardiff Undertaking', May 2008, May 2015, May 2016 and March 2017 and minutes thereof