

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 20)
- 7 Article 7 The Cabinet (Executive) (Pages 21 26)
- 8 Article 8 Regulatory & Other Committees (Pages 27 28)
- 9 Article 9 The Standards & Ethics Committee (Pages 29 32)
- 10 Article 10 Joint Arrangements (Pages 33 34)
- 11 Article 11 Council Employees (Pages 35 40)

This document is available in Welsh /Mae'r ddogfen ar gael yn Gymraeg

- Article 12 Decision Making (Pages 41 42)
 Article 13 Finance, Contracts and Legal Matters (Pages 43 44)
- 14 Article 14 Review and Revision of the Constitution (Pages 45 46)
- 15 Article 15 Suspension, Interpretation and Publication (Pages 47 52)

Part 3 - Responsibility for Functions

- **Section 1A Council Meeting** (Pages 53 54)
- 17 **Section 1B Non-Executive Functions** (Pages 55 56)
- **Section 2 Cabinet Functions** (Pages 57 60)
- 19 Section 3 Local Choice Functions (Pages 61 68)
- **Section 4A Delegations to Officers Introduction** (Pages 69 74)
- Section 4B General Delegations to Chief Executive, Corporate Directors and Directors (Pages 75 78)
- Section 4C General Delegations to Assistant Directors, Chief Officers and Heads of Service (Pages 79 82)
- 23 Section 4D General Delegations to Operation Managers (Pages 83 84)
- **Section 4E Specific Delegations to Statutory Officers** (Pages 85 94)
- **Section 4F Delegations to Specific Officers** (Pages 95 100)
- **Section 5 Delegations to Joint Committees** (Pages 101 102)
- 27 Appendix 1 Responsibility for Non-Executive Council Functions (Pages 103 110)
- 28 Appendix 2 Terms of Reference for Committees (Pages 111 126)

Part 4 - Rules of Procedure

- 29 Council Meeting Procedure Rules (Pages 127 152)
- **Budget Meeting Procedure Rules** (Pages 153 156)
- 31 Committee Meeting Procedure Rules (Pages 157 166)
- 32 Access to Information Procedure Rules (Pages 167 180)
- 33 Budget and Policy Framework Procedure Rules (Pages 181 184)

34	Cabinet Procedure Rules (Pages 185 - 190)
35	Scrutiny Procedure Rules (Pages 191 - 198)
36	Financial Procedure Rules (Pages 199 - 268)
37	Contract Standing Orders and Procurement Rules (Pages 269 - 290)
38	Planning Committee Procedure Rules (Pages 291 - 300)
39	Procedure Rules for the Acquisition or Disposal of Land (Pages 301 - 310)
40	Employment Procedure Rules (Pages 311 - 316)
41	Family Absence Procedure Rules (Pages 317 - 320)
42	Remote Attendance Standing Order (Pages 321 - 322)
Part 5	- Codes & Protocols
43	Members' Code of Conduct (Pages 323 - 336)
44	Employees' Code of Conduct (Pages 337 - 340)
45	Protocol on Member/Officer Relations (Pages 341 - 346)
46	Cardiff Undertaking (Pages 347 - 348)
47	Protocol on Members Rights of Access to Information and Documents (Pages 349 - 354)
48	Appendix - Summary of Statutory Provisions on Access to Documents (Pages 355 - 356)
49	Protocol for All Party Council Groups (Pages 357 - 358)
50	Protocol for Webcasting Council and other Committee Meetings (Pages 359 - 362)
51	Members Planning Code of Good Practice (Pages 363 - 376)
52	Appendix 1 - Declaration of Interest Form (Pages 377 - 378)
53	Appendix 2 - Disclosable Interest Flowchart (Pages 379 - 380)
54	Appendix 3 - Site Visit Code of Practice (Pages 381 - 382)
Part 6 - Schedule of Members Remuneration (Pages 383 - 394)	
Part 7 - Management Structure (Pages 395 - 396)	