

## Protocol – City Deal Joint Committee Code of Conduct issues

### Introduction

Pursuant to paragraph 3.5.6 to the Joint Working Agreement in respect of the Cardiff Capital Region City Deal dated 1 March 2017, this protocol sets out the process to ensure a consistent approach to the interpretation of issues relating to potential conflicts of interest under the member code of conduct.

### Purpose

The Monitoring Officers<sup>1</sup> of the Councils agree to work together to ensure where Regional or Joint Committee arrangements exist, there is communication between the Council's Monitoring Officers and the Accountable Body's<sup>2</sup> Monitoring Officer so that it is satisfied that both the registration and declaration of members interests is appropriate and transparent.

### Protocol

1. It is each Member's personal responsibility to understand and comply with their Council's own Member Code of Conduct and it is the responsibility of each Member to seek specific advice from their own Monitoring Officer on any code of conduct issues.
2. The Monitoring Officer for each of the Councils agrees to inform the Accountable Body's Monitoring Officer, in writing by email, as soon as reasonably practicable on becoming aware of any requests for advice by any Joint Committee Members on potential conflict issues.
3. The Monitoring Officer for the relevant Council shall be open to sharing their advice/interpretation of the Code of Conduct and provide an opportunity for the Accountable Body's Monitoring Officer to consider the issue and provide a view.
4. If the Accountable Body's Monitoring Officer's view differs from the Monitoring Officer for the relevant Council, both Monitoring Officers shall agree to discuss as soon as practicable any issues and work towards an agreed joint view. This agreed joint view will then be shared with the Member who so requested the advice.
5. In the unlikely event a joint view cannot be agreed following a discussion between the Monitoring Officers, the Accountable Body's Monitoring Officer has the right to form a final view and share that view with the Member who so requested the advice.
6. The Monitoring Officers agree to meet as and when required and work together to provide support to all Members of the Joint Committee.
7. This protocol shall be updated as agreed between the Councils' Monitoring Officers.

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<sup>1</sup> The term Monitoring Officer shall include their Deputies or any other nominated advisor

<sup>2</sup> Accountable Body means Cardiff Council

### **Monitoring Officer Contact Details:**

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