

PART 5 – CODES AND PROTOCOLS

PROTOCOL FOR ALL PARTY COUNCIL GROUPS

1. Purpose

The purpose of an All Party Council Group ('an APCG') is to provide opportunities for debate and promote specific issues within the Council's corporate and service priorities and increase opportunities for non-Executive Members to contribute towards policy development.

2. Subject Matter

The subject matter for an APCG must relate to a matter for which the Council has responsibility or to the role of members or member development.

3. Powers / Functions

An APCG is not intended to have any formal decision making powers, but may (if it wishes) make suggestions or recommendations by letter to a relevant Cabinet member or Committee Chair; or seek to secure a debate at Council by way of a Motion promoted by a party group. (Any such Motion would count as one of the Motions allocated to the relevant party group).

4. Membership

- (i) The minimum number of members for an APCG shall be five members.
- (ii) Membership must be open to all members of all party groups, including Independent Members.
- (iii) Each APCG must consist of members from more than one party group.
- (iv) Membership is open to members of Cardiff Council only, although external representatives and individuals may be invited to APCG meetings as witnesses or speakers.

5. Procedure

- (i) The members proposing to establish an APCG must notify the Monitoring Officer so that the Group is included on the Register of APCGs.
- (ii) Each APCG must meet at least three times each year.
- (iii) If the APCG wishes to raise any issues formally, it may do so by writing to the relevant Cabinet portfolio holder or Committee Chair.
- (iv) Each APCG must produce an annual report to be circulated to all members of the Council (but not to be discussed at full Council).
- (v) In all other respects, the procedure and regulation of meetings shall be a matter for Members.
- (vi) Officer support for APCG meetings shall be limited, due to resource constraints, to booking rooms for meetings, and will not cover clerking or other administrative support (such as agenda planning or minute taking). Officers will, if given reasonable notice and resources permit, provide written answers to factual queries raised by an APCG through

the member enquiry system. Policy matters should be raised with the relevant Cabinet member. Officers shall not be required to attend an APCG meeting.

- (vii) The statutory public access rights to meetings and information (under Part VA of the Local Government Act 1972) do not apply to meetings of an APCG.

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