

CARDIFF COUNCIL CONSTITUTION

The Constitution sets out how the Council operates, how decisions are made and the procedures which are followed. Some of these processes are required by the law, while others are a matter for the Council to choose. The Constitution came into effect on the 30th May 2002 and is periodically reviewed and amended by the Council as necessary. There may be a slight delay in updating the web site version, but Legal Services staff can advise you whether any particular part of the version published on our web site is the very latest version.

The Constitution comprises the following parts:

Part 1 - Summary and Explanation (Pages 1 - 4)

Part 2 - Articles of the Constitution

- 1 Article 1 The Constitution (Pages 5 6)
- 2 Article 2 Members of the Council (Pages 7 8)
- 3 Article 3 Citizens and the Council (Pages 9 10)
- **4 Article 4 The Council** (*Pages 11 14*)
- 5 Article 5 Chairing the Council (Pages 15 16)
- 6 Article 6 Scrutiny Committees (Pages 17 18)
- 7 Article 7 The Cabinet (Executive) (Pages 19 24)
- 8 Article 8 Regulatory & Other Committees (Pages 25 26)
- 9 Article 9 The Standards & Ethics Committee (Pages 27 30)
- 10 Article 10 Joint Arrangements (Pages 31 32)

- 11 Article 11 Council Employees (Pages 33 38)
- 12 Article 12 Decision Making (Pages 39 40)
- 13 Article 13 Finance, Contracts and Legal Matters (Pages 41 42)
- 14 Article 14 Review and Revision of the Constitution (Pages 43 44)
- 15 Article 15 Suspension, Interpretation and Publication (Pages 45 50)

Part 3 - Responsibility for Functions

- **Section 1A Council Meeting** (Pages 51 52)
- 17 Section 1B Non-Executive Functions (Pages 53 54)
- **Section 2 Cabinet Functions** (Pages 55 58)
- **Section 3 Local Choice Functions** (Pages 59 66)
- **Section 4A Delegations to Officers Introduction** (Pages 67 70)
- 21 Section 4B General Delegations to Chief Executive, Corporate Directors and Directors (Pages 71 74)
- Section 4C General Delegations to Assistant Directors, Chief Officers and Heads of Service (Pages 75 78)
- 23 Section 4D General Delegations to Operation Managers (Pages 79 80)
- **Section 4E Specific Delegations to Statutory Officers** (Pages 81 90)
- **Section 4F Delegations to Specific Officers** (Pages 91 96)
- **Section 5 Delegations to Joint Committees** (Pages 97 98)
- 27 Appendix 1 Responsibility for Non-Executive Council Functions (Pages 99 106)
- 28 Appendix 2 Terms of Reference for Committees (Pages 107 122)

Part 4 - Rules of Procedure

- 29 Council Meeting Procedure Rules (Pages 123 146)
- **30 Budget Meeting Procedure Rules** (Pages 147 150)
- 31 Committee Meeting Procedure Rules (Pages 151 158)
- 32 Access to Information Procedure Rules (Pages 159 172)

Budget and Policy Framework Procedure Rules (Pages 173 - 176) 33 Cabinet Procedure Rules (Pages 177 - 182) 34 Scrutiny Procedure Rules (Pages 183 - 190) 35 Financial Procedure Rules (Pages 191 - 260) 36 **Contract Standing Orders and Procurement Rules** (Pages 261 - 282) 37 Procedure Rules for the Acquisition or Disposal of Land (Pages 283 - 292) 38 **Employment Procedure Rules** (Pages 293 - 298) 39 Planning Committee Procedure Rules (Pages 299 - 306) 40 Family Absence Procedure Rules (Pages 307 - 310) 41 42 Remote Attendance Standing Order (Pages 311 - 312) Part 5 - Codes & Protocols Members' Code of Conduct (Pages 313 - 326) 43 Employees' Code of Conduct (Pages 327 - 330) 44 **Protocol on Member/Officer Relations** (Pages 331 - 336) 45 46 Cardiff Undertaking (Pages 337 - 338) **Protocol on Members Rights of Access to Information and Documents** 47 (Pages 339 - 344) **Appendix - Summary of Statutory Provisions on Access to Documents** 48 (Pages 345 - 346) **Members Planning Code of Good Practice** (Pages 347 - 360) 49 **Appendix 1 - Declaration of Interest Form** (Pages 361 - 362) 50 **Appendix 2 - Disclosable Interest Flowchart** (Pages 363 - 364) 51 **Appendix 3 - Site Visit Code of Practice** (Pages 365 - 366) 52 Part 6 - Schedule of Members Remuneration (Pages 367 - 378) Part 7 - Management Structure (Pages 379 - 380)