COUNCIL CONSTITUTION

SECTION 1

1. INTRODUCTION

1.1 Purpose and Content of the Constitution

1.1.1 The Constitution describes the various bodies that make up the Council, their functions, membership and procedural rules.

1.1.2 In **Section 3** "Getting Information and Getting Involved") we have provided information for members of the public and Councillors (also referred to as "Members") on how you can get information about the Council, and how you can get involved. We hope that this will help people who have an interest in the Council's work, or a particular matter it is dealing with, understand where they can get more information, and how they can contribute to Council activities.

1.1.3 You can get a better understanding of what each of the Council's bodies do in **Sections 4 to 10** of this Constitution, including Full Council, the Executive (referred to in the Vale of Glamorgan Council as the Cabinet), Scrutiny Committees, Standards Committee, Governance and Audit Committee, Regulatory Committees and the Democratic Services Committee. **Section 12** provides information on the management and Officer structures of the Council. Some Officers have a specific duty to ensure that the Council operates within the law and uses resources wisely. Responsibility for Functions at **Section 14** and Officer Delegations at **Section 26** sets out which Council bodies, and which Officers, have authority to make which decisions.

1.1.4 The Procedural Rules that apply to the different Council bodies are contained in the Sections relating to those bodies, e.g. Full Council **(Section 4)**, the Cabinet **(Section 5)** and Scrutiny Committees **(Section 7)**. You may find these useful if you want to attend a meeting, particularly if you want to be able to ask questions, have a matter discussed, or put your point of view.

1.1.5 **Sections 19 to 24** contain the Codes of Conduct and Protocols which Officers and Members have agreed to comply with. They set the standards of behaviour.

1.1.6 The Contents pages at the beginning of this Constitution provide a guide on what is in the Constitution and where you can find it.

1.2 How the Council Operates

1.2.1 The Council is comprised of fifty four Councillors elected ordinarily every five years. Each Councillor is democratically accountable to the residents of their electoral division as well as all of those who live in the Vale of Glamorgan. The overriding duty of Councillors is to the

whole community, but they have a special duty to their constituents, including those that did not vote for them.

1.2.2 All Councillors have agreed to follow a Code of Conduct, to ensure high standards in the way they undertake their duties. The Standards Committee is responsible for training and advising on the Code of Conduct.

1.2.3 All Councillors meet together as the Council. Meetings of the Council are normally open to the public. Here Councillors decide the Council's overall Policy Framework and set the budget each year. In accordance with Standing Orders, the Leader(s) of the Council will be a Councillor elected to the position of Leader(s) by the Council (see **Section 6**). The Leader(s) then decides the size and membership of the Cabinet, the role and responsibilities of individual Members of the Cabinet and arrangements for the exercise and delegation of any Cabinet / Executive Functions. The Cabinet is appointed to carry out all of the Council's functions which are not the responsibility of any other part of the Council, whether by law or under this Constitution, together with making decisions within the Budget and Policy Framework set by the Council.

If you need any further help please do not hesitate to contact us at:

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