

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)

Article 11 - Council Employees (Pages 35 - 38) 11 Article 12 - Decision Making (Pages 39 - 40) 12 Article 13 - Finance, Contracts and Legal Matters (Pages 41 - 42) 13 14 Article 14 - Review and Revision of the Constitution (Pages 43 - 44) Article 15 - Suspension, Interpretation and Publication (Pages 45 - 52) 15 Part 3 - Responsibility for Functions 16 Section 1A - Council Meeting (Pages 53 - 54) **Section 1B - Non-Executive Functions** (Pages 55 - 56) 17 Appendix 1 - Responsibility for Non-Executive Council Functions (Pages 57) 18 - 62) 19 Appendix 2 - Terms of Reference for Committees (Pages 63 - 78) **Section 2 - Cabinet Functions** (Pages 79 - 82) 20 **Section 3 - Local Choice Functions** (Pages 83 - 92) 21 22 Section 4A - Delegations to Officers - Introduction (Pages 93 - 98) Section 4B - General Delegations to Chief Executive, Corporate Directors 23 and Directors (Pages 99 - 102) Section 4C - General Delegations to Assistant Directors, Chief Officers and 24 Heads of Service (Pages 103 - 106) **Section 4D - General Delegations to Operation Managers** (Pages 107 - 108) 25 Section 4E - Specific Delegations to Statutory Officers (Pages 109 - 118) 26 27 Section 4F - Delegations to Specific Officers (Pages 119 - 124) Section 5 - Delegations to Joint Committees (Pages 125 - 126) 28 Part 4 - Rules of Procedure 29 Council Meeting Procedure Rules (Pages 127 - 152) **Budget Meeting Procedure Rules** (Pages 153 - 156) 30

Committee Meeting Procedure Rules (Pages 157 - 166)

Access to Information Procedure Rules (Pages 167 - 180)

31

32

33	Budget and Policy Framework Procedure Rules (Pages 181 - 186)
34	Cabinet Procedure Rules (Pages 187 - 192)
35	Scrutiny Procedure Rules (Pages 193 - 202)
36	Financial Procedure Rules (Pages 203 - 270)
37	Contract Standing Orders and Procurement Rules (Pages 271 - 308)
38	Planning Committee Procedure Rules (Pages 309 - 318)
39	Procedure Rules for the Acquisition or Disposal of Land (Pages 319 - 328)
40	Employment Procedure Rules (Pages 329 - 334)
41	Family Absence Procedure Rules (Pages 335 - 338)
42	Remote Attendance Standing Order (Pages 339 - 340)
43	Appointment of Substitute Members Procedure Rule (Pages 341 - 342)
Part 5 - Codes & Protocols	
44	Code of Corporate Governance (Pages 343 - 354)
45	Members' Code of Conduct (Pages 355 - 368)
46	Employees' Code of Conduct (Pages 369 - 372)
47	Protocol on Member/Officer Relations (Pages 373 - 378)
48	Cardiff Undertaking (Pages 379 - 380)
49	Protocol on Members Rights of Access to Information and Documents (Pages 381 - 386)
50	Appendix - Summary of Statutory Provisions on Access to Documents (Pages 387 - 388)
51	Protocol for All Party Council Groups (Pages 389 - 390)
52	Protocol for Webcasting Council and other Committee Meetings (Pages 391 - 394)
53	Members Planning Code of Good Practice (Pages 395 - 408)
54	Appendix 1 - Declaration of Interest Form (Pages 409 - 410)
55	Appendix 2 - Disclosable Interest Flowchart (Pages 411 - 412)

56 Appendix 3 - Site Visit Code of Practice (Pages 413 - 414)

Part 6 - Schedule of Members Remuneration (Pages 415 - 422)

Part 7 - Management Structure (Pages 423 - 424)