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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.*



Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate

Deialu uniongyrchol / Direct line /: 01656 643148 / 643694 / 643513

Gofynnwch am / Ask for: Democratic Services

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Wednesday, 8 May 2024

Dear Councillor,

ANNUAL MEETING OF COUNCIL

The Annual Meeting of the Council will be held Hybrid in the Council Chamber Civic Offices, Angel Street, Bridgend, CF31 4WB /remotely via Microsoft Teams on **Wednesday, 15 May 2024 at 16:00.**

AGENDA

1. Apologies for absence
To receive apologies for absence from Members.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest from Members/Officers in accordance with the Members' Code of Conduct adopted by Council from 1 September 2008.
3. To receive announcements from the Mayor Councillor W Kendall
4. To elect the Mayor for the period to May 2025 in accordance with Section 23(1) of the Local Government Act 1972
 - The newly elected Mayor to announce their Consort
5. To elect the Deputy Mayor for the period to May 2025 in accordance with Section 24(1) of the Local Government Act 1972
 - The newly elected Deputy Mayor to announce their Consort
6. To elect the Leader of Bridgend County Borough Council
7. The Leader to inform Council of the Members to be appointed to the Cabinet including the Deputy Leader and Cabinet Member portfolios
8. Appointments to the Council Committees and Other Council Bodies 3 - 28
9. Proposed Programme of Ordinary Meetings of the Council and Council Committees 29 - 58
10. Representation on Outside Bodies and other Committees 59 - 64

By receiving this Agenda Pack electronically you will save the Authority approx. £1.60 in printing costs

11. Constitution Review

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12. To invest the Mayor of Bridgend County Borough Council for 2024/2025

13. To invest the Mayor's Consort

14. To invest the Deputy Mayor of Bridgend County Borough Council for 2024/2025

15. To invest the Deputy Mayor's Consort

Note: This will be a Hybrid meeting and Members and Officers will be attending in the Council Chamber, Civic Offices, Angel Street Bridgend / Remotely via Microsoft Teams. The meeting will be recorded for subsequent transmission via the Council's internet site which will be available as soon as practicable after the meeting. If you have any queries regarding this, please contact cabinet_committee@bridgend.gov.uk or tel. 01656 643148 / 643694 / 644099 / 643696

Yours faithfully

K Watson

Chief Officer, Legal and Regulatory Services, HR and Corporate Policy

Councillors:

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
S Easterbrook
M J Evans
N Farr
P Ford

Councillors

J Gebbie
W R Goode
RM Granville
H Griffiths
S J Griffiths
GH Haines
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 Llewellyn-Hopkins

Councillors

RL Penhale-Thomas
J E Pratt
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

Meeting of:	ANNUAL MEETING OF COUNCIL
Date of Meeting:	15 MAY 2024
Report Title:	APPOINTMENTS TO THE COUNCIL COMMITTEES AND OTHER COUNCIL BODIES
Report Owner / Corporate Director:	CHIEF OFFICER, LEGAL AND REGULATORY SERVICES, HR AND CORPORATE POLICY
Responsible Officer:	RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER
Policy Framework and Procedure Rules:	The provisions and recommendations of the report accord with the Council’s Procedure Rules as outlined in the Constitution.
Executive Summary:	This report sets out the process and seeks approval for the Council’s appointment to all Committees, Sub-Committees, Panels and bodies that deal with matters that are neither within the Council or Executive functions.

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. Background

- 2.1 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.

3. Current situation/ proposal

- 3.1 The Constitution 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.

3.2 Governance and Audit Committee

- 3.2.1 Members will recall that under the Local Government and Elections (Wales) Act 2021 it is a legislative requirement for one third of the membership of the

Committee to be lay persons. The membership of the Committee therefore consists of 8 Bridgend County Borough Council (BCBC) Members and 4 lay persons to ensure it is compliant with the legislation. The allocation of seats to the Committee has been determined in accordance with the political composition of the Council.

3.2.2 Section 115 of the Local Government and Elections (Wales) Act 2021 requires the chair to be a lay person and for the member appointed as the deputy chair not to be a member of the Authority's executive or an assistant to its executive. The chair and deputy chair will be appointed at the first scheduled meeting of the Committee.

3.3 Chairpersons of Overview and Scrutiny Committees

3.3.1 The Measure 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

3.3.2 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.

3.4 Development Control Committee

3.4.1 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.

3.5 Democratic Services Committee

3.5.1 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.

3.6 Standards Committee

3.6.1 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 eight members, namely:-

Five Independent Members
Two County Borough Council Members
One Town/Community Council Member.

3.6.2 There is currently an Independent Member vacancy on the Committee following the resignation of Mr Shawn Cullen. The Council has previously provided delegated authority to the Monitoring Officer to oversee recruitment processes and appointment to the Standards Committee, and to report back to Council any successful appointment. In accordance with the Regulations, the Monitoring Officer will go through the usual process of advertising the current Independent Member vacancy in two newspapers circulating in the area and a Panel (consisting of not more than five Members and at least one Independent Member and one Town and Community Council Member) will be convened to consider applications and conduct interviews. Following interviews, the Panel will make a recommendation on the appointment to Council.

3.6.3 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.

It is proposed that the County Borough Members on this Committee be agreed via nominations from the political groups of Labour and Bridgend County Independents.

3.7 Appointments Committee

3.7.1 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

3.7.2 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.

3.7.3 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.

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

3.8.1 The current remit and functions of Committees and other bodies of the Council as detailed within the Constitution is attached as **Appendix 1**.

3.9 Political Balance

3.9.1 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 and has been amended to reflect recent changes resulting from the recent By-election and Cllr R. Smith joining the Democratic Alliance (DA) Group. These amendments are as follows:

- A vacancy on the Governance and Audit Committee following the resignation of Cllr E. Richards to be allocated to the DA Group;
- Seats previously held by Cllr R Smith as an Independent Member, on the Democratic Services Committee, the Licensing Committee, Licensing Act 2003 Committee and the Town and Community Council Forum are to be allocated to the Labour Group following the By-election result where Cllr G Haines secured the seat.

3.9.2 As can be seen from **Appendix 2**, these changes maintain the political balance ensuring that the variance is no more or less than 1 seat.

3.10 Committee Structure

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

3.11 Multi-Location Meetings

3.11.1 At the Council meeting on 22 November 2023, Members approved the Multi-location Meetings Policy. Multi-location Meetings Policy states that there is no requirement for each meeting to be held in the same way every time it meets. The Council may decide to hold some meetings entirely remotely and others as multi-location meetings with a number of councillors (or most councillors) present in the Chamber. The report highlighted that the technological requirements for multi-location meetings currently limits the available meeting venue to the Council Chamber at Civic Offices and supporting multi-location meetings is resource intensive. It was therefore agreed that Democratic Services would continue to monitor the numbers of Members physically attending hybrid meetings with a view to reviewing this at the Annual Meeting of Council in May 2024. From the data analysed by Democratic Services, it is evident that for meetings such as Full

Council, there is very good attendance in person and therefore a clear rationale for this to remain as a hybrid meeting with participants having the option to join physically or remotely. Due to members of the public often attending Development Control Committee (DCC) meetings and Licensing Committee meetings, it is proposed that these also remain as hybrid meetings.

3.11.2 There are other Committees, however, where physical attendance is particularly low, such as many of the Subject Overview and Scrutiny Committee (OVSC) meetings, albeit there appears to be an increase of Members attending in person for consideration of the annual budget meeting in January 2024.

3.11.3 The Multi-location Meetings Policy states the following for determining which meetings may be held wholly through remote meetings and for which physical arrangements might be made available:

The Council will consider:

- *The general circumstances of participants. Participants' needs and preferences may change over time. This Policy allows for arrangements to change where this happens.*
- *The subject matter, and number of participants attending, certain meetings. This may relate to the general matters usually under discussion at a given committee (or other body) rather than the specific agenda for an individual meeting.*
- *The need to ensure that meetings are fully accessible to both active participants and to observers. Accessibility may under certain circumstances require physical provision. Connected to this, whether physical provision for a public gallery, or for the attendance of certain participants, is necessary if the majority of a meeting's participants are joining through remote means.*

3.11.4 Whilst there is no restriction on participants should they wish to physically attend any or all meetings, the Authority's commitment to net Zero Carbon however is one of our primary corporate objectives. Multi-location (hybrid) meetings can contribute to the Council's net Zero objective, and attending remotely helps by limiting the travelling and commuting we do and is essential to achieving this. It is therefore proposed that with the exception of Full Council, Cabinet, Development Control Committee, the Licensing Committee and Licensing Act 2003 Committee all other committee meetings of the Council are to be fully remote. Where the preferred format is in-person, any request may be considered by the Chair of the relevant committee by exception, taking into account the effectiveness of the meeting.

4. Equality implications (including Socio-economic Duty and Welsh Language)

4.1 The protected characteristics identified within the Equality Act, 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.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

5.1 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 previously 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.

6. Climate Change Implications

6.1 As highlighted above, multi-location (hybrid) meetings can contribute to the Council's net Zero objective. The proposal for certain meetings to become fully remote by default as outlined at paragraph 3.11.4, helps by limiting the travelling and commuting and is essential to achieving the Council's net Zero target.

7. Safeguarding and Corporate Parent Implications

7.1 There are no Safeguarding or Corporate Parent implications arising from this report.

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) Note which political groups represented at Council are entitled to make 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:

<ul style="list-style-type: none"> • Appeals Panel • Democratic Services Committee • Development Control Committee • Licensing Committee & Licensing Act 2003 Committee • Town and Community Council Forum 	<ul style="list-style-type: none"> Chairperson and Vice-Chairperson Chairperson Chairperson and Vice-Chairperson Chairperson and Vice-Chairperson Chairperson and Vice-Chairperson
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- (7) Receive nominations and appoint the Chairpersons of the following Overview and Scrutiny Committees in accordance with the provisions of paragraph 3.3 of the report:
 - Subject Overview and Scrutiny Committee 1
 - Subject Overview and Scrutiny Committee 2
 - Subject Overview and Scrutiny Committee 3
- (8) Note the proposal for certain meetings to become fully remote by default as outlined at paragraph 3.11.4 to take effect from the Annual Meeting.

Background documents

None

Responsibility for Functions

Non-Executive Functions

Member Body	Membership	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	<p>To hear and determine appeals under the following policies and procedures of the Council:</p> <ul style="list-style-type: none"> • Disciplinary; • Grievance; • Management of Absence; • Dignity at Work; • Capability; • Redundancy and Redeployment
Appointments Committee	<p>The Appointments Committee is comprised of 8 Elected Member representatives:</p> <ul style="list-style-type: none"> • Leader (Chairperson) • Deputy Leader • Cabinet Member (of relevant portfolio to the post) • 1 x Labour Member • 2 x Bridgend County Independents Members • 2 x Democratic Alliance Members 	<p>To undertake the appointment process of JNC officers (other than the Chief Executive).</p> <p>To undertake the appointment process of the Chief Executive and recommend to full Council an appointable candidate(s).</p> <p>Substitution of Appointments Committee Members is permissible but only for the whole of an appointments process.</p> <p>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.</p> <p>The JNC Panels cannot be substituted and must be comprised from the original membership of the Appointments Committee.</p>
Governance and Audit Committee	8 County Borough Councillors and 4 Lay Members	<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.

Member Body	Membership	Functions
		<ul style="list-style-type: none"> • 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. • 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 Audit Wales. • To identify areas for examination by Internal and External Audit. • To be responsible for ensuring effective scrutiny of the Treasury Management function and policies, in accordance with the Treasury Statement and Treasury Management 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.

Member Body	Membership	Functions
		<ul style="list-style-type: none"> • 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 financial statements or from the audit that need to be brought to the attention of the Council. • 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 review and assess the Council's ability to handle complaints effectively. • To make reports and recommendations in relation to the Council's ability to handle complaints effectively. • To review the Council's draft self-assessment report on its performance and, if deemed necessary, make recommendations for changes to the conclusions. • 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. • At least once during the period between two consecutive ordinary elections of councillors to the Council, consider the panel performance assessment report into

Member Body	Membership	Functions
		<p>which the Council is meeting its performance requirements.</p> <ul style="list-style-type: none"> • 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. • To consider the assurance framework, including partnerships and collaboration arrangements. <p>To support the ethical framework of the Council.</p>
Democratic Services Committee	11 County Borough Councillors	<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 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

Member Body	Membership	Functions
		<p>authority as to the Member attending any meeting or performing any duty;</p> <p>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;</p> <p>e) The decision of the Sub-Committee is final.</p>
Development Control Committee	18 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 the time being in force governing the control of advertisements; 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;

Member Body	Membership	Functions
		<p>7. To deal with all matters relating to or arising under the regulations for the time being in force governing European Nature Conservation Sites;</p> <p>8. To discharge the Council's functions under the Building Regulations;</p> <p>9. To be responsible for:</p> <ul 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; e) The determination of applications under the Woodland Grant Scheme; <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> <ul style="list-style-type: none"> (a) In column (1) of Schedule 1 to the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2001; and (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.

Member Body	Membership	Functions
Rights of Way Sub-Committee	6 County Borough Councillors (plus one observer from each: Ramblers' Association; the British Horse Society; and a Footpath Secretary.	<ol style="list-style-type: none"> 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; 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 which any objections made are withdrawn; 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.
The Licensing Committee	14 County Borough Councillors	<ol style="list-style-type: none"> 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: <ol 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.

Member Body	Membership	Functions
		<p>h) Section 26(1)(bb) of the Marriage Act 1949, (as amended)</p> <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 under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987.</p>

Member Body	Membership	Functions
		<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	14 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>
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 Chairperson for that meeting	<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); (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);

Member Body	Membership	Functions
		<ul style="list-style-type: none"> (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 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;

Member Body	Membership	Functions
		<ul style="list-style-type: none"> (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 delegated power.
Standards Committee	5 Independent Members; 2 County Borough Councillors; 1 Town / Community Councillor	<ol style="list-style-type: none"> 1. Promoting and maintaining high standards of conduct by Councillors and co-opted Members of the Authority; 2. Assisting the Councillors and co-opted Members to observe the Members' Code of Conduct; 3. Advising the Council on the adoption or revision of the Members' Code of Conduct; 4. Monitoring the operation of the Members' Code of Conduct; 5. Advising, training or arranging to train Councillors and co-opted Members on matters relating to the Members' Code of Conduct; 6. Monitoring the operation of the Council's Whistleblowing Policy; 7. To grant dispensations from the prohibitions contained in the Members' Code of Conduct in accordance with the Regulations; 8. Consider reports submitted by the Public Services Ombudsman for Wales and the Council's Monitoring Officer; 9. Monitoring compliance by leaders of political groups on the Council with their duties to promote and maintain high

Member Body	Membership	Functions
		<p>standards of conduct by the members of the group;</p> <p>10. Advising, training or arranging to train leaders of political groups on the Council about matters as outlined above.</p>
Town and Community Council Forum	19 County Borough Councillors and 1 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.
Corporate Overview and Scrutiny Committee	12 County Borough Councillors. (for consideration of education matters to include 5 Education Representatives)	<ol style="list-style-type: none"> 1. To consider the service provision, planning, management and performance relating to corporate performance and governance; 2. To consider policies, protocols and plans relating to corporate performance and governance; 3. To co-ordinate the recommendations from each Overview and Scrutiny Committee upon the draft annual MTFS, including the budget savings proposals and comments upon the consultation process; 4. To scrutinise the performance and budget monitoring of all Directorates in the achievement of the Corporate Priorities; 5. To consider reports regarding any recommendations made by the Public Service Board Scrutiny Panel regarding the performance of Bridgend's Public Service Board (PSB) in accordance with the Well-being of Future Generations (Wales) Act 2015 and Guidance; 6. To scrutinise 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 Corporate Plan and monitor progress against the Corporate Priorities;

Member Body	Membership	Functions
		<p>8. To develop and implement a Forward Work Programme for the Committee having regard to the Council's Corporate Priorities and Risk Management Framework and have oversight and coordination of the Forward Work Programmes for the Overview and Scrutiny Committees.</p>
<p>Subject Overview and Scrutiny Committee 1 (Education themed but not exclusive to)</p>	<p>12 County Borough Councillors (for consideration of education matters to include 5 Education Representatives)</p>	<p>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>To consider policies, protocols and plans relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</p> <p>To contribute to the annual MTFS budget consultation process in relation to the relevant subject area;</p> <p>To propose items for the Forward Work Programme having regard for the Council's Corporate Priorities and Risk Management Framework and subject to oversight and coordination by the Corporate Overview and Scrutiny Committee.</p>

Member Body	Membership	Functions
Subject Overview and Scrutiny Committee 2 (Social Services and Wellbeing themed but not exclusive to)	12 County Borough Councillors (for consideration of education matters to include 5 Education Representatives)	<p>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>To consider policies, protocols and plans relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</p> <p>To contribute to the annual MTFS budget consultation process in relation to the relevant subject area;</p> <p>To propose items for the Forward Work Programme having regard for the Council's Corporate Priorities and Risk Management Framework and subject to oversight and coordination by the Corporate Overview and Scrutiny Committee.</p>
Subject Overview and Scrutiny Committee 3	12 County Borough Councillors (for consideration of education matters to include 5 Education Representatives)	<p>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>To consider policies, protocols and plans relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</p> <p>To contribute to the annual MTFS budget consultation process in relation to the relevant subject area;</p> <p>To propose items for the Forward Work Programme having regard for the Council's Corporate Priorities and Risk Management Framework and subject to oversight and coordination by the Corporate Overview and Scrutiny Committee.</p>

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	6	54.55	+1	3	27.27		1	9.09			0.00	
Development Control Committee	18	9	50.00		5	27.78		3	16.67		1	5.56	
Licensing Committee & Act 2003 Committee	14	8	57.14	+1	3	21.43		2	14.29		1	7.14	
Town & Community Council Forum	19	11	57.89	+1	5	26.32		2	10.53			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	73	52.90		35	25.36		22	15.94		3	2.17	
Councillors	51	27	52.94		13	25.49		8	15.69		1	1.96	
Variation as %			-0.04			-0.13			0.26			0.21	
Variation as Seats(1% = 1.38 seats)	1.38		-0.03			-0.09			0.19			0.15	

Committee	Total	Independent			Independent		
		JH Tildesley			S Aspey		
		No	%	Change	No	%	Change
Appeals	12	1	8.33			0.00	
Appointments Committee	8		0.00			0.00	
Governance and Audit Committee	8		0.00			0.00	
Democratic Services Committee	11		0.00		1	9.09	
Development Control Committee	18		0.00			0.00	
Licensing Committee & Act 2003 Committee	14		0.00			0.00	
Town & Community Council Forum	19	1	5.26			0.00	
Scrutiny 1	12	1	8.33			0.00	
Scrutiny 2	12		0.00		1	8.33	
Scrutiny 3	12		0.00			0.00	
Corporate	12		0.00			0.00	
Totals	138	3	2.17		2	1.45	
Councillors	51	1	1.96		1	1.96	
Variation as %			0.21			-0.51	
Variation as Seats(1% = 1.38 seats)	1.38		0.15			-0.37	

Independent		
R Smith		
No	%	Change
	0.00	
	0.00	
	0.00	
1	9.09	-1
	0.00	
1	7.14	-1
1	5.26	-1
	0.00	
	0.00	
	0.00	
	0.00	
3	0.00	
1	2.17	
	1.96	
	0.21	
	0.13	

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	8
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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Meeting of:	ANNUAL MEETING OF COUNCIL
Date of Meeting:	15 MAY 2024
Report Title:	PROPOSED PROGRAMME OF MEETINGS OF THE COUNCIL AND COUNCIL COMMITTEES
Report Owner / Corporate Director:	CHIEF OFFICER – LEGAL AND REGULATORY SERVICES, HR AND CORPORATE POLICY
Responsible Officer:	MARK GALVIN – SENIOR DEMOCRATIC SERVICES - COMMITTEES
Policy Framework and Procedure Rules:	There is no effect upon the policy framework and procedure rules.
Executive Summary:	To seek the approval of Annual Council on suggested dates of Council and Council Committees for the year 2024-2025.

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 2024 – April 2025 for approval and to note the draft proposed Programme of Meetings for the municipal year 2025-2026.

2. Background

- 2.1 The approval of the Programme of ordinary meetings of Council and Council Committees is required in accordance with the Council’s Constitution.

3. Current situation / proposal

- 3.1 The proposed Programme of ordinary Meetings of Council for May 2024 - April 2025 is set out below. The programme includes the date of the meeting to consider the Budget (26 February 2025). 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, or reported verbally to Council by way of an announcement:

2024

26 Jun
24 Jul
25 Sept
23 Oct
20 Nov

2025

15 Jan
5 Feb
26 Feb
12 Mar
9 Apr

- 3.2 Provisional appointments will be placed in the Members electronic calendar and expanded as necessary to all individual Members' calendars when the schedule is approved.
- 3.3 In order to assist with future planning, a Programme of Meetings for the 2025-26 Municipal Year is attached at Appendix 2 for noting. This programme is in draft format at present and therefore, may be subject to some further amendments, prior to it being approved at next year's Annual Meeting of Council.
- 3.4 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.
- 4. Equality implications (including Socio-economic Duty and Welsh Language)**
- 4.1 The protected characteristics identified within the Equality Act, 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. This is an information report, therefore it is not necessary to carry out an Equality Impact assessment in the production of this report. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.
- 5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives**
- 5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.
- 6. Climate Change Implications**
- 6.1 There are no Climate Change Implications from this report.
- 7. Safeguarding and Corporate Parent Implications**
- 7.1 There are no Safeguarding and Corporate Parent Implications from this report.
- 8. Financial Implications**
- 8.1 There are no financial implications in relation to this report.

9. Recommendations:

9.1 Council is recommended to:-

- a. Approve the proposed Programme of Council meetings for 2024-2025 set out in paragraph 3.1 of this report;
- b. Approve the proposed Programme of Meetings of Council Committees for 2024-2025, set out in Appendix 1 to this report;
- c. Note the provisional draft Programme of Meetings of Council and Council Committees for 2025-2026, 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.

Background documents:

None

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May 2024 Planner

Appendix 1

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 Bank Holiday	7	8 Cabinet Committee Corporate Parenting 10:00	9	10 Development Control Committee 10:00
13	14 Cabinet 14:30	15 Council 16:00 (AGM)	16	17
20	21	22 Licensing Committee 09:30	23	24
27* Bank Holiday	28* Licensing Sub-Committee B 10:00	29*	30*	31*

June 2024 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6 Governance and Audit Committee 10:00	7
10	11	12	13 Democratic Services Committee 10:00	14
17	18 Cabinet 14:30	19 Council 16:00	20	21 Standards Committee 10:00 Coychurch Crematorium Joint Committee 14:00
24	25 Licensing Sub-Committee A 10:00	26	27 Development Control Committee 10:00	28

July 2024 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
1 Corporate Overview and Scrutiny Committee 10:00	2 Town and Community Council Forum 16:00	3	4	5
8 Subject Overview and Scrutiny Committee 2 10:00	9	10	11 Standards Committee 10:00	12
15 Subject Overview and Scrutiny Committee 3 16:00	16	17 Cabinet Committee Equalities 10:00	18 Subject Overview and Scrutiny Committee 1 11.00	19 Governance and Audit Committee 10:00
22*	23* Licensing Sub-Committee B 10:00 Cabinet 14:30	24* Council 16:00	25* Corporate Overview and Scrutiny Committee 10:00	26*
29*	30*	31*		

August 2024 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
			1*	2*
5*	6*	7*	8* Development Control Committee 10:00	9*
12*	13*	14*	15*	16*
19*	20* Licensing Sub-Committee A 10:00	21*	22*	23*
26* Bank Holiday	27*	28*	29*	30*

September 2024 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">2</p>	<p align="center">3</p>	<p align="center">4</p> <p align="center">Cabinet Committee Corporate Parenting 10:00</p>	<p align="center">5</p>	<p align="center">6</p> <p align="center">Coychurch Crematorium Joint Committee 14:00</p>
<p align="center">9</p> <p>Corporate Overview and Scrutiny Committee 10:00</p>	<p align="center">10</p>	<p align="center">11</p>	<p align="center">12</p>	<p align="center">13</p>
<p align="center">16</p> <p>Subject Overview and Scrutiny Committee 1 11:00</p>	<p align="center">17</p> <p>Licensing Sub-Committee B 10:00</p>	<p align="center">18</p>	<p align="center">19</p> <p>Development Control Committee 10:00</p>	<p align="center">20</p>
<p align="center">23</p> <p>Subject Overview and Scrutiny Committee 2 10.00am</p>	<p align="center">24</p> <p>Cabinet 14:30</p>	<p align="center">25</p> <p>Council 16:00</p>	<p align="center">26</p> <p>Governance and Audit Committee 10:00</p>	<p align="center">27</p>
<p align="center">30</p> <p>Subject Overview and Scrutiny Committee 3 16:00</p>				

October 2024 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8 Licensing Sub-Committee A 10:00	9	10 Standards Committee 10:00	11
14	15	16	17	18
21	22 Cabinet 14:30	23 Council 16:00	24 Corporate Overview and Scrutiny Committee 10:00	25
28*	29*	30*	31* Development Control Committee 10:00	

November 2024 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
				1*
4	5 Licensing Sub-Committee B 10:00	6 Cabinet Committee Equalities 10:00	7	8
11	12	13 Licensing Committee 09:30	14 Subject Overview and Scrutiny Committee 2 10:00	15
18 Subject Overview and Scrutiny Committee 1 11:00	19 Cabinet 14:30	20 Council 16:00	21 Democratic Services Committee 10:00	22
25	26	27	28 Governance and Audit Committee 10:00	29

December 2024 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
2 Subject Overview and Scrutiny Committee 3 16:00	3 Licensing Sub-Committee A 10:00	4	5	6
9 Town and Community Council Forum 16:00	10 Cabinet 14:30	11	12 Development Control Committee 10:00	13
16 Corporate Overview and Scrutiny Committee 10:00	17	18	19	20
23*	24*	25* Bank Holiday	26* Bank Holiday	27*
30*	31*			

January 2025 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
		1* Bank Holiday	2*	3*
6	7 Licensing Sub-Committee B 10:00	8 Cabinet Committee Corporate Parenting 10:00	9	10
13	14 Cabinet 14:30	15 Corporate Overview and Scrutiny Committee 10:00 Council 16:00	16 Subject Overview and Scrutiny Committee 1 11.00am	17 Subject Overview and Scrutiny Committee 2 10.00am
20 Subject Overview and Scrutiny Committee 3 4.00pm	21	22	23 Development Control Committee 10:00	24
27	28 Corporate Overview and Scrutiny Committee 10:00	29	30 Governance and Audit Committee 10:00	31

February 2025 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Licensing Sub-Committee A 10:00 Cabinet 14:30	5 Council 16:00	6 Standards Committee 10:00	7
10	11	12	13	14
17 Subject Overview and Scrutiny Committee 3 16.00	18 Cabinet 14:30 (Budget)	19 Cabinet Committee Equalities 10:00	20	21
24*	25* Licensing Sub-Committee B 10:00	26* Council 16:00 (Budget)	27*	28*

March 2025 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
3 Subject Overview and Scrutiny Committee 1 11:00	4	5	6 Development Control Committee 10:00	7 Coychurch Crematorium Joint Committee 14:00
10	11 Cabinet 14:30	12 Council 16:00	13 Subject Overview and Scrutiny Committee 2 10:00	14
17 Corporate Overview and Scrutiny Committee 10:00	18	19	20	21
24	25 Licensing Sub-Committee A 10:00	26	27	28
31				

April 2025 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7 Subject Overview and Scrutiny Committee 3 16:00	8 Cabinet 14:30	9 Council 16:00	10	11
14*	15*	16*	17* Development Control Committee 10:00	18* Bank Holiday
21* Bank Holiday	22* Licensing Sub-Committee B 10:00	23*	24* Governance and Audit Committee 10:00	25*
28 Town and Community Council Forum 16:00	29	30		

May 2025 Planner

Appendix 2

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Monday	Tuesday	Wednesday	Thursday	Friday
			1 Subject Overview and Scrutiny Committee 2 10:00	2
5	6	7 Cabinet Committee Corporate Parenting 10:00	8 Subject Overview and Scrutiny Committee 1 11:00	9
12	13 Licensing S/C A 10:00 Cabinet 14:30	14 Council 16:00 (AGM)	15	16
19	20	21 Licensing Committee 09:30	22	23
26	27	28	29 Development Control Committee 10:00	30

June 2025 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4 Cabinet Committee Equalities 10:00	5	6
9	10	11	12 Standards Committee 10:00	13 Coychurch Crematorium Joint Committee 14:00
16	17 Licensing S/C B 10:00	18	19 Governance and Audit Committee 10:00	20
23	24 Cabinet 14:30	25 Council 16:00	26 Democratic Services Committee 10:00	27

30

Corporate Overview and
Scrutiny Committee
10:00

July 2025 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7 Subject Overview and Scrutiny Committee 2 10:00	8	9	10 Development Control Committee 10:00	11
14 Subject Overview and Scrutiny Committee 3 16:00	15 Licensing S/C A 10:00	16 Subject Overview and Scrutiny Committee 1 11:00	17 Governance and Audit Committee 10:00	18
21*	22* Cabinet 14:30	23* Council 16:00	24* Corporate Overview and Scrutiny Committee 10:00	25*
28*	29*	30*	31*	

August 2025 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
				1*
4*	5*	6*	7*	8*
11*	12* Licensing S/C B 10:00	13*	14*	15*
18* Town and Community Council Forum 16:00	19*	20	21* Development Control Committee 10:00	22*
25*	26*	27*	28*	29*

September 2025 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">1</p>	<p align="center">2</p>	<p align="center">3</p> <p align="center">Cabinet Committee Corporate Parenting 10:00</p>	<p align="center">4</p>	<p align="center">5</p> <p align="center">Coychurch Crematorium Joint Committee 14:00</p>
<p align="center">8</p> <p>Corporate Overview and Scrutiny Committee 10:00</p>	<p align="center">9</p> <p align="center">Licensing S/C A 10:00</p>	<p align="center">10</p>	<p align="center">11</p>	<p align="center">12</p>
<p align="center">15</p> <p>Subject Overview and Scrutiny Committee 1 11:00</p>	<p align="center">16</p>	<p align="center">17</p>	<p align="center">18</p>	<p align="center">19</p>
<p align="center">22</p> <p>Subject Overview and Scrutiny Committee 2 10:00</p>	<p align="center">23</p> <p align="center">Cabinet 14:30</p>	<p align="center">24</p> <p align="center">Council 16:00</p>	<p align="center">25</p> <p align="center">Governance and Audit Committee 10:00</p>	<p align="center">26</p>
<p align="center">29</p> <p>Subject Overview and Scrutiny Committee 3 16:00</p>	<p align="center">30</p>			

October 2025 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Development Control Committee 10:00	3
6	7 Licensing S/C B 10:00	8	9	10
13	14	15	16 Standards Committee 10:00	17
20	21 Cabinet 14:30	22 Council 16:00	23 Corporate Overview and Scrutiny Committee 10:00	24
27	28	29 Cabinet Committee Equalities 10:00	30	31

November 2025 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Licensing S/C A 10:00	5	6 Subject Overview and Scrutiny Committee 2 10:00	7
10	11	12 Licensing Committee 09:30	13 Development Control Committee 10:00	14
17 Subject Overview and Scrutiny Committee 1 11:00	18 Cabinet 14:30	19 Council 16:00	20 Democratic Services Committee 10:00	21
24	25	26	27 Governance and Audit Committee 10:00	28

December 2025 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
1 Subject Overview and Scrutiny Committee 3 16:00	2 Licensing S/C B 10:00	3	4	5
8 Town and Community Council Forum 16:00	9	10	11	12
15 Corporate Overview and Scrutiny Committee 10:00	16 Cabinet 14:30	17	18 Development Control Committee 10:00	19
22	23	24	25	26
29	30 Licensing S/C A 10:00	31		

January 2026 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7 Cabinet Committee Corporate Parenting 10:00	8	9
12	13 Cabinet 14:30	14 Corporate Overview and Scrutiny Committee 10:00 Council 16:00	15 Subject Overview and Scrutiny Committee 1 11:00	16
19 Subject Overview and Scrutiny Committee 2 10:00	20 Subject Overview and Scrutiny Committee 3 16:00	21	22	23

<p>26</p> <p>Corporate Overview and Scrutiny Committee 10:00</p>	<p>27</p> <p>Licensing S/C B 10:00</p>	<p>28</p>	<p>29</p> <p>Governance and Audit Committee 10:00</p>	<p>30</p>
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February 2026 Planner

Monday	Tuesday	Wednesday	Thursday	Friday	
2	3	4 Cabinet Committee Equalities 10:00	5 Development Control Committee 10:00	6	
9	10 Cabinet 14:30	11	12 Standards Committee 10:00	13	
16 Subject Overview and Scrutiny Committee 3 16:00	17 Cabinet 14:30 (Budget)	18	19	20	
23	24 Licensing S/C A 10:00	25 Council 16:00 (Budget)	26	27	

March 2026 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
2 Subject Overview and Scrutiny Committee 1 11:00	3	4	5	6 Coychurch Crematorium Joint Committee 14:00
9	10 Cabinet 14:30	11 Council 16:00	12 Subject Overview and Scrutiny Committee 2 10:00	13
16 Corporate Overview and Scrutiny Committee 10:00	17	18	19 Development Control Committee 10:00	20
23	24 Licensing S/C B 10:00	25	26	27
30	31			

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	Monday	Tuesday	Wednesday	Thursday	Friday
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	6	7 Cabinet 14:30	8 Council 16:00	9	10
	13 Town and Community Council Forum 16:00	14 Subject Overview and Scrutiny Committee 3 16:00	15	16	17
	20	21 Licensing S/C A 10:00	22	23 Governance and Audit Committee 10:00	24
	27	28	29	30 Development Control Committee 10:00	

Meeting of:	THE ANNUAL MEETING OF COUNCIL
Date of Meeting:	15 MAY 2024
Report Title:	REPRESENTATION ON OUTSIDE BODIES & OTHER COMMITTEES
Report Owner / Corporate Director:	REPORT OF THE MONITORING OFFICER
Responsible Officer:	RUTH RONAN, SENIOR DEMOCRATIC SERVICES OFFICER
Policy Framework and Procedure Rules:	The provisions and recommendations of the report accord with the Council's Procedure Rules as outlined in the Constitution.
Executive Summary:	To appoint and nominate the requisite number of elected members to outside bodies and joint committees as detailed. This is required on an annual basis.

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, the South East Wales Corporate Joint Committee - Joint Overview and Scrutiny Committee, the South East Wales Strategic Planning Group and the South East Wales Corporate Joint Committee Governance and Audit Sub-Committee as set out in **Appendix 1**.

2. Background

- 2.1 Council is required, in accordance with the Council Procedure Rules contained within the Constitution, to receive nominations and appoint to these bodies / committees.
- 2.2 In April 2021, the South East Wales Corporate Joint Committee ("SEWCJC") was formally constituted, comprising of the Leaders of the 10 Local Authorities of South East Wales as well as a representative of the Brecon Beacons National Park Authority.
- 2.3 The SEWCJC is the successor body to the CRCD Joint Committee and is responsible for strategic development planning, regional transport planning and promoting the economic well-being of their area.

- 2.4 The SEWCJC is now establishing three new sub-committees including a CJC Governance and Audit Committee of 15 members including one non-executive member from each of the CJC's 10 Constituent Councils and 5 lay members.
- 2.5 In addition to this, at its' meeting held on 18 October 2023, Council agreed to appoint the Cardiff Capital City Deal Joint Overview and Scrutiny Committee (JOSC) as the Joint Overview and Scrutiny Committee for the newly established South East Wales Corporate Joint Committee (CJC).
- 2.6 The CJC JOSC comprises one non-executive member from each constituent councils of the CJC. Deputy Members will be invited to attend each meeting of the CJC JOSC, to support continuity and broaden the knowledge base of all local authority representatives. Only in the absence of the substantive member, will a deputy be able to exercise a vote behalf of their local authority.

3. Current situation/ proposal

- 3.1 It is proposed that Members be appointed for a term of one year except where earlier revocation of appointment is appropriate.
- 3.2 It is proposed that where Cabinet nominates 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.
- 3.3 For the CJC Governance and Audit Sub-Committee, it is intended that it will meet at least 4 times per year. Meetings will be held via Teams and provisional meeting dates (which may be subject to change) are scheduled for 19 July 2024, 27 September 2024, 13 December 2024 and 7 February 2025. Members are asked to note that the nominated member may not also be a member of another of the CJC's sub-committees.
- 3.4 In relation to the SEW JOSC, in order to reflect the wider political make-up across the South East Wales region, local authorities are asked to reflect their wider political balance when nominating their substantive and deputy representatives.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 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.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

- 5.1 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.

6. Climate Change Implications

6.1 There are no climate change implications associated with these appointments.

7. Safeguarding and Corporate Parent Implications

7.1 There are no safeguarding implications associated with these appointments.

8. Financial Implications

8.1 There are no financial implications associated with these appointments.

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**.

Background documents

None

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Outside Bodies/Committees

ORGANISATION	REQUISITE REPRESENTATION	PROPOSED REPRESENTATION
South East Wales Corporate Joint Committee - Joint Overview and 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
South East Wales Strategic Planning Group	1 Member	Chairperson Development Control Committee
South East Wales Corporate Joint Committee Governance and Audit Sub-Committee	1 Non-Executive Member	1 Non-Executive Member

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Meeting of:	ANNUAL MEETING OF COUNCIL
Date of Meeting:	15 MAY 2024
Report Title:	CONSTITUTION REVIEW
Report Owner / Corporate Director:	MONITORING OFFICER
Responsible Officer:	LAURA GRIFFITHS GROUP MANAGER LEGAL AND DEMOCRATIC SERVICES
Policy Framework and Procedure Rules:	The revised Constitution will require approval by Council and will be published on the Council’s website.
Executive Summary:	Members are requested to note the suggestions made in relation to Constitutional amendments and approve further amendments to reflect legislative changes.

1. Purpose of Report

- 1.1 The purpose of this report is for Council to note the Member suggestions made in relation to Constitutional amendments and to approve the recommendations of the Monitoring Officer and to further approve Constitutional amendments to reflect legislative changes.

2. Background

- 2.1 Section 37 of the Local Government Act 2000 requires local authorities 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.
- 2.2 Following a comprehensive review Council approved the current version of the Constitution in October 2022. It has been in use since 1st December 2022.
- 2.3 The Constitution imposes a duty on the Monitoring Officer to monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect. A key role for the Monitoring Officer is to make recommendations for ways in which the Constitution could be amended in order to better achieve the purposes set out in this Section.

2.4 The period 2023/ 24 has been the first full municipal year since the Constitution was approved. During this period the Monitoring Officer has observed meetings of different parts of the Member and Officer structure; considered issues raised with her by Members and compared practices in this Council with those in comparable authorities, or national examples of best practice.

2.5 Standing Advisory Council on Religious Education (SACRE)

As a result of legislative changes to the Education Act 1996 brought about by the Curriculum and Assessment (Wales) Act 2021, the requirement that a local authority constitute a Standing Advisory Council on Religious Education (SACRE) has been replaced, subject to a transitional period, by a requirement to constitute a Standing Advisory Council (SAC) on Religion, Values and Ethics. The brief of the SAC is broader than that of SACRE in that it encompasses not only religion, but also values and ethics in accordance with the new Curriculum for Wales Framework. The composition of SAC differs slightly to that of the former SACRE in that the law now requires the representative group for Christian denominations and other religions and denominations of such religions to include representation for persons who hold non-religious philosophical convictions (NRPCs). The Bridgend County Borough Council (BCBC) Constitution therefore needs to be amended to formalise the establishment of SAC.

2.6 Public Services Board

As a result of the regionalisation of Public Services Board with the formulation of the Cwm Taf Public Services Board, there has been the establishment of the Cwm Taf Public Services Board Joint Overview and Scrutiny Committee made up of members from Bridgend County Borough Council, Rhondda Cynon Taf County Borough Council and Merthyr County Borough Council. Additionally, there has been the establishment of the Community Safety Partnership (CSP) Board. The Constitution therefore requires amending to formalise these changes.

3. **Current situation/ proposal**

3.1 The Constitution states that people will have different views on interpretation. In those circumstances it is for the Chair and the Monitoring Officer to clarify. With 51 Elected Members we are unlikely to have consensus on every line of the document. Over the last 12 months there have been a number of points of clarification raised with the Monitoring Officer and a number of proposed amendments have been put forward. These are detailed at **Appendix 1**.

3.2 Council will note that the following amendments have been recommended by the Monitoring Officer:

- Retain 30 minutes for questions and the current order that the questions are considered (order of political groups in proportion to their representation). The original questioner has the opportunity to ask one supplementary which must be directly linked to the original question. The additional supplementary is removed from the process and if the topic is one of wider interest it can be considered as a topical debate at a future meeting;

- Cabinet communications are picked up as part of the Communications strategy and feedback provided to Council on alternative methods to Cabinet Member announcements;
- Announcements from the Leader, Mayor and Chief Executive continue but without questions as they are of an informative nature.

3.3 Members will note from Appendix 1 that the Monitoring Officer has also considered other proposals and her comments are set out therein. It is the opinion of the Monitoring Officer that those proposals do not require a constitutional amendment.

3.4 SACRE/SAC

As outlined at paragraph 2.5, it is proposed that the Constitution be amended at Appendix 2 of Section 14 (Responsibility for Executive Functions) to include the SACRE/SAC membership and the following Terms of Reference:

1. *To advise the local authority on matters connected with collective worship in county schools.*
2. *To advise the local authority on matters connected with religious education, or religion, values and ethics which is given in accordance with the agreed syllabus.*
3. *To decide when, within the five-year statutory time scale, the local authority should review its agreed syllabus.*
4. *To consider with the local authority and the Agreed Syllabus Conference any changes required to the agreed syllabus.*
5. *To consider, with the local authority, the support offered to religious education and religion, values and ethics in its schools, with particular regard to methods of teaching, the choice of teaching materials and the provision of training for teachers.*
6. *To offer advice on any other matters related to its function as it sees fit.*
7. *To publish an annual report on its work, which should:*
 - *specify any matters on which it has advised the local authority;*
 - *broadly describe the nature of the advice;*
 - *set out its reasons for offering advice on any matters which were not referred to it in the first place by the local authority; and*
 - *record the membership of SAC/SACRE and the dates of meetings held.*
8. *To participate in the local authority's statutory complaints procedures in those instances where the complaints relate to religious education or religion, values and ethics and/or collective worship.*
9. *To receive and make determinations in respect of applications from headteachers of county schools for the lifting or modifying of the requirements that collective worship in such schools must be wholly or mainly of a broadly Christian character.*

The Membership will include 4 Bridgend County Borough Council Members, Officers from Bridgend County Borough Council, representatives from the Muslim faith, Catholic Church, Humanist Association, Christian denominations, ASCL Union, NAHT, NUT, NEU and a Central South Consortium Joint Education Service (CSCJES) Associate Adviser for SACRE.

3.5 Public Services Board and Community Safety Partnership

It is proposed that the following amendments are made to the Constitution:

- Remove any reference to the Single Integrated Plan (SIP);

- Replace 'Public Services Board' with 'Regional Public Services Board';
- Amend Section 7 of the Constitution 'Overview and Scrutiny Committees' to reflect the joint scrutiny arrangements now in place for the Regional Public Services Board, as shown by way of tracked changes at **Appendix 2**;

It is further proposed that Council delegate authority to the Monitoring Officer to make any amendments to the Constitution resulting from the formalisation of scrutiny arrangements for the Regional CSP Board to be reported back to Council for information.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 The protected characteristics identified within the Equality Act, 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.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

- 5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report. Any amendments approved by Council will be made and published on the Council's website together with the constitution guide.

6. Climate Change Implications

- 6.1 There are no climate change implications in this report.

7. Safeguarding and Corporate Parent Implications

- 7.1 There are no safeguarding or corporate parenting implications as a result of this report.

8. Financial Implications

- 8.1 There are no financial implications as a result of this report.

9. Recommendations

- 9.1 Council is recommended to:

- Note the proposals put forward by Members and the responses of the Monitoring Officer at **Appendix 1**;
- Approve the amendments to the Constitution as outlined at paragraph 3.2;
- Approve the amendments to the Constitution required for SACRE and the PSB as outlined at paragraphs 3.4, 3.5 and **Appendix 2**;

- Delegate authority to the Monitoring Officer to make any amendments to the Constitution that may be required from the formalisation of scrutiny for the Regional CSP Board with any amendments reported back to Council for information.

Background documents

None

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AMENDMENTS TO THE CONSTITUTION – PROPOSED BY MEMBERS

Section 2.5

Add a new para 2.5.5: ‘The Monitoring Officer will ask the Democratic Services Committee annually whether or not they wish to review the Constitution and to propose any amendments’.

An annual review of the Constitution is not part of the remit of the Democratic Services Committee. The previous review was undertaken by the Committee when consideration was being given to the new All Wales Model Constitution. The process for review is set out in the Constitution and this is adequate to deal with significant process and legislative changes. It would not be practical or a good use of resources to review the Constitution annually or at every request from a Member or when there is a difference of opinion on interpretation.

Section 4.19.9 Supplementary Question

A number of queries / proposals have been received in relation to Questions by Members and Supplementary Questions. It seems to be accepted that the current “fastest finger first” for the Supplementary Question is difficult to monitor.

Proposal 1

Amend the existing paragraph 4.19.9 to : “A member asking a question under Rule 4.19.2 or 4.19.3 may ask one supplementary question. The supplementary question must be directly related to the initial question which is raised and can be without notice of the Member to whom the first question was asked. If however any further specialist or specific information is required following receipt of the written response, then the questioner should give written notice of their supplementary question at least 1 working day before the Council Meeting”.

Proposal 2

Allow the original questioner a supplementary question but don’t accept further supplementary questions from other Members. This will prevent tenuous supplementary questions and allow time for more questions to be asked.

Monitoring Officer response: It is agreed that the supplementary question must be directly related. It is not the opportunity to raise a new issue or to address matters that are related to specific ward issues / member referrals. Currently written responses are not received / circulated until the day before the meeting. To introduce this proposal would mean moving that deadline. The remit of questions are set out at paragraph 4.19.2 of the Constitution: “...a Member may ask a question on any matter in relation to which the Council has powers or duties or which affects the County Borough of Bridgend...”. The MO’s interpretation of this and the advice that would be given to the Mayor is that it needs to relate to something the Council has responsibility for or can offer support and assistance. There may be benefit in removing the entitlement to another supplementary question from the wider Members. They are often used to give a statement or ask a question on a largely unrelated topic. This would also resolve the issue of “fastest finger first”.

Proposal 2

15 working days before the Ordinary Meeting of Council, an anonymous 10 Member ballot of all 51 Members will be taken by the Mayor, Deputy Mayor, Monitoring Officer or the Head of Democratic Services, to establish the order in which Members will ask their question. A maximum of 6

questions will be asked in any Ordinary Meeting of Council, which must be submitted at least 10 working days before the meeting. The question and answer session will last no more than 30 minutes. No supplementary questions.

Monitoring Officer response: Most of these issues were considered in the last two reviews of the Constitution but can be considered again if that is felt appropriate. Anonymous ballot and fasted finger first were discussed but not accepted.

The process for questions was discussed at length during the working group and practices were compared in other Council's. The process was changed when the new Constitution was adopted and they are now taken in order of political groups in proportion to their representation on the Council followed by those Members who are not members of any political group. The working group / officers have not been able to come up with an alternative to the "fastest finger first". It's been noted that some of the supplementary questions are statements, or tenuously linked to the original question.

The Monitoring Officer's recommendation would be that we retain the 30 minutes for questions and the current order that the questions are considered on the agenda (order of political groups in proportion to their representation). The original questioner has the opportunity to ask one supplementary which must be directly linked to the original question. The additional supplementary from another Member is removed from the process and if the topic is one of wider interest it can be considered as a topical debate at a future meeting.

Section 4.11.4 – Announcements

The current Constitution at paragraph 4.11 sets out the order of business for an Ordinary Meeting of the Council. This includes provision for Announcements from the Mayor, Chief Executive, Leader and Members of Cabinet. There are also additional bullet points which allow reports to be submitted. These are rarely used in Bridgend as we currently utilise Officer reports, although on occasion we have reports from a Committee – Standards / Corporate Overview and Scrutiny Committee/ Democratic Services Committee. The purpose of a report is to bring an item to Council that needs a decision or needs to be presented for information / awareness.

Proposal 1

We should be issued the announcements as part of our paper pack and allowed to question the Cabinet Members on their activities over the last month.

Proposal 2

Items previously communicated by social media and/or email (announcements) can be taken as read and attached as an appendix to the meeting. It is recognised that since this council has met from May 2022 the leader and cabinet are giving announcements under 4.11.4 but avoiding giving reports under 4.11.5 & 4.11.6. Retain announcements from Mayor and Chief Executive.

Proposal 3

Allow Cabinet members to circulate their announcements via email prior to the meeting. These can also be shared on social media. Most of them are information / updates for the public which would reach a bigger audience if circulated more widely. The Leader, Chief Executive and Mayor continue their announcements to Full Council.

Monitoring Officer response: This was also an area of debate when the Constitution was reviewed and when it was considered by Council. It was previously considered that Cabinet announcements were needed to update the wider public on key issues and inform Council on the work being undertaken by Cabinet Members. Given the changes in the way we communicate with the public it should be considered whether this is still the best mechanism. The Monitoring Officer would suggest that Cabinet communications are picked up as part of the Communications strategy and feedback provided to Council

on alternative methods. It is considered that the announcements from the Leader, Mayor and Chief Executive are relevant and therefore it is recommended that they continue. It is not recommended that questions should be allowed on the announcements as they are of an informative nature.

Section 4.19.1 – Questions by Members on Reports of the Cabinet or Committee

Proposal 1

Questions by Members shall be taken in turn, so that if a Member has multiple questions then after their first one, they wait in turn to ask their next one(s)”.

Monitoring Officer response: this is at the discretion of Chairs. Some will ask for Members to put their questions one at a time, and then go back in line. Others like Members to ask their whole set of questions. This is something the committee can discuss and agree at any pre-meeting (if appropriate). A change to the Constitution would not alter this as it is still at the Chair's discretion.

General – Timings / Breaks

Proposal 1

Make it a rule that meetings will not exceed 3 hours in duration, save where in the opinion of the Chair the scheduled business can be concluded by means of a 15 minute extension. In the event that the agenda cannot be concluded, business will be carried over to the next meeting. If in the opinion of the Chair and relevant supporting Officer the business of a committee requires more than 3 hours, then multiple meetings must be scheduled.

Monitoring Officer response: This would have to be considered for other meetings, including quasi judicial where there may be timescales to determine the business before the committee. Some meetings will have heavier agendas than others. Most meetings are scheduled for three hours or less and therefore it is for the Chair to manage the meeting accordingly. It would be difficult to manage the Informal Forward Work Programme if we kept carrying over items, particularly when they are fairly urgent. There may be occasions when items cannot be deferred. The Monitoring Officer would not recommend any changes to the Constitution on this proposal.

Proposal 2

A 10 minute comfort break must be offered after 90 minutes of business. No meeting segment (the time between breaks) can continue for 60 minutes.

Monitoring Officer response: A 10 minute comfort break is referenced in the Chair's protocol and Chair's are reminded during the meeting. However, it is a matter for the Chair to run the meeting and may choose to take an earlier / later break depending on the discussion and whether there is a natural break. The protocol can be reviewed to reinforce and ask the Group Leaders to confirm they will ask their nominated Chairs to adhere to the provisions.

A 60 minute session seems quite short, particularly for quasi judicial meetings. It would be disruptive for those presenting / giving evidence. The Monitoring Officer would not recommend any changes to the Constitution on this proposal but Chairs will be reminded of the requirement to take comfort breaks.

Proposal 3

No more than a total of 5 hours of council/sub-committee/scrutiny meetings can be scheduled for any single day. There must be a 1 hour break between the latest possible end time of one meeting and the start time of Scrutiny meeting.

Monitoring Officer response: This is avoided where possible, not only for Members wellbeing but also for officers who have to service the meetings. Occasionally during the budget scrutiny process, or if there is a call in / additional Development Control Committee there will be extra meetings added to the calendar. We try to avoid holding them on days where there is already a committee scheduled but that is not always possible due to the timescales to hold the meeting. Some committees are arranged by partners, eg, SRS committee. This is not a matter to be included in the Constitution.

OVERVIEW AND SCRUTINY COMMITTEES

Section 7.14.3

Proposal 1

Add a new sentence - "Persons nominated to Deputise for the Chair in the event of absence or technical issues shall be nominated by the Committee in line with the political grouping of the Chair".

Monitoring Officer response: If someone is absent from the meeting in its entirety the Committee will nominate / approve who will Chair on the day. It seems sensible that if there is a technical / emergency situation someone is nominated by the Chair to briefly take over and call an adjournment. The Monitoring Officer would not recommend that this proposal requires a Constitutional amendment.

SECTION 7

7 OVERVIEW AND SCRUTINY COMMITTEES

7.1 Introduction

7.1.1 The Council is required by Law to discharge certain overview and scrutiny functions. These functions are an essential component of local democracy. Overview and Scrutiny Committees should be powerful committees that can contribute to the development of Council policies and also hold the Cabinet to account for its decisions. Another key part of the overview and scrutiny role is to review existing policies, consider proposals for new policies and suggest new policies.

7.1.2 Overview and scrutiny should be carried out in a constructive way and should aim to contribute to the delivery of efficient and effective services that meet the needs and aspirations of local inhabitants. Overview and Scrutiny Committees should not shy away from the need to challenge and question decisions and make constructive criticism.

7.2 Overview and Scrutiny Committees

In order to achieve this, the Council have appointed four Overview and Scrutiny Committees which between them will:

7.2.1 review or scrutinise decisions made, or actions taken, in connection with the discharge of any of the Council’s functions whether by the Cabinet or another part of the Council;

7.2.2 make reports or recommendations to the Council or the Cabinet in connection with the discharge of any functions;

~~7.2.3 review or scrutinise decisions made, or actions taken, by the Public Services Board;~~

~~7.2.4~~ 7.2.3 consider any matter which affects the Council’s area or its inhabitants; and

~~7.2.5~~ 7.2.4 exercise the right to call in for reconsideration decisions made but not yet implemented by the Cabinet and Officers.

7.3 Role, Scope and Membership

The role, scope and Membership of the Overview and Scrutiny Committees are described in the table below:

Committee and Membership	Role and Scope
Corporate Overview and Scrutiny Committee Twelve County Borough Councillors (for consideration of	<ul style="list-style-type: none"> To consider the service provision, planning, management and performance relating to corporate performance and governance;

Committee and Membership	Role and Scope
Education matters to include 5 Education Representatives).	<ul style="list-style-type: none"> • To consider policies, protocols and plans relating to corporate performance and governance; • To co-ordinate the recommendations from each Overview and Scrutiny Committee upon the draft annual MTFs, including the budget savings proposals and comments upon the consultation process; • To scrutinise the performance and budget monitoring of all Directorates in the achievement of the corporate priorities; • To consider reports regarding any recommendations made by the Public Service Board Scrutiny Panel regarding the performance of Bridgend's Public Service Board (PSB) in accordance with the Wellbeing of Future Generations (Wales) Act 2015 and Guidance; • To scrutinise the Community Safety Partnership and its constituent bodies in respect of their community safety roles in accordance with the Crime and Disorder guidance; • To consider the Council's Corporate Plan and monitor progress against the Corporate Priorities; • To develop and implement a Forward Work Programme for the Committee having regard to the Council's Corporate Priorities and Risk Management Framework and have oversight and coordination of the Forward Work Programmes for the Overview and Scrutiny Committees.

7.4 Specific Functions

7.4.1 Policy Development and Review

The Overview and Scrutiny Committees may:

7.4.1.1 assist the Council and the Cabinet in the development of its Budget and Policy Framework by in depth analysis of policy issues;

7.4.1.2 conduct research, community and other consultation in the analysis of policy issues and possible options;

7.4.1.3 question Members of the Cabinet and/or Committees and Chief Officers from the Council about their views on issues and proposals affecting the area;

7.4.1.4 liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interest of local people are enhanced by collaborative working; and

7.4.1.5 consider the impact of policies to assess if they have made a difference.

7.4.2 Scrutiny

The Overview and Scrutiny Committees may:

7.4.2.1 review and scrutinise the decisions by and performance of the Cabinet and/or Committees and Council Officers in relation to individual decisions and over time;

7.4.2.2 review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;

7.4.2.3 question Members of the Cabinet and/or Committees and Chief Officers from the Council about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or project;

7.4.2.4 make recommendations to the Cabinet and/or appropriate Committee and/or Council arising from the outcome of the scrutiny process;

7.4.2.5 review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Committees and local people about their activities and performance; and

7.4.2.6 question and gather evidence from any person (with their consent).

7.4.3 [Cwm Taf Public Services Board Joint Overview and Scrutiny Committee](#)[Scrutiny of the Public Services Board](#)

7.4.3.1 The Corporate Overview and Scrutiny Committee has the additional functions of overseeing the work of the [Regional Public Service Board \(PSB\)](#) in accordance with the Wellbeing of Future Generations (Wales) Act 2015. [In accordance with the requirements of the Well-being of Future Generations \(Wales\) Act, 2015 and taking into consideration the requirements of Section 58 of the Local Government \(Wales\) Measure 2011 and associated statutory guidance, a Joint Overview and Scrutiny Committee \(JOSC\) has been established comprising of 5 Elected Members from each of the three Local Authorities' \(Bridgend, Rhondda Cynon Taf and Merthyr Tydfil County Borough Councils\) Overview and Scrutiny Committees designated to scrutinise the work of the PSB as required by the Well-being of Future Generations \(Wales\) Act, 2015.](#)

7.4.3.2 [The overall aim of the JOSC is to scrutinise the overall effectiveness of the Cwm Taf Morgannwg Public Services Board \(the Board\). The core statutory functions of the JOSC are:-](#)

- [• To carry out functions in relation to the Board that are imposed on it by the Well-Being of Future Generations \(Wales\) Act 2015, including in particular as a statutory consultee upon the:](#)

- PSB Well-being Assessment;
- PSB Well-being Plan, and;
- To receive an Annual Report detailing the progress made towards meeting local Well-being objectives in the Well-being Plan.

- To review or scrutinise the decisions made or actions taken by Board;
- To review or scrutinise the Board's governance arrangements;
- To make reports or recommendations to the Board regarding its functions or governance arrangements;
- To consider matters relating to the Board as the Welsh Ministers may refer to it and report to the Welsh Ministers accordingly.

7.4.3.3

In addition to these functions the JOSC's Lines of Inquiry can include (but not be limited to the following):

- The effectiveness of the Wellbeing Assessment;
- The effectiveness of the Wellbeing Plan;
- The effectiveness of performance measurement arrangements;
- The level of commitment from individual partners to the work of the Public Services Board;
- The effectiveness of the Public Services Board in communicating its work, objectives and outcomes to its stakeholders; and,
- The effectiveness of the Public Services Board in addressing the issue of pooled funding to tackle priorities

7.4.3.4

The remit of the JOSC includes only the activities of the Cwm Taf Morgannwg Public Services Board as a partnership and excludes scrutiny of individual partner organisations. Existing legislation excludes any matter which could be considered by an Authority's Crime and Disorder Committee (sections 19 and 20 of the Police and Justice Act 2006) from the work programmes of all other scrutiny committees, sub-committees and JOSCs.

7.4.3.5

Membership, Meetings and Reporting Arrangements for the JOSC shall be conducted in accordance with its approved Terms of Reference.

~~The Committee designate this responsibility to the Public Service Board Scrutiny Panel to be able to carry out the following functions:~~

~~review or scrutinise decisions made, or other action taken, by the Public Services Board;~~

~~7.4.3.1 review or scrutinise the Public Services Board's governance arrangements;~~

~~7.4.3.2 make reports or recommendations to the Public Services Board with respect to the board's functions or governance arrangements;~~

~~7.4.3.3 consider such matters relating to the board as the Welsh Ministers may refer to it and to report to the Welsh Ministers accordingly; and~~

~~7.4.3.4 copy reports to the Public Services Board regarding the board's functions and governance arrangements to:—~~

~~7.4.3.4.1 the Welsh Ministers;~~

~~7.4.3.4.2 the Future Generations Commissioner for Wales; and~~

~~7.4.3.4.3 the Auditor General for Wales.~~

~~7.4.3.5 require one or more of the attendees at the Public Services Board, or anyone designated by such a person, to attend a meeting of the Public Services Board Scrutiny Panel and provide it with explanations of such matters as it may specify.~~

~~7.4.4 The Membership of the Scrutiny Panel is determined annually by the nomination of three Members from the Corporate Overview and Scrutiny Committee, one Member from each of the Subject Overview and Scrutiny Committees and invitees from counterpart representatives that sit on the Public Service Board. Any recommendations made by the Panel are presented to the Corporate Overview and Scrutiny Committee for approval prior to submission to the Board.~~

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