



# 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)*
- 12 **Article 12 - Decision Making** *(Pages 41 - 42)*
- 13 **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**

- 16 **Section 1A - Council Meeting** *(Pages 53 - 54)*
- 17 **Section 1B - Non-Executive Functions** *(Pages 55 - 56)*
- 18 **Appendix 1 - Responsibility for Non-Executive Council Functions** *(Pages 57 - 64)*
- 19 **Appendix 2 - Terms of Reference for Committees** *(Pages 65 - 80)*
- 20 **Section 2 - Cabinet Functions** *(Pages 81 - 84)*
- 21 **Section 3 - Local Choice Functions** *(Pages 85 - 92)*
- 22 **Section 4A - Delegations to Officers - Introduction** *(Pages 93 - 98)*
- 23 **Section 4B - General Delegations to Chief Executive, Corporate Directors and Directors** *(Pages 99 - 102)*
- 24 **Section 4C - General Delegations to Assistant Directors, Chief Officers and Heads of Service** *(Pages 103 - 106)*
- 25 **Section 4D - General Delegations to Operation Managers** *(Pages 107 - 108)*
- 26 **Section 4E - Specific Delegations to Statutory Officers** *(Pages 109 - 118)*
- 27 **Section 4F - Delegations to Specific Officers** *(Pages 119 - 124)*
- 28 **Section 5 - Delegations to Joint Committees** *(Pages 125 - 126)*

### **Part 4 - Rules of Procedure**

- 29 **Council Meeting Procedure Rules** *(Pages 127 - 152)*
- 30 **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 - 306)*
- 38 **Planning Committee Procedure Rules** *(Pages 307 - 316)*
- 39 **Procedure Rules for the Acquisition or Disposal of Land** *(Pages 317 - 326)*
- 40 **Employment Procedure Rules** *(Pages 327 - 332)*
- 41 **Family Absence Procedure Rules** *(Pages 333 - 336)*
- 42 **Remote Attendance Standing Order** *(Pages 337 - 338)*
- 43 **Appointment of Substitute Members Procedure Rule** *(Pages 339 - 340)*
- Part 5 - Codes & Protocols**
- 44 **Code of Corporate Governance** *(Pages 341 - 352)*
- 45 **Members' Code of Conduct** *(Pages 353 - 366)*
- 46 **Employees' Code of Conduct** *(Pages 367 - 370)*
- 47 **Protocol on Member/Officer Relations** *(Pages 371 - 376)*
- 48 **Cardiff Undertaking** *(Pages 377 - 378)*
- 49 **Protocol on Members Rights of Access to Information and Documents**  
*(Pages 379 - 384)*
- 50 **Appendix - Summary of Statutory Provisions on Access to Documents**  
*(Pages 385 - 386)*
- 51 **Protocol for All Party Council Groups** *(Pages 387 - 388)*
- 52 **Protocol for Webcasting Council and other Committee Meetings** *(Pages 389 - 392)*
- 53 **Members Planning Code of Good Practice** *(Pages 393 - 406)*
- 54 **Appendix 1 - Declaration of Interest Form** *(Pages 407 - 408)*
- 55 **Appendix 2 - Disclosable Interest Flowchart** *(Pages 409 - 410)*

**56**      **Appendix 3 - Site Visit Code of Practice** (*Pages 411 - 412*)

**Part 6 - Schedule of Members Remuneration** (*Pages 413 - 424*)

**Part 7 - Management Structure** (*Pages 425 - 426*)