

## **PART 2 – ARTICLES OF THE CONSTITUTION**

### **Article 2 – Members of the Council**

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#### **2.1 Composition**

The Authority will comprise 79 Councillors (otherwise called Members). One or more Councillors will be elected by the voters of each electoral division in accordance with a scheme drawn up by the Local Democracy and Boundary Commission for Wales and approved by the Welsh Government.

#### **2.2 Election and terms of Councillors**

The regular election of Councillors will be held on the first Thursday in May every five years or at such other time as may be set by law. The terms of office of Councillors will start on the fourth day after being elected and will finish on the fourth day after the date of the next regular election.

#### **2.3 Roles and functions of all Councillors**

##### **(a) Key roles**

Councillors will:

- (i) collectively set the Policy Framework and carry out a number of strategic functions;
- (ii) represent their communities and bring their views into the Authority's decision-making process, i.e. become the advocate of and for their communities;
- (iii) deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
- (iv) seek to balance different interests identified within the ward and represent the ward as a whole;
- (v) promote and ensure efficiency and effectiveness in the provision of Council services;
- (vi) be involved in decision-making;
- (vii) be available to represent the Authority on other bodies; and
- (viii) maintain the highest standards of conduct and ethics.

##### **(b) Rights and Duties**

- (i) Councillors will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the

proper discharge of their functions and in accordance with the law and this Constitution;

(ii) Councillors may visit any land or premises of the Authority subject to the following:

- they must properly identify themselves to the person in control of the premises and may not issue instruction to employees;
- or interview any employee other than a Corporate Director, Chief Officer or senior officer nominated for that purpose on matters of policy or principle, or any matter which is either under consideration by the Council or Cabinet or likely to be brought before it or any of its Committees;
- visits to residential establishments must have regard to the privacy and safety of residents and therefore may only be undertaken following proper notice to the relevant Chief Officer or his/her nominee and the visit may then be made in accordance with arrangements specified.

(iii) Councillors will not make public information which is confidential information or exempt information without the consent of the Authority or divulge information given in confidence to anyone other than a Councillor, officer or other person legally entitled to know it.

## 2.4 **Conduct**

Councillors and employees will at all times observe their Code of Conduct and the Protocol on Member/Officer Relations set out in Part 5 of this Constitution.

Each Councillor will, at each Annual Council meeting, give the Cardiff Undertaking to publicly demonstrate their commitment with all other Councillors to upholding the highest standards of conduct and to serving the interests of the Council, Cardiff, its citizens and those to whom the Council owes a duty.

The giving of the Cardiff Undertaking will take place at:

- (a) at each annual council meeting, or
- (b) if the Councillor does not attend the annual meeting, by written confirmation provided by the Councillor the Head of Democratic Services, as soon as reasonably practicable after the annual council meeting; or
- (c) where the Councillor is elected at a by-election, by written confirmation provided by the Councillor at the same time as providing their Declaration of Acceptance of Officer.

## 2.5 **Allowances**

Councillors will be entitled to receive salaries and allowances in accordance with the Scheme of Remuneration as set out in Part 6 of this Constitution.