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Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Bridgend County Borough Council



Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB

*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.*

*We welcome correspondence in Welsh. Please
let us know if your language choice is Welsh.*



Annwyl Cynghorydd,

CYFARFOD BLYNYDDOLCYNGOR

Cynhelir Cyfarfod Cyfarfod Blynyddol Cyngor yn o bell - trwy Microsoft Teams
ar **Dydd Mercher, 18 Mai 2022 am 15:00.**

AGENDA

1. Ymddiheuriadau am absenoldeb
Derbyn ymddiheuriadau am absenoldeb gan Aelodau.
2. Datganiadau o fuddiant
Derbyn datganiadau o ddiddordeb personol a rhagfarnol (os o gwbl) gan Aelodau /
Swyddogion yn unol â darpariaethau'r Cod Ymddygiad Aelodau a fabwysiadwyd gan y
Cyngor o 1 Medi 2008.
3. I dderbyn cyhoeddiadau oddi wrth y Maer, Cynghorydd JC Spanswick
4. Ethol Maer ar gyfer y cyfnod hyd at fis Mai 2022 yn unol ag Adran 23(1) o
Ddeddf Llywodraeth Leol 1972
5. I Gyhoeddi Cymar y Maer
6. Ethol Dirprwy Faer am y cyfnod hyd at Mai 2023 yn unol ag Adran 24(1) o
Ddeddf Llywodraeth Leol 1972.
7. I Gyhoeddi Cymar y Dirprwy Maer
8. Ethol Arweinydd Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr
9. Derbyn Adroddiad yr Arweinydd
10. Cytuno ar nifer yr Aelodau i'w penodi i'r Cabinet
11. Yr Arweinydd i benodi Aelodau'r Cabinet

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- | | | |
|-----|---|---------|
| 12. | <u>Gall yr Arweinydd gyhoeddi Dirprwy Arweinydd Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr o blith yr Aelodau hynny a benodwyd i'r Cabinet a gall gyhoeddi penodiad Aelodau Cabinet i bortffolios.</u> | |
| 13. | <u>Penodiadau i Bwyllgorau'r Cyngor a Chyrff Eraill y Cyngor</u> | 3 - 32 |
| 14. | <u>Rhaglen Arfaethedig o Gyfarfodydd Cyffredin Y Cyngor a Phwyllgorau'r Cyngor</u> | 33 - 60 |
| 15. | <u>Cynrychiolaeth ar Gyrrff Allanol a Phwyllgorau Eraill</u> | 61 - 66 |
| 16. | <u>I Arwisgo Maer Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr ar Gyfer 2022/23</u> | |
| 17. | <u>I Arwisgo Cymar y Maer</u> | |
| 18. | <u>Derbyn cyhoeddiadau gan y Maer newydd ei ethol</u> | |
| 19. | <u>I Arwisgo Dirprwy Faer Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr ar Gyfer 2022/23</u> | |
| 20. | <u>I fuddsoddi Cymar y Dirprwy Faer</u> | |

Nodyn: Sylwch: Yn sgil yr angen i gadw pellter cymdeithasol, ni fydd y cyfarfod hwn yn cael ei gynnal yn ei leoliad arferol. Yn hytrach, bydd hwn yn gyfarfod rhithwir a bydd Aelodau a Swyddogion yn mynychu o bell. Bydd y cyfarfod yn cael ei recordio i'w ddarlledu ar wefan y Cyngor cyn gynted ag sy'n ymarferol ar ôl y cyfarfod. Os oes gennych unrhyw gwestiwn am hyn, cysylltwch â cabinet_committee@bridgend.gov.uk neu ffoniwch 01656 643147 / 643148.

Yn ddiffuant

K Watson

Prif Swyddog, Gwasanaethau Cyfreithiol a Rheoleiddio, AD a Pholisi Corfforaethol

Dosbarthiad:

Cynghowrwy

S Aspey
H T Bennett
A R Berrow
F D Bletsoe
S J Bletsoe
JPD Blundell
E L P Caparros
N Clarke
RJ Collins
HJ David
C Davies
C L C Davies
P Davies
M J Evans
N Farr
P Ford
J Gebbie

Cynghorwyr

W R Goode
RM Granville
H Griffiths
S J Griffiths
D T Harrison
M L Hughes
D M Hughes
RM James
P W Jenkins
M R John
M Jones
MJ Kearn
W J Kendall
M Lewis
J E Llewellyn-Hopkins
RL Penhale-Thomas
J E Pratt

Cynghorwyr

E Richards
R J Smith
JC Spanswick
I M Spiller
T Thomas
JH Tildesley MBE
G Walter
A Wathan
A Williams
AJ Williams
HM Williams
I Williams
MJ Williams
R Williams
E D Winstanley
T Wood

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO ANNUAL MEETING OF COUNCIL
18 MAY 2022

REPORT OF THE MONITORING OFFICER

APPOINTMENTS TO THE COUNCIL COMMITTEES AND OTHER COUNCIL BODIES

1. Purpose of report

- 1.1 The purpose of this report is to seek Council approval to appoint the Overview and Scrutiny Committees and such other Committees, Sub-Committees, Panels and bodies as the Council considers appropriate, to deal with matters which are neither reserved to the Council nor are executive functions.

2. Connection to corporate well-being objectives / other corporate priorities

- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015**:-

1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great place to do business, for people to live, work, study and visit, and to ensure that our schools are focussed on raising the skills, qualifications and ambitions for all people in the county borough.
2. **Helping people and communities to be more healthy and resilient** - taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
3. **Smarter use of resources** – ensure that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

3. Background

- 3.1 The Council is required by legislation to undertake arrangements which will continue to facilitate and carry out the decision making processes of the Authority. The recommendations of this report, if adopted, will seek to ensure that this will be successfully achieved.

4. Current situation/proposal

- 4.1 Part 3 of the Constitution entitled Responsibility for Council Functions, sets out the Council's Committees, Sub-Committees, Panels and other bodies currently in place. Detailed below are certain Committees, some of which are governed by provisions of the Local Government (Wales) Measure 2011, in terms of their composition and/or appointment of Chairpersons.

4.2 Governance and Audit Committee

- 4.2.1 On 21 October 2021 Council approved changes to the membership of the Committee to take effect following the Annual Meeting on 18 May 2022. Members will recall that under the Local Government and Elections (Wales) Act 2021 it is a legislative requirement from 5 May 2022 for one third of the membership of the Committee to be Lay Persons. The membership of the Committee is therefore changed to 12 Members consisting of 8 Bridgend County Borough Council (BCBC) Members and 4 Lay Persons and Council approved the appointment of additional Lay Persons to ensure it is compliant with the legislation. The allocation of seats to the Committee will be determined in accordance with the political composition of the Council.
- 4.2.2 Under the Local Government (Wales) Measure 2011 statutory guidance paragraph 9.27 relates to the appointment of Lay Members and states: (a) Lay Members should be independent from the Council and have no business connection with it, although knowledge of how local government functions would be a definite advantage; (b) In appointing Lay Members whose political allegiances are well known, local authorities should consider if this compromises the independence from the Council a Lay Member should possess. The guidance recommends a Lay Member should not be appointed for more than two full terms of a local authority. Any Lay Member with voting rights is subject to the provisions of the Code of Conduct for Members.
- 4.2.3 On 21 October 2021 Council further delegated the process for selecting and recommending appropriate Lay Persons to an Officer Panel comprising the Monitoring Officer, Chief Finance Officer and Head of Internal Audit. Following a successful recruitment process, it is proposed that Council approve the appointment of the following Lay Persons to the Committee for a term of office:
- Gareth Chapman
 - Andrew Bagley
 - Sue Davies
 - Abiodun Olorunnisola
- 4.2.4 The Local Government and Elections (Wales) Act 2021 requires the Chair to be a Lay Person and for a Deputy Chair to be appointed who must not be a member of the Executive or an Assistant to the Executive. The Chair and Deputy Chair will be appointed at the first scheduled meeting of the Governance and Audit Committee.

4.3 Chairpersons of Overview and Scrutiny Committees

- 4.3.1 The Measure also established procedures whereby Overview and Scrutiny Committee Chairs are nominated and appointed. The Measure requires that as a minimum the Chairpersons of these Committees be appointed based on the size and political balance of each of the groups that make up the Council. In line with the political composition of the Council, and the formula used under the Local Government (Wales) Measure with regard to the allocation of Overview and Scrutiny Chairs, these should be allocated to the following political groups:

Political Group	Number of Chairs to be allocated
Labour	1 Chairperson
Bridgend County Independents	1 Chairperson
Democratic Alliance	1 Chairperson

4.3.2 The Chairperson of the Corporate Overview and Scrutiny Committee is unallocated and therefore, in accordance with the Measure, is to be appointed by the members of the Corporate Overview and Scrutiny Committee from one of the Chairpersons of the Subject Overview and Scrutiny Committees but it cannot be the Chairperson representing the Executive group.

4.3.3 It is proposed that the membership of the 3 Subject Overview and Scrutiny Committees reduces from 16 to 12 members and that Part 3 of the Constitution entitled Responsibility for Functions which contains the role, remit and terms of reference of Committees, Sub-Committees, Panels and other bodies, requires amending to reflect the proposed membership changes on the Committees.

4.4 Registered Representatives

4.4.1 Registered representatives of the Church and School Governors will be included with any of the Subject Committees which are dealing with an Education topic. There are currently three vacancies and the recruitment and appointment of these posts will be undertaken in due course.

4.5 Development Control Committee

4.5.1 Under the Size and Composition of Local Planning Authorities Committees (Wales) Regulations 2017, in the case of a multiple member ward, only one of the local authority members of that ward is eligible for appointment to the Development Control Committee. This does not apply to an Authority which is comprised solely of multiple member wards.

4.6 Democratic Services Committee

4.6.1 The Democratic Services Committee must comprise solely of Councillors and cannot include more than one member of the Executive, who must not be the Leader of the Council. It is a function of Council to appoint the Chairperson of this Committee who must not be a Member of any of the political groups represented on the Executive.

4.7 Standards Committee

4.7.1 In accordance with the Standards Committees (Wales) Regulations 2001 the Committee shall consist of not less than five nor more than nine members at least two of which shall be County Borough councillors. The Standards Committee currently comprises seven members, namely:-

Four Independent Members;
Two County Borough Council Members (Two vacancies);
One Town/Community Council Member.

4.7.2 The Independent Members have all recently been appointed by Council to serve a further term of office on the Committee. Following the recent election, Cllr Gavin Thomas remains on the Committee as the Town and Community Council Member.

4.7.3 Council is requested to nominate two County Borough Councillors to sit on the Standards Committee, having regard to the following requirements in terms of the representation of County Borough Council Members only:

- The Leader may not be a member of the Committee;
- Not more than one Cabinet Member may be a member of the Committee;
- A County Borough Council Member can only be re-appointed for one further term;
- Membership of the Committee is not subject to political balance requirements.

4.8 Appointments Committee

4.8.1 The Council has in place a Committee to interview and appoint JNC level staff, which includes designated positions such as the Chief Executive, Corporate Directors and Heads of Service. In order to ensure that this Committee is politically balanced in accordance with the composition of political groups that form the Council, it is recommended that the Committee comprises the following membership:

- Leader (Chairperson)
- Deputy Leader
- Cabinet Member (of relevant portfolio to the post)
- 2 x Bridgend County Independents
- 2 x Democratic Alliance
- 1 x Labour

4.8.2 The Appointments Committee will also facilitate the JNC Determination and JNC Appeals Panels. These Panels will comprise of 3 members each, with the Leader or Deputy Leader chairing the Panel, supported by 1 representative from the Democratic Alliance and 1 representative from Bridgend County Independents.

4.8.3 Substitution of Appointments Committee members is permissible but only for the whole of an appointments process. The JNC Panels cannot be substituted and must be comprised from the original membership of the Appointments Committee.

4.8.4 Due to the revised composition of the Committee as detailed above, Part 3 of the Constitution entitled Responsibility for Functions which contains the role, remit and terms of reference of Committees, Sub-Committees, Panels and other bodies, requires amending to reflect the proposed political group changes on the Committee.

4.9 Remit and functions of Committees and other bodies of the Council

4.9.1 The current remit and functions of Committees and other bodies of the Council as detailed within the Constitution along with proposed amendments (as shown via tracked changes) are attached as **Appendix 1**.

4.10 Political Balance

4.10.1 Political balance is essential to determine the allocation of seats on Committees. The current political balance of Committees and other bodies is shown at **Appendix 2** of the report.

4.11 Committee Structure

4.11.1 The proposed committee structure is shown at **Appendix 3** of the report.

4.12 Constitution

4.12.1 Section 37 of the Local Government Act 2000 requires Welsh County Councils to prepare and keep up-to-date a written constitution containing such information as Welsh Ministers may direct, a copy of the Authority's standing orders, a copy of the Authority's code of conduct for Members and such other information as the Authority considers appropriate. Each County Council has its own individual constitution to reflect that Council's particular circumstances with differences as to the documents it believes appropriate to include in its constitution. The Welsh Monitoring Officers Group commissioned a firm of solicitors to review the national model constitution due to provisions coming into force under the Local Government and Elections (Wales) Act 2021. The new model has been considered by each local authority and has become commonplace. It is proposed that the new model is locally reviewed and updated and reported to a future meeting of the Democratic Services Committee and thereafter Cabinet and Council for adoption.

5. Effect upon policy framework and procedure rules

5.1 The provisions and recommendations of the report accord with the Council's Procedure Rules as outlined in Part 4 of the Constitution.

5.2 The revised Constitution once approved by Cabinet and Council will be published on the Council's website in accordance with the Local Government and Elections (Wales) 2021 Act.

6. Equality Act 2010 implications

6.1 The protected characteristics identified within the Equality Act 2010, Socio-economic Duty and the impact on the use of the Welsh language have been considered in the preparation of this report. As a public body in Wales, the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

7. Well-being of Future Generations (Wales) Act 2015 implications

7.1 The Act provides the basis for driving a different kind of public service in Wales, with 5 ways of working to guide how public services should work to deliver for people. The following is a summary to show how the 5 ways of working to achieve the well-being goals have been used to formulate the recommendations within this report:

- Long-term - The approval of this report will assist in the long term planning of the business of the Council in both the short term and in the long-term.
- Prevention - The proper composition of Council Committees meets the requirements of the Local Government and Housing 1989 Act in achieving political balance and the allocation of Committee seats which supports the effective decision making of the Council.
- Integration - The report supports all the wellbeing objectives.
- Collaboration - Consultation has taken place with the Group Leaders and Independent Members regarding the allocation of memberships of Committees and other bodies and the allocation of Chairs.
- Involvement - Advance public notice of the Programme of meetings can ensure that the public and stakeholders can engage in Council and Committee meetings. Agendas and minutes of all public meetings will be available in the Welsh language in compliance with the Welsh Language Standards.

8. Financial implications

8.1 There are no financial implications arising from this report.

9. Recommendations

9.1 Council is recommended to:-

- (1) Appoint the Overview and Scrutiny Committees and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions;
- (2) Determine the size and terms of reference for those Committees as set out in Appendix 1 of the report;
- (3) Determine the allocation of seats to political groups in accordance with the political balance rules as set out in Appendix 2 of the report;
- (4) Determine which political groups represented at Council are entitled to make which appointments of Overview and Scrutiny Committee Chairpersons;
- (5) Receive nominations and appoint Councillors to serve on each of the Committees, Panels and other bodies (as indicated):
 - Appeals Panel
 - Appointments Committee
 - Governance and Audit Committee
 - Democratic Services Committee
 - Development Control Committee
 - Licensing Committee

- Licensing Act 2003 Committee
 - Town and Community Council Forum
 - Standards Committee
 - Subject Overview and Scrutiny Committee 1
 - Subject Overview and Scrutiny Committee 2
 - Subject Overview and Scrutiny Committee 3
 - Corporate Overview and Scrutiny Committee
- (6) Receive nominations and appoint the Chairpersons and Vice-Chairpersons of the following Committees, Panels and other bodies (as indicated) with it being noted that the Governance and Audit Committee at its first scheduled meeting will appoint a Chairperson and Vice-Chairperson:
- | | |
|--|----------------------------------|
| • Appeals Panel | Chairperson and Vice-Chairperson |
| • Democratic Services Committee | Chairperson |
| • Development Control Committee | Chairperson and Vice-Chairperson |
| • Licensing Committee & Licensing Act 2003 Committee | Chairperson and Vice-Chairperson |
| • Town and Community Council Forum | Chairperson and Vice-Chairperson |
- (7) Receive nominations and appoint the Chairpersons of the following Overview and Scrutiny Committees in accordance with the provisions of paragraph 4.3 of the report:
- Subject Overview and Scrutiny Committee 1
 - Subject Overview and Scrutiny Committee 2
 - Subject Overview and Scrutiny Committee 3
- (8) Approve the appointment of the four Lay Members to serve on the Governance and Audit Committee for a term of office as outlined at paragraph 4.2.3 of the report;
- (9) Approve the amendments to the Constitution as set out via tracked changes in Appendix 1 to reflect the revised composition of the Subject Overview and Scrutiny Committees, the Governance and Audit Committee and Appointments Committee;
- (10) Note that recruitment and appointment of replacement Registered Representatives will be undertaken in accordance with the provisions of paragraph 4.4.1 of the report.

Kelly Watson
Chief Officer Legal, HR and Regulatory Services & Monitoring Officer
12 May 2022

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Background documents None.

2. Responsibility for Council Functions

(a) Committees, Sub-Committees, Panels and other Bodies

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
Appeals Panel	Chairperson and/or Vice Chairperson together with one or two County Borough Councillors drawn on a rota basis from a panel of ten County Borough Councillors.	1. To hear and determine appeals under the following policies and procedures of the Council: <ul style="list-style-type: none"> • Disciplinary; • Grievance; • Management of Absence; • Dignity at Work; • Capability; • Redundancy and Redeployment 	None.
Appointments Committee	The Appointments Committee is comprised of 8 Elected Member representatives: <ul style="list-style-type: none"> • Leader (Chairperson) • Deputy Leader • Cabinet Member (of relevant portfolio to the post) • 1 x <u>Labour Conservative</u> Member • <u>24 x Bridgend County Independents</u> Members • <u>24 x Democratic Alliance Plaid Cymru</u> Members 	1. To undertake the appointment process of JNC officers (other than the Chief Executive). 2. <u>To undertake the appointment process of the Chief Executive and recommend to full Council an appointable candidate(s).</u> Substitution of Appointments Committee Members is permissible but only for the whole of an appointments process. 3. To facilitate the JNC Determination and JNC Appeals Panels. These will comprise of 3 members with the Leader or Deputy Leader chairing the Panel supported by 2 other members of the committee. The JNC Panels cannot be substituted and must be comprised from the original membership of the Appointments Committee.	None

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
	<ul style="list-style-type: none"> • 1 x Llynfi Independents Member • 1 x Labour Group Member 		
Governance and Audit Committee	812 County Borough Councillors and 4 Lay Members (as set out in Article 8)	<ul style="list-style-type: none"> • Review, scrutinise and issue reports and recommendations in relation to the Council's financial affairs, • Review, scrutinise and issue reports and recommendations on the appropriateness of the Council's risk management, internal control, arrangements to secure value for money and corporate governance arrangements. • To consider the report on the annual risk assessment, any interim reports and the Corporate Risk Management Policy. • Oversee the Council's internal and external audit arrangements (including the performance of external providers of Internal Audit) and review its financial statements. • To approve the Internal Audit Charter. • To approve the risk-based internal audit plan and to approve significant interim changes to the risk-based internal audit plan. • To contribute to the Quality Assurance and Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years. • To consider and approve the Head of Internal Audit's annual report and opinion, a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements. 	None.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<ul style="list-style-type: none"> • To consider and approve reports from Internal Audit on the adequacy of internal control. • To consider and approve reports dealing with the management and performance of the providers of internal audit services. • To consider reports from Internal Audit on agreed recommendations not implemented within a reasonable timescale and approve necessary remedial action. • To identify issues from the Annual Improvement Report by <u>Audit the Wales Audit Office</u>. • To identify areas for examination by Internal and External Audit. • To be responsible for ensuring effective scrutiny of the Treasury Management <u>function</u>Strategy and policies, in accordance with the Treasury <u>Policy</u> Statement and Treasury Management <u>Prudential</u> Indicators. • To maintain an overview of the Council's Constitution in respect of Contract and Finance Procedure Rules. • To review any issue referred to it by the Chief Executive Officer, the Monitoring Officer and the Section 151 Officer. • To monitor the Council's Anti-Fraud and Bribery Strategy, Anti-Money Laundering Policy and Anti-Tax Evasion Policy. • To review and approve the Council's Annual Governance Statement and Code of Corporate Governance. • To assess the Council's compliance with its own and other published standards and controls. • To review and approve the Annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the 	

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>financial statements or from the audit that need to be brought to the attention of the Council.</p> <ul style="list-style-type: none"> • To consider and approve the External Auditor's report in relation to those charged with governance on issues arising from the audit of the accounts. • To review and consider reports from the External Auditor on the Council's performance, financial probity and corporate governance and providing the opportunity for direct discussion with the auditor on these. • To receive reports from the External Regulators as appropriate. • To attend relevant training sessions in accordance with the Members Training programme e.g. Treasury Management. • To receive reports concerning the incidents and near misses reported under the Corporate Risk Management Incident and Near Misses Reporting Procedure (Excluding Health and Safety). • <u>To review and assess the Council's ability to handle complaints effectively.</u> • <u>To make reports and recommendations in relation to the Council's ability to handle complaints effectively.</u> • <u>To review the Council's draft self-assessment report on its performance and, if deemed necessary, make recommendations for changes to the conclusions.</u> • <u>To receive the Council's self-assessment report in respect of a financial year as soon as reasonably practicable after the end of that financial year.</u> • <u>At least once during the period between two consecutive ordinary elections of councillors to the Council, consider the panel</u> 	

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p><u>performance assessment report into which the Council is meeting its performance requirements.</u></p> <ul style="list-style-type: none"> • <u>To receive and review the Council's draft response to the report of the panel performance assessment and, if deemed necessary, make recommendations for changes to the statements made in the draft response.</u> • <u>To consider the assurance framework, including partnerships and collaboration arrangements. To support the ethical framework of the Council.</u> 	
Democratic Services Committee	11 County Borough Councillors (as set out in Article 9 of Part 2)	<ol style="list-style-type: none"> 1. To designate an officer as the Head of Democratic Services, 2. To review the adequacy of provision of staff, accommodation and other resources to discharge democratic services functions, and 3. To make reports and recommendations to Council, at least annually, in relation to such provision. 4. At the request of the Council, review any matter relevant to the support and advice available to members of the Council, and the terms and conditions of office of those members. 5. To make reports and recommendations to the Council following a review. 	
Democratic Services Sub-Committee	3 County Borough Councillors that are members of the Democratic Services Committee	<p>A Panel constituted under The Family Absence for Members of Local Authorities (Wales) Regulations 2013.</p> <ol style="list-style-type: none"> a) Determine a complaint made by a Member regarding cancellation of family absence by the authority 	

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<ul style="list-style-type: none"> b) The Sub-Committee may confirm a decision made or substitute its own decision as to the Member's entitlement to a period of family absence in accordance with the 2013 Regulations. c) Determine a complaint made by a Member on maternity absence or parental absence regarding a decision made by the chair of the authority as to the Member attending any meeting or performing any duty; d) The Sub-Committee may confirm the decision of the chair of the authority or substitute its own decision as to the Member attending any meeting or performing any duty; e) The decision of the Sub-Committee is final. 	
Development Control Committee	Eighteen County Borough Councillors.	<ol style="list-style-type: none"> 1. To make recommendations to the Council in respect of Departure Applications which the Committee are minded to approve and Applications which accord with Council policy which the Committee are minded to refuse; 2. To determine applications for planning permission including applications by the Council for deemed planning permission other than Departure Applications which the Committee are minded to approve and Applications which accord with Council policy which the Committee are minded to refuse; 3. To deal with all matters relating to or arising under the regulations for 	Details of the planning and other functions of the Development Control Committee which are delegated to the Corporate Director - Communities and other officers in their Directorate are contained in the Council's

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>the time being in force governing the control of advertisements;</p> <ol style="list-style-type: none"> 4. To authorise the service of notices and the making of orders in accordance with the powers conferred upon the Council as local planning authority by Parts III, IV, VI, VII, VIII and XIII of the Planning (Listed Buildings and Conservation Areas) Act 1990; 5. To discharge the Council's functions pursuant to Part I, Chapters II, III, IV and VI, Part II, Sections 72-75, Part III and Part IV of the Planning (Listed Buildings and Conservation Areas) Act 1990; 6. To discharge the Council's functions pursuant to the Planning (Hazardous Substances) Act 1990; 7. To deal with all matters relating to or arising under the regulations for the time being in force governing European Nature Conservation Sites; 8. To discharge the Council's functions under the Building Regulations; 9. To be responsible for: <ol style="list-style-type: none"> a) The making of Tree Preservation Orders; b) The confirmation of Tree Preservation Orders in respect of which there are no subsisting objections or representations; c) The determination of all applications for consent under confirmed Tree Preservation Orders; d) The making of observations on tree felling licences proposed to be granted by National Resources Wales; 	Schemes of Delegation of Functions.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>e) The determination of applications under the Woodland Grant Scheme;</p> <p>10. To approve design briefs and advice notes relating to the control of development;</p> <p>11. To accept tenders for the execution of work, the performance of services or the supply of goods or materials in connection with the exercise of the functions of the Committee;</p> <p>12. To exercise those functions relating to town and country planning and development control specified:</p> <p>(a) In column (1) of Schedule 1 to the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2001; and</p> <p>(b) In Regulations 2(2), 2(3) or 2(4) of those Regulations; which are not specified in paragraphs 1 to 11 above, unless the responsibility for exercising any of those functions has been delegated by the Council to any other committee, sub-committee, panel or other body.</p>	
Rights of Way Sub-Committee	Six County Borough Councillors (plus one observer from each: Ramblers' Association; the British Horse Society; and a Footpath Secretary.	<p>1. To approve the making of applications for and the making, modification or variation of orders relating to rights of way in pursuance of any provision contained in the following enactment (or any statutory modification, re-enactment or amendment thereof): Town and Country Planning Act 1990;</p> <p>2. To confirm, where the Council has power to do so, any proposed Order made in accordance with paragraph 1 above to which there are no objections or in respect of</p>	None.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>which any objections made are withdrawn;</p> <p>3. Where the Council does not have power to determine any proposed Order to refer the proposed Order to such determining body (i.e. the National Assembly for Wales, the Magistrates' Court or the County Court) as is appropriate in the circumstances.</p>	
The Licensing Committee	Fourteen County Borough Councillors.	<p>1. To determine from time to time any standard conditions applicable to and detailed policies governing the issue of the following licences, permits and consents; to determine the amount of the fees to be charged from time to time in respect of those licenses, permits and consents; and to determine objections in relation to proposed fee revisions:</p> <ul style="list-style-type: none"> a) Hackney Carriage and Private Hire Vehicle Licences, Drivers' Licences and Operators' Licences; b) Licences for Pleasure Boats and Vessels; c) Street Trading Licences and Consents; d) Sex Establishments; e) Street Collections; f) House to House Collections; g) Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987. h) Section 26(1)(bb) of the Marriage Act 1949, (as amended) 	Details of the licensing functions within the purview of the Licensing Committee and the Licensing Sub-Committee which are delegated to the Solicitor to the Council and other officers in Legal and Regulatory Services are contained in the Council's Schemes of Delegation of Functions.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>2. To prescribe guidelines, conditions, limitations or restrictions governing the grant of applications for Hackney Carriage and Private Hire Vehicle Drivers' Licences by Council officers under the power delegated to them;</p> <p>3. To resolve to designate any street within the County Borough under the street trading provisions contained in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 and to deal with any matter arising there from, including licence and consent issues.</p>	
The Licensing Sub-Committee	Two Panels sitting on a rota basis each consisting of seven county borough councillors, and chaired by the Chairperson and Vice Chairperson of the Licensing Committee	<p>1. To hear and determine applications and to deal with all detailed matters (including the suspension and revocation of licences) relating to:</p> <ul style="list-style-type: none"> a. Hackney Carriage and Private Hire Vehicle Licences, Drivers' Licences and Operators' Licences; b. Licences for Pleasure Boats and Vessels; c. Street Trading Licences and Consents; d. Sex Establishments; e. Street Collections; f. House to House collections; <p>2. To determine any matters in relation to the Drivers Awareness Course for Hackney Carriage and Private Hire Vehicle Drivers, including the making of any charges deemed appropriate.</p> <p>3. To determine all applications in respect of both designated grounds and regulated stands and grounds</p>	

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987.</p> <p>4. To hear and determine applications for the grant or renewal of approvals of premises for the solemnisation of marriages in pursuance of Section 26(1)(bb) of the Marriage Act 1949, (as amended) or to revoke such approvals, in circumstances in which the Council Officer to whom the power to determine such applications, or to revoke such approvals, has been delegated has declined to exercise the delegated power.</p>	
The Licensing Act 2003 Committee	Fourteen County Borough Councillors	<p>1. All matters relating to the discharge by the licensing authority of its licensing functions under the Licensing Act 2003 other than any function conferred by section 5 in respect of its statement of licensing policy;</p> <p>2. All matters relating to the discharge by the Licensing Authority of its licensing functions under the Gambling Act 2005 other than any function conferred by section 349 in respect of its statement of Licensing Policy and section 166 in respect of a resolution not to issue a casino license.</p>	Details of the licensing functions within the purview of the Licensing Act 2003 Committee and the Licensing Act 2003 Sub-Committee which are delegated to the Solicitor to the Council and other officers in Legal and Regulatory Services are contained in the Council's Schemes of Delegation of Functions.
The Licensing Act 2003 Sub-Committee(s)	Ad-hoc panels of 3 Licensing Act 2003 Committee members sitting on a rota basis chaired by the Chairperson or Vice-Chairperson of the Licensing Act 2003 Committee or in their absence a member of the panel to be elected as	<p>1. To hear and determine or make decisions (as appropriate) under the Licensing Act 2003 regarding the following matters:</p> <ul style="list-style-type: none"> (a) Applications for personal licences (if police objection): (b) Applications for personal licences with unspent convictions: (c) Applications for premises licences/club premises certificates (if relevant representation made); 	Details of the licensing functions within the purview of the Licensing Act 2003 Committee and the Licensing Act 2003 Sub-Committee which are delegated to the Solicitor to the Council and other officers in Legal and Regulatory Services are contained in the Council's Schemes of Delegation of Functions.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
	chairperson for that meeting	<ul style="list-style-type: none"> (d) Applications for provisional statements (if relevant representation made); (e) Applications to vary premises licences/club premises certificates (if relevant representation made); (f) Applications to vary designated premises supervisor (if police objection); (g) Applications for transfer of premises licence (if police objection); (h) Applications for interim authorities (if police objection); (i) Applications to review premises licences/club premises certificate; (j) Whether to object when the authority is a consultee and not the relevant authority considering an application; (k) Determination of police objections (counter notices) to temporary event notices; (l) Revocations of licences where convictions come to light. <p>2. To determine applications received in respect of the Legislative Reform (Minor variations to Premises Licences and Club Premises Certificates) Order 2009.</p> <p>3. To determine applications received in respect of the Legislative Reform (Supervision of Alcohol Sales in</p>	

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>Church and Village Halls &c.) Order 2009.</p> <p>4. To hear and determine or make decisions (as appropriate) under the Gambling Act 2005 regarding the following matters:</p> <ul style="list-style-type: none"> (a) Applications for Premises Licence; (b) Application for variation of Premises License; (c) Application for transfer of Premises Licence; (d) Application for Provisional Statement; (e) Review of Premises License; (f) Application for Club Gaming / Club Machine permit; (g) Cancellation of Club Gaming / Club Machine permit; (h) Cancellation of Licensed Premises Gaming Machine permit; (i) Consideration of temporary use notice; (j) Decision to give counter notice to a temporary use notice; (k) Decision to refuse application for small lottery registration; (l) Decision to disapply s282 - automatic entitlement to gaming machines in licensed premises. (m) Other matters where the Council Officer to whom the power to determine or revoke has been delegated declines to exercise the 	

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		delegated power.	
Standards Committee	Four Independent Members; Two County Borough Councillors; One Town / Community Councillor.	<ol style="list-style-type: none"> 1. To promote and maintain high standards of conduct by Town and Community Councillors and County Borough Councillors, co-opted members and Church and Parent Governor representatives; 2. To assist Town and Community Councillors and County Borough Councillors, co-opted members and Church and Parent Governor representatives to observe the Code of Conduct adopted by their Council; 3. To advise Town and Community Councils and the County Borough Council on the adoption or revisions of a Code of Conduct. 4. To monitor the operation of the Town and Community Councils' and County Borough Council's Code of Conduct and to report to the County Borough Council on any matters of concern; 5. To advise Town and Community Councillors and the County Borough Council on the effective implementation of the Code of Conduct, including appropriate training measures for Councillors, co-opted members and Church and Parent Governor representatives; 6. To consider: <ol style="list-style-type: none"> a) reports submitted by the Public Services Ombudsman for Wales; b) reports submitted by and any recommendation made to it by the Council's Monitoring Officer; c) any representations received; relating to alleged breaches of the Code of Conduct by Town 	None.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>and Community Councillors and County Borough Councillors or co-opted members and to make appropriate determinations;</p> <p>7. To monitor the operation of the County Borough Council's Whistleblowing Policy;</p> <p>8. To grant dispensations from the prohibitions contained in the Code of Conduct from Town and Community Councillors and County Borough Councillors or co-opted members participating in that Council's business, in accordance with the Regulations from time to time made by the National Assembly for Wales.</p>	
Town and Community Council Forum	Nineteen County Borough Councillors and one Town / Community Councillor representing each Town / Community Council.	To consult with representatives of Town and Community Councils within the County Borough on matters of mutual interest.	None.
Corporate Overview and Scrutiny Committee	Twelve County Borough Councillors. (For consideration of education matters to include 5 Education Representatives)	<p>1. To consider the service provision, planning, management and performance relating to corporate performance and Governance;</p> <p>2. To consider policies, protocols and plans relating to corporate performance and Governance;</p> <p>3. To co-ordinate and contribute to the annual budget consultation process on behalf of the other Overview & Scrutiny Committees and provide a strategic overview of Cabinet's draft budget proposals;</p> <p>4. To take an overview of the financial performance of all Directorates in</p>	None

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>the achievement of corporate priorities;</p> <ol style="list-style-type: none"> 5. To consider the performance of Bridgend's Public Service Board in accordance with guidance; 6. To oversee the decision making of the Community Safety Partnership and its constituent bodies in respect of their community safety roles in accordance with the Crime and Disorder guidance; 7. To consider the Council's Business Planning Process and the content of the Corporate Plan and all Directorate Business Plan in line with the Wales Programme for Improvement guidance; 8. To consider the Council's improvement objectives; 9. To consider the Council's Improvement Objectives; 10. To develop and implement a Forward Work Programme for the Committee and for each Subject Scrutiny Committee having regard to the Council's Corporate Priorities and Risk Management Framework. 	
<p>Subject Overview and Scrutiny Committee 1 (Education themed but not exclusive to)</p>	<p>Twelve Sixteen County Borough Councillors. (For consideration of education matters to include 5 Education Representatives)</p>	<ol style="list-style-type: none"> 1. To consider the service provision, planning, management and performance relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee; 2. To consider policies, protocols and plans relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee; 3. To contribute to the annual budget consultation process in relation to the 	<p>None.</p>

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</p> <p>4. To propose items for the Forward Work Programme having regard for the Council's Corporate Priorities and Risk Management framework for the Corporate Overview and Scrutiny Committee to then prioritise and schedule.</p>	
Subject Overview and Scrutiny Committee 2 (Social Services and Wellbeing themed but not exclusive to)	<p>Twelve Sixteen County Borough Councillors</p> <p>(For consideration of education matters to include 5 Education Representatives)</p>	<p>1. To consider the service provision, planning, management and performance relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</p> <p>2. To consider policies, protocols and plans relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</p> <p>3. To contribute to the annual consultation process in relation to the relevant subject area prioritised and allocated by the Corporate Overview and scrutiny Committee;</p> <p>4. To propose items for the Forward Work Programme having regard for the Council's Corporate Priorities and Risk Management framework for the Corporate Overview and Scrutiny Committee to then prioritise and schedule.</p>	None.
Subject Overview and Scrutiny Committee 3	<p>Twelve Sixteen County Borough Councillors</p> <p>(For consideration of education matters to include 5</p>	<p>1. To consider the service provision, planning, management and performance relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</p>	None.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
	Education Representatives)	<ol style="list-style-type: none"> <li data-bbox="699 371 1219 533">2. To consider policies, protocols and plans relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee; <li data-bbox="699 568 1206 730">3. To contribute to the annual consultation process in relation to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee; <li data-bbox="699 766 1193 999">4. To develop propose items for the Forward work Programme having regard for the Council's Corporate Priorities and Risk Management framework for the Corporate Overview and Scrutiny Committee to the prioritise and schedule. 	

Committee	Total	Labour			Bridgend County Independents			Democratic Alliance			Conservative		
		No	%	Change	No	%	Change	No	%	Change	No	%	Change
Appeals	12	6	50.00		3	25.00		2	16.67			0.00	
Appointments Committee	8	4	50.00		2	25.00		2	25.00			0.00	
Governance and Audit Committee	8	4	50.00		2	25.00		2	25.00			0.00	
Democratic Services Committee	11	5	45.45		3	27.27		1	9.09			0.00	
Development Control Committee	18	9	50.00		4	22.22		3	16.67		1	5.56	
Licensing Committee & Act 2003 Committee	14	7	50.00		3	21.43		2	14.29		1	7.14	
Town & Community Council Forum	19	10	52.63		4	21.05		3	15.79			0.00	
Scrutiny 1	12	6	50.00		3	25.00		2	16.67			0.00	
Scrutiny 2	12	6	50.00		3	25.00		2	16.67			0.00	
Scrutiny 3	12	6	50.00		3	25.00		2	16.67		1	8.33	
Corporate	12	7	58.33		3	25.00		2	16.67			0.00	
Totals	138	70	50.72		33	23.91		23	16.67		3	2.17	
Councillors	51	26	50.98		12	23.53		8	15.69		1	1.96	
Variation as %			-0.26			0.38			0.98			0.21	
Variation as Seats(1% = 1.66 seats)	1.66		-0.15			0.23			0.59			0.13	

Committee	Total	Independent			Independent			Independent		
		JH Tildesley			S Aspey			R Smith		
		No	%	Change	No	%	Change	No	%	Change
Appeals	12	1	8.33			0.00			0.00	
Appointments Committee	8		0.00			0.00			0.00	
Governance and Audit Committee	8		0.00			0.00			0.00	
Democratic Services Committee	11		0.00		1	9.09		1	9.09	
Development Control Committee	18		0.00		1	5.56			0.00	
Licensing Committee & Act 2003 Committee	14		0.00			0.00		1	7.14	
Town & Community Council Forum	19	1	5.26			0.00		1	5.26	
Scrutiny 1	12	1	8.33			0.00			0.00	
Scrutiny 2	12		0.00		1	8.33			0.00	
Scrutiny 3	12		0.00			0.00			0.00	
Corporate	12		0.00			0.00			0.00	
Totals	138	3	2.17		3	2.17		3	2.17	
Councillors	51	1	1.96		1	1.96		1	1.96	
Variation as %			0.21			0.21			0.21	
Variation as Seats(1% = 1.66 seats)	1.66		0.13			0.13			0.13	

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PROPOSED COMMITTEE STRUCTURE

	<u>Size of Committee (or other body)</u>
Appeals Panel	12
Appointments Committee	8
Governance and Audit Committee	12
Democratic Services Committee	11
Development Control Committee	18
Licensing Committee	14
Licensing Act 2003 Committee	14
Standards Committee	7
Town and Community Council Forum	19
Subject Overview & Scrutiny Committee 1 (Education priority)	12
Subject Overview & Scrutiny Committee 2 (Social Services priority)	12
Subject Overview & Scrutiny Committee 3	12
Corporate Overview & Scrutiny Committee	12

Notes:

1. The Licensing Committee has the responsibility for appointing from its membership two Licensing Sub-Committee's (A and B) comprising of seven members each.
2. The Licensing Act 2003 Committee has the responsibility for appointing from its membership Statutory Licensing Sub-Committee's
3. The Development Control Committee has the responsibility for appointing from its membership the Rights of Way Sub-Committee comprising of five Members.

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE ANNUAL MEETING OF COUNCIL

18 MAY 2022

REPORT OF THE MONITORING OFFICER

PROPOSED PROGRAMME OF ORDINARY MEETINGS OF THE COUNCIL AND COUNCIL COMMITTEES

1. Purpose of report

- 1.1 The purpose of this report is to propose a programme of ordinary meetings of the Council and Council Committees for May 2022 - April 2023 for approval and to note the proposed programme of meetings for the municipal year May 2023 – April 2024.

2. Connection to corporate well-being objectives / other corporate priorities

- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015**:-
1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions for all people in the county.
 2. **Helping people and communities to be more healthy and resilient** - taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
 3. **Smarter use of resources** – ensure that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

3. Background

- 3.1 The approval of the programme of ordinary meetings of Council and Council Committees is required in accordance with the Council's Constitution.

4. Current situation/proposal

- 4.1 The proposed programme of ordinary meetings of Council for May 2022 - April 2023 is set out below. The programme includes the date of the meeting to consider the Budget (1 March 2023). It should be noted however, that the date of the Budget Council meeting could be subject to change, depending on the timeline of the Welsh Government Local Government Settlement. Any changes to the date of the Budget Council or any other Council meeting, including cancellations, will be

approved by the Mayor, following consultation with the Group Leaders and the Monitoring Officer:

2022	2023
15 Jun 22	18 Jan 23
20 Jul 22	8 Feb 23
14 Sep 22	1 Mar 23
19 Oct 22	15 Mar 23
16 Nov 22	12 Apr 23
14 Dec 22	

- 4.2 Provisional appointments will be placed in the Members electronic calendar and expanded as necessary to all individual Members' calendars when the schedule is approved and as soon as the composition of all Council bodies is known, based on the political balance of the Authority.
- 4.3 Under the Local Government (Wales) Measure 2011, the Council is required to undertake a survey of the timings of all Committee meetings as soon as possible in a new term of office. It is proposed that the survey will be carried out imminently, with the outcomes of this reported back to Council in July with implementation to take effect from September. Therefore, whilst the dates of Committee meetings are shown in the attached Appendices, the timings of these will be added following the outcome of this survey.
- 4.4 However, as there are a number of statutory or regulatory Committees taking place before the June Council meeting, as follows, it is proposed that these be scheduled at the times they were held in the last term of office:-
- Licensing Committee – 25 May 2022 - 10:00am
Development Control Committee – 26 May 2022 – 2:00pm
Licensing Sub-Committee A – 7 June 2022 – 10:00am
- 4.5 In order to assist with future planning, a draft programme of meetings for the 2023/24 Municipal Year is attached at **Appendix 2** for noting. This programme may be subject to some further amendments, prior to it being approved at next year's Annual Meeting of Council.
- 4.6 Council is asked to note the meeting dates for Cabinet, any Cabinet Committees, and the Coychurch Crematorium Joint Committee which are included in **Appendix 1** for completeness.
- 5. Effect upon policy framework and procedure rules**
- 5.1 There will be no direct effect on the policy framework, but the approval of the programme of ordinary meetings of Council and Council Committees for the municipal year is required in accordance with the Council's Constitution.
- 6. Equality Act 2010 implications**
- 6.1 The protected characteristics identified within the Equality Act 2010, Socio-economic Duty and the impact on the use of the Welsh language have been

considered in the preparation of this report. As a public body in Wales, the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

7. Well-being of Future Generations (Wales) Act 2015 implications

7.1 The Act provides the basis for driving a different kind of public service in Wales, with 5 ways of working to guide how public services should work to deliver for people. The following is a summary to show how the 5 ways of working to achieve the well-being goals have been used to formulate the recommendations within this report:

- Long-term - The approval of the Programme of meetings for 2022/23 and the noting of the Programme of meetings for 2023/24, will assist in the long-term planning of the business of the Council in both the short-term and in the long-term.
- Prevention - The early drafting of the programme of meetings for 2023/24 allows for the advance planning of the business of the Council and its Committees.
- Integration - The report supports all the well-being objectives.
- Collaboration - Consultation has taken place with the Corporate Management Board, key Members and lead officers of each of the Committees, Sub-Committees and Panels on the proposed programme of meetings.
- Involvement - Advance public notice of the Programme of meetings will ensure that the public and stakeholders can engage in Council and Committee meetings. Agendas and minutes of all public meetings will be available, including in the Welsh language in compliance with the Welsh Language Standards.

8. Financial implications

8.1 There are no financial implications in respect of this report.

9. Recommendations

9.1 Council is recommended to:-

- a. Approve the proposed programme of Council meetings for 2022/23 set out in paragraph 4.1 of this report;
- b. Approve the proposed programme of meetings of Council Committees set out in **Appendix 1** to this report;
- c. Note the provisional draft programme of meetings of Council and Council Committees for 2023/24 set out in **Appendix 2** to this report;

- d. Note the dates of Cabinet, any Cabinet Committees and the Coychurch Crematorium Joint Committee which are also set out in **Appendix 1 and 2** to this report, for information purposes.
- e. Note that the timings of meetings shown in **Appendix 1 and 2** will be confirmed upon the outcome of the Timings of Meetings survey to be undertaken by Members and further reported to Council.

K Watson
Monitoring Officer
May 2022

Contact Officer: Mark Anthony Galvin
Senior Democratic Services Officer - Committees

Telephone: (01656) 643015

E-mail: Cabinet_Committee@bridgend.gov.uk

Background documents: None

May 2022 Planner

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Monday	Tuesday	Wednesday	Thursday	Friday
2 BANK HOLIDAY	3	4	5	6
9	10	11	12	13
16	17	18 Annual Council 3.00PM	19	20
23	24	25 Licensing Committee 10.00AM	26 Development Control Committee 2.00PM	27
30	31			

June 2022 Planner

	Monday	Tuesday	Wednesday	Thursday	Friday
Page 38			1	2 BANK HOLIDAY	3 BANK HOLIDAY
	6	7 Licensing Sub-Committee (A) 10.00AM	8	9	10
	13	14 Cabinet	15 Council	16	17
	20	21	22 Governance and Audit Committee	23 Standards Committee	24
	27	28	29	30 Corporate Overview and Scrutiny Committee	

July 2022 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Subject Overview and Scrutiny Committee 1	5	6	7 Democratic Services Committee	8
11 Subject Overview and Scrutiny Committee 2	12 Licensing Sub-Committee (B)	13	14 Development Control Committee	15 Coychurch Crematorium Joint Committee
18 Subject Overview and Scrutiny Committee 3	19 Cabinet	20 Council	21 Corporate Overview and Scrutiny Committee	22
25 Cabinet Committee Equalities	26	27 Cabinet Committee Corporate Parenting	28 Governance and Audit Committee	29

August 2022 Planner

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Monday	Tuesday	Wednesday	Thursday	Friday
1 Town and Community Council Forum	2	3	4	5
8	9 Licensing Sub-Committee (A)	10	11	12
15	16	17	18	19
22	23	24 Licensing Committee	25 Development Control Committee	26
29 BANK HOLIDAY	30	31		

September 2022 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 Corporate Overview and Scrutiny Committee	6 Licensing Sub-Committee (B)	7	8	9 Coychurch Crematorium Joint Committee
12 Subject Overview and Scrutiny Committee 1	13 Cabinet	14 Council	15 Subject Overview and Scrutiny Committee 2	16
19	20	21	22 Governance and Audit Committee	23
26 Subject Overview and Scrutiny Committee 3	27	28	29	30

October 2022 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Licensing Sub-Committee (A)	5	6 Development Control Committee	7
10 Subject Overview and Scrutiny Committee 1	11	12 Cabinet Committee Corporate Parenting	13 Governance and Audit Committee	14
17	18 Cabinet	19 Council	20 Democratic Services Committee	21
24	25	26	27 Corporate Overview and Scrutiny Committee	28
31				

November 2022 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
	<p style="text-align: center;">1</p> <p style="text-align: center;">Licensing Sub-Committee (B)</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">Licensing Committee</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">Subject Overview and Scrutiny Committee 2</p>	<p style="text-align: center;">4</p>
<p style="text-align: center;">7</p>	<p style="text-align: center;">8</p>	<p style="text-align: center;">9</p>	<p style="text-align: center;">10</p> <p style="text-align: center;">Governance and Audit Committee</p>	<p style="text-align: center;">11</p>
<p style="text-align: center;">14</p> <p style="text-align: center;">Subject Overview and Scrutiny Committee 3</p>	<p style="text-align: center;">15</p> <p style="text-align: center;">Cabinet</p>	<p style="text-align: center;">16</p> <p style="text-align: center;">Council</p>	<p style="text-align: center;">17</p> <p style="text-align: center;">Development Control Committee</p>	<p style="text-align: center;">18</p>
<p style="text-align: center;">21</p> <p style="text-align: center;">Town and Community Council Forum</p>	<p style="text-align: center;">22</p>	<p style="text-align: center;">23</p> <p style="text-align: center;">Cabinet Committee Equalities</p>	<p style="text-align: center;">24</p> <p style="text-align: center;">Standards Committee</p>	<p style="text-align: center;">25</p>
<p style="text-align: center;">28</p>	<p style="text-align: center;">29</p>	<p style="text-align: center;">30</p>		

December 2022 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Subject Overview and Scrutiny Committee 1	2
5	6 Licensing Sub-Committee (A)	7	8 Subject Overview and Scrutiny Committee 2	9
12 Subject Overview and Scrutiny Committee 3	13 Cabinet	14 Council	15 Corporate Overview and Scrutiny Committee	16
19	20	21	22	23
26 BANK HOLIDAY	27 BANK HOLIDAY	28	29 Development Control Committee	30

January 2023 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
<p style="text-align: center;">2</p> <p style="text-align: center;">BANK HOLIDAY</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">Licensing Sub-Committee (B)</p>	<p style="text-align: center;">4</p>	<p style="text-align: center;">5</p>	<p style="text-align: center;">6</p>
<p style="text-align: center;">9</p>	<p style="text-align: center;">10</p>	<p style="text-align: center;">11</p>	<p style="text-align: center;">12</p> <p style="text-align: center;">Cabinet Committee Corporate Parenting</p>	<p style="text-align: center;">13</p>
<p style="text-align: center;">16</p>	<p style="text-align: center;">17</p> <p style="text-align: center;">Cabinet</p>	<p style="text-align: center;">18</p> <p style="text-align: center;">Council</p>	<p style="text-align: center;">19</p> <p style="text-align: center;">Subject Overview and Scrutiny Committee 1</p>	<p style="text-align: center;">20</p>
<p style="text-align: center;">23</p>	<p style="text-align: center;">24</p> <p style="text-align: center;">Licensing Sub-Committee (A)</p>	<p style="text-align: center;">25</p>	<p style="text-align: center;">26</p> <p style="text-align: center;">Governance and Audit Committee</p>	<p style="text-align: center;">27</p>
<p style="text-align: center;">30</p>	<p style="text-align: center;">31</p> <p style="text-align: center;">Corporate Overview and Scrutiny Committee</p>	<div style="background-color: #cccccc; height: 100%;"></div>	<div style="background-color: #cccccc; height: 100%;"></div>	<div style="background-color: #cccccc; height: 100%;"></div>

February 2023 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Licensing Committee	2	3
6	7 Cabinet	8 Council	9 Development Control Committee	10
13	14	15	16 Subject Overview and Scrutiny Committee 2	17
20 Subject Overview and Scrutiny Committee 3	21 Cabinet (Budget)	22	23 Democratic Services Committee	24
27	28 Licensing Sub-Committee (B)			

March 2023 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Council (Budget)	2 Corporate Overview and Scrutiny Committee	3 Coychurch Crematorium Joint Committee
6 Town and Community Council Forum	7	8	9 Standards Committee	10
13 Subject Overview and Scrutiny Committee 1	14 Cabinet	15 Council	16	17
20 Cabinet Committee Equalities	21	22	23 Development Control Committee	24
27 Subject Overview and Scrutiny Committee 2	28 Licensing Sub-Committee (A)	29	30	31

April 2023 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7 GOOD FRIDAY
10 BANK HOLIDAY	11 Cabinet	12 Council	13	14
17 Subject Overview and Scrutiny Committee 3	18	19 Cabinet Committee Corporate Parenting	20	21
24	25 Licensing Sub-Committee (B)	26	27 Governance and Audit Committee	28

May 2023 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
1 Bank Holiday	2	3	4 Development Control Committee	5
8	9 Cabinet	10 Council	11	12
15	16	17 Annual Council	18	19
22	23	24 Licensing Committee	25	26
29 Bank Holiday	30 Licensing Sub-Committee A	31		

June 2023 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
			<p align="center">1</p> <p align="center">Governance and Audit Committee</p>	<p align="center">2</p>
<p align="center">5</p>	<p align="center">6</p>	<p align="center">7</p>	<p align="center">8</p> <p align="center">Democratic Services Committee</p>	<p align="center">9</p>
<p align="center">12</p>	<p align="center">13</p>	<p align="center">14</p> <p align="center">Cabinet Committee Equalities</p>	<p align="center">15</p> <p align="center">Development Control Committee</p>	<p align="center">16</p>
<p align="center">19</p>	<p align="center">20</p> <p align="center">Cabinet</p>	<p align="center">21</p> <p align="center">Council</p>	<p align="center">22</p>	<p align="center">23</p>
<p align="center">26</p> <p align="center">Corporate Overview and Scrutiny Committee</p>	<p align="center">27</p> <p align="center">Licensing Sub-Committee B</p>	<p align="center">28</p>	<p align="center">29</p>	<p align="center">30</p>

July 2023 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">3</p> <p>Subject Overview and Scrutiny Committee 1</p>	<p align="center">4</p>	<p align="center">5</p>	<p align="center">6</p> <p>Standards Committee</p>	<p align="center">7</p>
<p align="center">10</p> <p>Subject Overview and Scrutiny Committee 2</p>	<p align="center">11</p>	<p align="center">12</p>	<p align="center">13</p> <p>Subject Overview and Scrutiny Committee 3</p>	<p align="center">14</p>
<p align="center">17</p> <p>Town and Community Council Forum</p>	<p align="center">18</p> <p>Cabinet</p>	<p align="center">19</p> <p>Council</p>	<p align="center">20</p> <p>Cabinet Committee Corporate Parenting</p>	<p align="center">21</p>
<p align="center">24</p> <p>Corporate Overview and Scrutiny Committee</p>	<p align="center">25</p> <p>Licensing Sub-Committee A</p>	<p align="center">26</p> <p>Governance and Audit Committee</p>	<p align="center">27</p> <p>Development Control Committee</p>	<p align="center">28</p>
<p align="center">31</p>	<p style="background-color: #cccccc;"></p>	<p style="background-color: #cccccc;"></p>	<p style="background-color: #cccccc;"></p>	<p style="background-color: #cccccc;"></p>

August 2023 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
14	15	16 Licensing Committee	17	18
21	22 Licensing Sub-Committee B	23	24	25
28 Bank Holiday	29	30	31	

September 2023 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
				1
<p align="center">4</p> <p>Corporate Overview and Scrutiny Committee</p>	<p align="center">5</p>	<p align="center">6</p>	<p align="center">7</p> <p>Development Control Committee</p>	<p align="center">8</p>
<p align="center">11</p> <p>Subject Overview and Scrutiny Committee 1</p>	<p align="center">12</p>	<p align="center">13</p>	<p align="center">14</p>	<p align="center">15</p>
<p align="center">18</p> <p>Subject Overview and Scrutiny Committee 2</p>	<p align="center">19</p> <p>Cabinet</p>	<p align="center">20</p> <p>Council</p>	<p align="center">21</p>	<p align="center">22</p>
<p align="center">25</p> <p>Subject Overview and Scrutiny Committee 3</p>	<p align="center">26</p> <p>Licensing Sub-Committee A</p>	<p align="center">27</p>	<p align="center">28</p> <p>Governance and Audit Committee</p>	<p align="center">29</p>

October 2023 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5 Cabinet Committee Corporate Parenting	6
9 Subject Overview and Scrutiny Committee 1	10 Licensing Sub-Committee B	11	12	13
16	17 Cabinet	18 Council	19 Development Control Committee	20
23 Corporate Overview and Scrutiny Committee	24	25	26 Democratic Services Committee	27
30	31			

November 2023 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 Subject Overview and Scrutiny Committee 2	7	8	9 Governance and Audit Committee	10
13 Town and Community Council Forum	14 Licensing Sub-Committee A	15 Licensing Committee	16 Standards Committee	17
20 Subject Overview and Scrutiny Committee 3	21 Cabinet	22 Council	23	24
27	28	29	30 Development Control Committee	

December 2023 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Subject Overview and Scrutiny Committee 1	5	6	7 Subject Overview and Scrutiny Committee 2	8
11 Subject Overview and Scrutiny Committee 3	12 Licensing Sub-Committee B	13 Cabinet Committee Equalities	14 Corporate Overview and Scrutiny Committee	15
18	19 Cabinet	20 Council	21	22
25 Bank Holiday	26 Bank Holiday	27	28	29

January 2024 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
1 Bank Holiday	2	3	4 Cabinet Committee Corporate Parenting	5
8	9 Licensing Sub-Committee A	10	11 Development Control Committee	12
15	16 Cabinet	17 Council	18 Subject Overview and Scrutiny Committee 1	19
22	23	24	25 Governance and Audit Committee	26
29	30 Corporate Overview and Scrutiny Committee	31		

February 2024 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6 2.30pm Cabinet	7 Council	8 Democratic Services Committee	9
12	13 Licensing Sub-Committee B	14	15	16
19 Subject Overview and Scrutiny Committee 2	20 Cabinet (Budget)	21	22 Development Control Committee	23
26 Subject Overview and Scrutiny Committee 3	27	28 Council (Budget)	29 Licensing Committee	

March 2024 Planner

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Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Corporate Overview and Scrutiny Committee	5 Licensing Sub-Committee A	6	7 Standards Committee	8
11 Town and Community Council Forum	12 Cabinet	13 Council	14	15
18 Subject Overview and Scrutiny Committee 1	19	20	21 Subject Overview and Scrutiny Committee 2	22
25	26	27	28	29 Bank Holiday

April 2024 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
1 Bank Holiday	2 Licensing Sub-Committee B	3	4 Development Control Committee	5
8	9 Cabinet	10 Council	11	12
15 Subject and Overview and Scrutiny Committee 3	16	17	18 Governance and Audit Committee	19
22	23	24 Cabinet Committee Equalities	25	26
29	30 Licensing Sub-Committee A			

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE ANNUAL MEETING OF COUNCIL

18 MAY 2022

REPORT OF THE MONITORING OFFICER

REPRESENTATION ON OUTSIDE BODIES AND OTHER COMMITTEES

1. Purpose of report

- 1.1 The purpose of this report is to seek Council's approval for the appointment of Members to the South Wales Police and Crime Panel, Cardiff Capital Region City Deal Joint Scrutiny Committee and the South East Wales Strategic Planning Group as set out in **Appendix 1**.

2. Connection to corporate well-being objectives / other corporate priorities

- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015**:-

1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great place to do business, for people to live, work, study and visit, and to ensure that our schools are focussed on raising the skills, qualifications and ambitions for all people in the county borough.
2. **Helping people and communities to be more healthy and resilient** - taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
3. **Smarter use of resources** – ensure that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

- 2.2 The Authority's continuing partnership working with a wide range of organisations within the County Borough contributes to the achievement of the corporate well-being objectives.

3. Background

- 3.1 Council is required, in accordance with Part 4 of the Council Procedure Rules contained within the Constitution, to receive nominations and appoint to these bodies / committees.

4. Current situation/proposal

- 4.1 It is proposed that Members be appointed for a term of one year except where earlier revocation of appointment is appropriate.
- 4.2 It is proposed that where an appointment is made on the basis of a Member's role within the Authority the appointment be attached to the role and not to the individual Member, e.g. Scrutiny Chair, Cabinet Member.

5. Effect upon policy framework and procedure rules

- 5.1 This report accords with the Council Procedure Rules as set out at Part 4 of the Constitution.

6. Equality Act 2010 Implications

- 6.1 An initial Equality Impact Assessment (EIA) screening has identified that there would be no negative impact on those with one or more of the protected characteristics, on socio-economic disadvantage or the use of the Welsh language. It is therefore not necessary to carry out a full EIA on this policy or proposal.

7. Well-being of Future Generations (Wales) Act 2015 implications

- 7.1 The following is a summary of the implications to show how the 5 ways of working have been used to formulate the recommendation:

- Long-term - The approval of this report will assist in the long term planning of the business of the Council by the continuation of effective relationships with other organisations.
- Prevention - Continued and relevant representation supports the Council by enhancing its current and future relationships.
- Integration - The report supports all the well-being objectives.
- Collaboration - This report supports partnership working with other organisations both locally and regionally.
- Involvement - This report will maintain a relationship with other organisations through effective partnership working.

8. Financial implications

- 8.1 There are no financial implications arising from this report.

9. Recommendation

- 9.1 Council is recommended to receive nominations and appoint the requisite number of Members to the bodies and committees as shown in **Appendix 1**.

K Watson
CHIEF OFFICER- Legal & Regulatory Services, Human Resources and Corporate Policy

26 April 2022

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Senior Democratic Services Officer

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E-mail: Ruth.Ronan@bridgend.gov.uk

Postal Address Democratic Services
Chief Executive's Directorate
Civic Offices

Background documents

None.

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COMMITTEES - COUNCIL

ORGANISATION	REQUISITE REPRESENTATION	PROPOSED REPRESENTATION
Cardiff Capital Region City Deal Joint Scrutiny Committee	1 Member 1 Deputy Member	1 Member 1 Deputy Member
South Wales Police and Crime Panel	1 Member comprising <ul style="list-style-type: none">1 majority party	<ul style="list-style-type: none">1 majority party

OUTSIDE BODIES

South East Wales Strategic Planning Group	1 Member	Chairperson Development Control Committee
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