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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

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**Gwasanaethau Gweithredol a Phartneriaethol /  
Operational and Partnership Services**

Deialu uniongyrchol / Direct line /: 01656 643148  
Gofynnwch am / Ask for: Mr Mark Anthony Galvin

Ein cyf / Our ref:  
Eich cyf / Your ref:

**Dyddiad/Date:** Thursday, 11 May 2017

Dear Councillor,

**ANNUAL MEETING OF THE COUNCIL**

You are hereby summoned to the Annual meeting of the Bridgend County Borough Council to be held in the Council Chamber, Civic Offices Angel Street Bridgend CF31 4WB, on **Wednesday, 17 May 2017 at 2.00 pm.**

**AGENDA**

1. Apologies for absence.  
To receive apologies for absence from Members.
2. Declarations of Interest  
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1st September 2008.
3. Approval of Minutes 3 - 10  
To receive for approval the minutes of the meeting of Council of 29 March 2017.
4. To receive any announcements from the Mayor, Councillor RD Jenkins.
5. To elect the Mayor, to be invested at the Civic Inauguration Ceremony on 24th May 2017 and the Mayor (Elect) to announce their Consort/Escort.
6. To appoint the Deputy Mayor to be invested at the Civic Inauguration Ceremony on 24 May 2017, and the Deputy Mayor (Elect) to announce their Consort/Escort.
7. To receive any announcements from the newly elected Mayor.
8. The Mayor to announce the:
  - (i) Youth Mayor of the County Borough of Bridgend.
  - (ii) Deputy Youth Mayor of the County Borough of Bridgend.
9. To elect the Leader of Bridgend County Borough Council

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10. To agree the number of Members to be appointed to the Cabinet.
11. The Leader to appoint Members of the Cabinet.
12. The Leader may announce the Deputy Leader of Bridgend County Borough Council from those Members appointed to the Cabinet and may announce the appointment of Cabinet Members to portfolios.
13. To receive the Report of the Leader.
14. Report of the Independent Remuneration Panel for Wales 11 - 38
15. Proposed Programme of Ordinary Meetings of the Council and Council Committees 39 - 54
16. Appointments to Council Committees and Other Council Bodies 55 - 78
17. Representation on Outside Bodies and Other Committees 79 - 82
18. Urgent Items  
To consider any item(s) of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Yours faithfully

**P A Jolley**

Corporate Director Operational and Partnership Services

**Distribution: All Members**

COUNCIL - WEDNESDAY, 29 MARCH 2017

MINUTES OF A MEETING OF THE COUNCIL HELD IN COUNCIL CHAMBER, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON WEDNESDAY, 29 MARCH 2017 AT 3.00 PM

## Present

Councillor RD Jenkins – Chairperson

S Aspey	N Clarke	HJ David	G Davies
GW Davies MBE	PA Davies	E Dodd	DK Edwards
N Farr	EP Foley	CA Green	M Gregory
EM Hughes	PN John	B Jones	CL Jones
M Jones	RC Jones	DRW Lewis	JE Lewis
JR McCarthy	HE Morgan	MEJ Nott OBE	AD Owen
DG Owen	D Patel	RL Penhale-Thomas	G Phillips
DR Pugh	CL Reeves	M Reeves	CE Smith
JC Spanswick	G Thomas	M Thomas	HJ Townsend
E Venables	KJ Watts	C Westwood	DBF White
PJ White	HM Williams	R Williams	RE Young

## Apologies for Absence

CJ James, P James, RM James, LC Morgan, JH Tildesley MBE and M Winter

## Officers:

Susan Cooper	Corporate Director - Social Services & Wellbeing
Mark Galvin	Senior Democratic Services Officer - Committees
Lindsay Harvey	Corporate Director Education and Family Support
Sara Harvey	Regional Programme Director, Western Bay
Andrew Jolley	Corporate Director Operational & Partnership Services
Darren Mepham	Chief Executive
Andrew Rees	Senior Democratic Services Officer - Committees
Mark Shephard	Corporate Director - Communities

## 721. DECLARATIONS OF INTEREST

None

## 722. APPROVAL OF MINUTES

RESOLVED: That the Minutes of a meeting of Council dated 1 March 2017, be approved as a true and accurate record.

## 723. TO RECEIVE ANNOUNCEMENTS FROM:

### Mayor

The Mayor announced that Members will have all heard the sad news that Councillor David Sage passed away at the weekend following a recent illness.

David was one of BCBC's longest serving Councillors, and was here to witness the very beginning of Bridgend County Borough Council back in 1996.

As an elected representative for Brackla, David worked tirelessly throughout the last two decades confirmed the Mayor.

He quickly developed a reputation as the kind of local Councillor who would do his very best, not only for his Ward, but for the wider interests of the County Borough, too.

The Mayor added, that he also served the Authority as Deputy Leader between 2008 and 2015, and went on to be the Chairperson of the Equality Forum and the Adult Social Care Overview and Scrutiny Committee.

David was a man of great integrity, and was passionate about standing up for his community and the people that he represented stated the Mayor.

He was a member of Unison's National Executive, and acted as the electoral agent for Carwyn Jones AM on a number of occasions.

At various times in David's life, the Mayor believed that he was also a tool maker, a machine fitter and a mental health nurse.

Perhaps most importantly the Mayor reinforced, he was a devoted husband to his wife, Anne, a loving father to his children, Sarah and Johnny, and a grandfather of seven.

The Mayor was aware that the Leader and fellow Members would want to say a few words of their own about David, so he finished his submission by expressing sincere condolences to his family and friends on behalf of everyone here at Bridgend County Borough Council.

Finally, confirmed the Mayor, he also wished to demonstrate our deep respect by holding a one minute silence in David's memory.

All Members and Officers then stood in silent tribute as a mark of respect.

724. TO RECEIVE THE REPORT OF THE LEADER

The Leader announced that he would remember his friend and colleague David Sage as someone who fought with passion, and who held an unshakeable belief in doing what was right for people.

The serious injuries that he received during his accident in Saundersfoot and the effects of his subsequent stroke may had a profound impact upon David's life, but he never gave up.

After his fall, David astonished doctors by walking out of hospital. He became the deputy chair of the Bridgend Coalition of Disabled People, and took part in last year's Step Out For Stroke event at Newbridge Fields.

But this was of course very typical of David, and aptly demonstrated his strength of character. It should have come as no surprise to see him adapt to his new circumstances by immediately setting out to fight for the rights of people with disabilities. During his long time in hospital he was regularly checking with doctors and nurses to make sure that other patients on his ward were receiving the care and support they both needed and wanted. At one stage every patient on his ward was having cooked breakfast every morning. He never stopped representing other people.

His values of public service, social justice and helping others weren't just about speeches or meetings for Dave, they were about practical action. This was epitomised in

his critical role in the charity that raised tens of thousands for the orphanage near Chernobyl. Both Dave and Ann welcomed the children into their home for holidays, and Dave and his twin brother Don spent many of their own holidays travelling with the charity to Belorussia to ensure that the aid actually got to the children and the orphanage.

Dave achieved a great deal for his community of Brackla and further afield.

While it goes without saying that he will be sadly missed, the Leader stated that he knew that he was not the only person present in the Council Chamber today, who will say what a privilege and an honour it was to know and work alongside him.

The Leader concluded by adding, that not only all those present here today, but many, many more besides, will all miss David, and he hoped that Johnny, Sarah and all of Dave's family can see the high regard in which he was held here at Bridgend County Borough Council.

Further messages of tribute followed in turn for David, from Councillors CA Green, JC Spanwick, PJ White, CL Jones, KJ Watts, HM Williams, CE Smith, MEJ Nott OBE, E Dodd and M Thomas.

#### Monitoring Officer

The Monitoring Officer confirmed that for varying reasons, that included the close proximity of the local elections as well as difficulty in concluding consultation on reports scheduled for certain up and coming Committees, it has been considered necessary to postpone the following meetings due to be held on the stated dates:-

Community, Environment & Leisure O&SC – 6 April 2017

Partnerships & Governance O&SC – 10 April 2017

Council – 26 April 2017

Democratic Services Committee – 3 May 2017

#### 725. WESTERN BAY POPULATION ASSESSMENT

The Corporate Director Social Services and Wellbeing submitted a report, the purpose of which, was to approve the Western Bay Population Assessment in accordance with the Social Services and Wellbeing (Wales) Act 2014, and appoint the City and County of Swansea as the Lead Co-ordinating Body to submit the Assessment to Welsh Ministers on behalf of Western Bay.

In support of the report, a joint power point Presentation was given by Sara Harvey, Regional Programme Director, Western Bay, and the Corporate Director, Social Services and Wellbeing, entitled 'The Social Services and Wellbeing Act (Wales) 2014 – Western Bay Population Assessment'.

The report and Presentation, covered the following themes:-

#### **Legislation**

Section 14 of the Social Services and Wellbeing (Wales) Act 2014 requires that local authorities and Local Health Boards must jointly carry out an assessment of:

- the needs for care and support, and
- the support needs of carers

The assessment must also identify:

- the extent to which those needs are not being met
- the range and level of services required to meet those needs
- the range and level of services required to deliver preventative services; and
- how these services will be delivered through the medium of Welsh

The purpose of the Population Assessment is to create an evidence base that will support the delivery of the statutory functions on organisations and also inform planning and operational decisions. The Assessment must be published by 31<sup>st</sup> March 2017

The report for the Western Bay area consists of three layers of detail:

- A suite of web-pages - high level summary and key issues;
- A suite of downloadable chapters - more detailed description of arrangements;
- A suite of technical reports-contains the evidence and analysis

### **The 10 Core Themes**

- Learning Disability and Autism
- Mental Health
- Health/Physical Disability
- Sensory Impairment
- Carers
- Violence Against Women, Sexual Abuse and Domestic Violence
- Secure Estate
- Older People
- Children and Young People
- Safeguarding and Deprivation of Liberty Safeguards

### **What we Did (i.e. Western Bay)**

- Established a regional Steering Group
- Set up regional sub-groups, to undertake:
  - Data and analysis
  - Engagement
  - Provide an Editorial
- We used:

Quantitative information – Data from various sources

Qualitative information – What people told us

### **Data**

- The data used was published data – this meant that due to timing, the main data was from year 2014/15
- Data came from the Data Unit Wales' data catalogue, as well as other sources
- Published local data (eg.PI's) was also used

### **Engagement**

- The Population Assessment was carried out at the same time as the Wellbeing Assessment (part of the Wellbeing of Future Generations (Wales) Act 2015).
- Engagement took place across the region for both assessments at the same time

- Miller Research Ltd. was commissioned to carry out the engagement activities
- The Western Bay Regional Citizen's Panel received updates and the final report has been shared with the Panel
- The ABMU HB Stakeholder Reference Group has also been part of the engagement exercise.

### **Editorial Work**

- The Editorial Group oversaw the production of both the webpages and the downloadable chapters
- The work involved drawing out the main themes from the technical documents produced by the Data Sub-Group and the findings of the Engagement Sub-Group
- An external provider was engaged to create the web resources
- Draft outputs were reviewed and signed off by the Editorial Group members.

### **The Final Report – In 3 Layers**

1. Website with summaries of key messages
2. Chapters for each of the ten topics in PDF format giving more details
3. Technical reports / Topic Papers which are available on request and include considerable finer detail

### **Emerging Themes**

- Paragraph 4.19 of the report lists the emerging themes broken down into:
  - Needs relating to demographics
  - Demand which is increasing
  - New population demand
- Paragraph 4.20 of the report detailed the key messages

### **Next Steps**

- The Population Assessment has demonstrated that there is a commonality across the four statutory organisations in delivering health and social care services
- It is going to provide the opportunity to focus on high level regional working priorities going forward which add value
- The webpages will be hosted by the City and County of Swansea on behalf of the Western Bay partnership (with links to/from partner websites as required in the Act).
- The Steering Group and its sub-group members intend to carry out a "lessons learned" exercise to inform the process going forward
- An Area Plan will be developed by the Western Bay Regional Partnership Board – to be produced by April 2018
- The Population Assessment is a 'live' tool and will be reviewed as part of the development of the Area Plan

The Cabinet Member Social Services and Early Help commended the report which was expanded upon in an excellent Presentation, and in particular, the level of information and other data that had been shared with Members at today's meeting.

He further added, that he was the grateful that a budget had been established by the Regional Partnership Board to complete the Population Assessment, and was funded from the Welsh Government's Delivering Transformation Grant, together with in-house

staff resource and in-kind contributions from partners. The Cabinet Member Social Services and Early Help stated that more investment was required to support older people however, as service demand was increasing due to people staying healthier and living for longer.

A Member echoed the point made above, that the Presentation and report was very comprehensive in terms of its detail whilst at the same time being user friendly, and that they both covered the mapping of all areas and different themes that comprised the Population Assessment. He felt it would be advantageous if this could be correlated with other statutory assessments undertaken in areas such as illicit drugs and areas of social deprivation etc, to establish the causes of these, and to be more preventative than reactive. This would also assist in closer working with other bodies such as the Police, Home Office and Welsh Government on resolving problems that are often common to all in some degree or another.

The Regional Programme Director for Western Bay advised that this could be investigated further as part of a wider area of joint working.

The Cabinet Member Wellbeing and Future Generations felt that the part of the assessment that reflected domestic violence by men against women should also stress that this could also be an issue albeit on a lower scale, the other way around.

The Corporate Director Social Services and Wellbeing advised that the Assessment could be slightly amended to reflect this point.

A Member asked if any reference was made to child exploitation in the Population Assessment.

The Regional Programme Director for Western Bay confirmed that this was referred to in the section of the document that related to children and Young people.

**RESOLVED:** That Council:-

- (1) Approved the Western Bay Population Assessment.
- (2) Authorised the Corporate Director Social Services and Wellbeing to publish a link to the Population Assessment on the Council's website.
- (3) Appointed the City and County of Swansea as the Lead Co-ordinating Body to submit the Population Assessment to Welsh Ministers on behalf of the three local authorities and the Health Board in the Western Bay region.

**726. DELEGATION TO CHIEF OFFICERS - ELECTION PERIOD**

The Monitoring Officer presented a report that sought Council's approval of proposed arrangements to enable the Authority to continue to function effectively during the period between the forthcoming election and the appointment of Council Committees at the Annual meeting of Council on 17 May 2017.

**RESOLVED:** That Council approved the above proposal as set out in paragraph 4.1 of the report.



727. SHARED REGULATORY SERVICES - REVIEW OF JOINT WORKING AGREEMENT

The Corporate Director – Operational and Partnership Services submitted a report, that recommended changes to the Joint Working Agreement between the partner Councils for the provision of Regulatory Services, and to seek approval to amend the regionalised service as outlined in the report.

The report gave some background information, by advising that in April 2015, the Councils of Bridgend, Cardiff City and Vale of Glamorgan signed a joint working agreement for the provision of regulatory services across the three Council areas.

He confirmed that over the last 18 months, it was becoming evident that some aspects of the agreement required amending, to allow the more effective operation and management of the service. Details of these changes were explained in the report and clarified in further detail in the Deed of Variation, a copy of which was attached to the report at Appendix A. The Corporate Director – Operational and Partnership Services elaborated upon these for the benefit of Members.

- RESOLVED:
- (1) That Council approved the proposed changes to the Joint Working Agreement between the partner Councils for the provision of Regulatory Services, because amendments to the Agreement will improve the functioning and governance of the Shared Regulatory service, with these changes requiring the ratification of each of the three participating Councils.
  - (2) That the Senior Responsible Officer with responsibility for the Shared Regulatory Service, be authorised to approve administrative changes to the Joint Working Agreement, as long as there is no extension of delegations to the Shared Service or additional financial Implications

728. TO RECEIVE A NOTICE OF MOTION (PROPOSED BY COUNCILLOR MEJ NOTT)

Councillor MEJ Nott OBE, as Armed Forces Champion for the Authority, put forward a Notice of Motion requesting that BCBC support's the Royal British Legion's '**Count them In**' Campaign, calling for changes to the UK Census in order to capture data at a local authority level regarding the size and needs of the Armed Forces Community, with this campaign already having received excellent support across Wales and the UK from other bodies, local authorities and organisations.

Further details regarding the above were shown in the paper that comprised Agenda item 9. at today's meeting.

- RESOLVED: Members of Council unanimously agreed to support this campaign as proposed by Councillor Nott.

At this point in proceedings, the Mayor invited Councillor DBF White to the Lectern, in his capacity as Vice-President of the Bridgend Branch of the Royal British Legion.

Councillor White advised Members that he wished (together with the Mayor) to present a Certificate of Apperception to a Councillor who in his previous role as Leader of BCBC oversaw the implementation of the Armed Forces Covenant, and who was currently Armed Forces Champion for the local authority. This was a role which he had asked to remain in after he stepped down as Leader. This demonstrated what the role means to him in his support of the armed forces.

**COUNCIL - WEDNESDAY, 29 MARCH 2017**

Councillor Nott then came forward to receive the Certificate of Appreciation from the Mayor and Councillor White, and confirmed that he was very appreciative of receiving this as Armed Forces Champion.

729. **LEADER'S ANNOUNCEMENT**

The Leader announced that this was the last meeting of Council before the local elections, and the last meeting for those Members who had decided that they would not stand once more for election on 4 May 2017.

Whilst there obviously had been individual and political differences of opinion at meetings of the Council during the last five years, he felt that regardless of these differing views it was his opinion that all Members still had a common goal, which was to work together in order to make the Bridgend County Borough a better place for all the communities that comprised this.

He confirmed that he sincerely hoped that this would continue in the new term of office.

The meeting closed at 4.23 pm

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE ANNUAL MEETING OF COUNCIL**  
**17 MAY 2017**

**REPORT OF THE MONITORING OFFICER**

**REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES**

**1. PURPOSE OF REPORT**

- 1.1 To advise Council of the determinations and recommendations contained within the February 2017 Annual Report of the Independent Remuneration Panel for Wales in respect of the level and range of remuneration the Authority must make available to its Members for the 2017/18 municipal year.
- 1.2 To seek:
- the adoption of the relevant determinations of the Independent Remuneration Panel contained within its February 2017 report
  - Determination of those posts who will receive a senior/civic salary.
  - Council's determination of the level of remuneration for the Senior and Civic Salaries.
  - approval of the revised Members' Schedule of Remuneration at Appendix 2, which will become effective from 17 May 2017 (Annual Meeting of Council).
  - approval that the Members' Schedule of Remuneration be automatically updated with any changes to remuneration subsequently made by Council during the 2017/18 municipal year.

**2. CONNECTION TO CORPORATE IMPROVEMENT PLAN / OTHER PRIORITIES**

- 2.1 The Independent Remuneration Panel for Wales has acknowledged the need to ensure that financial barriers do not stand in the way of attracting more people to serve in local government. The active participation of all Members contributes to all the following Corporate Priorities.
1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
  2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
  3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as

possible and support the development of resources throughout the community that can help deliver the Council's priorities.

### **3. BACKGROUND**

- 3.1 The Local Authorities (Allowances for Members) (Wales) Regulations 2007 provided for the establishment of the Independent Remuneration Panel for Wales.
- 3.2 This is the ninth Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the sixth published under the requirements of the Local Government (Wales) Measure 2011. The Measure extended the responsibilities of the Panel and its powers under Section 142 to decide (prescribe) payments to members of relevant authorities.
- 3.3 The Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting Section 143A. This requires that any principal council or fire and rescue Authority that intends to change the salary of its Head of Paid Service must consult the Panel unless the change is in keeping with changes applied to other officers. Section 143A also enables the Panel to take a view on anything in the Pay Policy Statement of an authority that relates to the salary of the Head of Paid Service (normally the Chief Executive or Chief Fire Officer). The Local Government (Wales) Act 2015 extended this responsibility, on a temporary basis, to Chief Officers of principal authorities. The Panel's approach to its use of these powers is set out in Section 15 of this Report and accords with the guidance issued to the Panel by the Welsh Government.
- 3.4 The Panel remained firmly of the view that maintaining the democratic values of local governance cannot be cost-free. Members of local authorities (including co-opted and appointed members) are there to represent the interests of local people, undertake the governance of local communities, and secure value-for-money public services for local tax-payers through effective scrutiny. These are significant and considerable tasks for members of relevant authorities within the Panel's remit. Publicly funded remuneration is made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles.
- 3.4 The 51 determinations of the Independent Remuneration Panel Annual Report 2017, which were published in February 2017, are shown at **Appendix 1** and are separated into appropriate sections for clarity.

### **4. CURRENT SITUATION / PROPOSAL**

#### **4.1 Basic Salary**

- 4.1.1 The Panel originally determined (IRP Annual Report December, 2009) that the payment of basic salary would be aligned to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). Given that the basic salary was set at three-fifths of the All Wales Median Salary in setting these salaries the Panel recognised that there was an unpaid public service contribution.
- 4.1.2 Given the pressures on public expenditure it was not possible for this alignment to

be maintained. If this alignment had continued the basic salary would currently be in the region of £14,700. While in the current economic circumstances it is not possible to reinstate the link between basic salary and average Welsh earnings, the Panel will, in the future examine possible benchmarks that would be appropriate for the remuneration of Elected Members.

4.1.3 It has been determined that although public sector funding continues to be constrained, the Panel considers that a modest increase in the basic salary is justified and has determined there shall be an increase of £100 (which equates to 0.75%) from 8 May 2017 to the basic salary for members of principal councils including Bridgend. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the duties expected of all elected members. Basic salary in 2017/18 for Elected Members of principal councils shall be £13,400. (**Determination 1**).

## 4.2 Senior Salaries

4.2.1 The Panel has not changed its previous decisions in respect of the senior salaries paid to these Senior Salary Post holders. The Senior Salaries are inclusive of the Basic Salary. The senior salary posts have not received an increase of salary but the increase in Basic Salary has been reflected in the total senior salary.

### 4.2.2 Leader and Deputy Leader

The Salary for the Leader and Deputy Leader has been based on the population of the County Borough (100,000 – 200,000). The Leader can receive £48,100 and the Deputy Leader £33,600.

### 4.2.3 Cabinet Members

Many Councils operate with a Cabinet of 10, the statutory maximum, others choose to have smaller Cabinets and therefore the range of individual portfolios is much greater. The Panel has concluded that this differing range of portfolios should be reflected in the remuneration framework. It is not the role of the Panel to determine the structure of Cabinets of local authorities. Each newly elected council is able to determine the remuneration based on the level of responsibility and workload.

Cabinet members may be paid at either of the two following senior salary levels:

- Level 1 - £29,100
- Level 2 - £26,200

It has been previously considered that if there were less than 8 Cabinet Members the workload and responsibility would warrant them being paid at the Level 1 salary. Bridgend has historically had 4 or 5 Cabinet Members in addition to the Leader and Deputy Leader

### 4.2.4 Chairs of Committees

The Panel continues to take the view that the responsibility and function of chairing a committee is not generally influenced by population of the Authority. However, there is recognition that the specific responsibility and workload of some chairs is greater than others, and this has been a topic of ongoing dialogue and debate. Where chairs of committees are remunerated, there are two levels of remuneration available:

- Level 1 chairs will be paid a salary of £22,100

- Level 2 chairs will be paid a salary of £20,100

The Panel has determined that it is a matter for individual authorities to determine which chairs are paid and at which level, to reflect the appropriate responsibility attached to the specific post. In previous years the follow Committee Chairpersons have been remunerated at the levels shown:

- Level 1 Senior Salary  
Appeals Panel  
Audit Committee  
Development Control Committee  
Licensing/Act 2003 Committee  
Scrutiny Committee
- An Independent Member chairs the Standards Committee and receives £256 for a meeting lasting over 4 hours or £128 for meeting under 4 Hours
- The following Committees are chaired by members who are already in receipt of a Senior/Civic salary and therefore do not receive any further remuneration
  - Council
  - Appointments Committee
  - Town & Community Council Forum
  - Right of Way Sub-Committee
- The Democratic Services Committee Chairperson was not remunerated in the previous administration.

#### 4.2.5 Largest Opposition Group Leader

The Panel previously determined that Council must make a senior salary available to the leader of the largest opposition group who represents at least 10% (6 Members) of the Council before qualifying for a senior salary.

#### 4.2.6 Opposition Group Leaders

There is senior salary able to be paid to any another group leader who represents at least 10% (6 Members) of the Council.

#### 4.2.7 Maximum number of Senior Salaries

The Panel has prescribed that Bridgend cannot remunerate more than 18 Senior Salaries posts.

#### 4.2.8 The Panel has determined that senior salary levels in 2017/18 for members of principal councils shall be as set out above **(Determination 2)**.

### 4.3 Civic Salaries

#### 4.3.1 The Panel has determined **(Determination 3)** that civic salaries can be paid and that the level of remuneration should be decided by Councils after taking into account the anticipated workloads and responsibilities of the roles.

<u>Level</u>	<u>Mayor</u>	<u>Deputy Mayor</u>
Level 1	£24,100	£18,100
<b>Level 2</b>	<b>£21,600</b>	<b>£16,100</b>
Level 3	£19,100	£14,100

- 4.3.2 The current Mayor and Deputy Mayor receive Level 2 Civic Salaries and Council is requested to approve the continuation of this level of remuneration for the 2017-18 municipal year.
- 4.4 The Panel's determination of the remuneration of the Presiding Member and Deputy Presiding Member (**Determinations 4 & 5**) are not applicable to this Authority.
- 4.5 Support for Elected Members
- 4.5.1 The Panel has reiterated its view that each Authority must ensure that all its councillors are given as much support as is necessary to enable them to fulfil their duties effectively. Deductions must not be made from members' salaries by the respective Authority as a contribution towards the cost of support which the Authority has decided necessary for the effectiveness and/or efficiency of members. The Panel considered that determining the level of appropriate support fell within the function of the Democratic Services Committee (DSC) and it was for this Committee to review the support provided to councillors and recommendations could be made to Council accordingly. (**Determinations 6 & 7**)
- 4.6 Specific or Additional Senior Salaries
- 4.6.1 The Panel has included the ability to remunerate for specific or additional senior salaries which do not fit with the existing remuneration Framework (**Determination 8**). The Panel provided opportunities in its last report for other roles for which senior salaries can be paid. Guidance to local authorities on the application process was issued in April 2014 and incorporated the following principles:
- The total number of senior salaries cannot exceed fifty percent of the membership (this applies to principal councils; different restrictions will apply to national park authorities and fire and rescue authorities).
  - Applications will have to be approved by the Authority as a whole (this cannot be delegated) prior to submission to the Panel.
  - There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
  - Each application will have to indicate the timing for a formal review of the role to be considered by the Authority as a whole.
- 4.7 Joint Overview and Scrutiny  
There are currently no Joint Overview and Scrutiny roles within the Authority and therefore **Determinations 9-16** do not apply. However if Joint Overview and Scrutiny Committees are formed this may need to be revisited.
- 4.8 Local Government Pension Scheme  
Determination 17 made by the Panel enables all Councillors in the Authority to join the Local Government Pension Scheme if they so wish.

## 4.9 Family Absence

- 4.9.1 The Panel has determined that an Elected Member is entitled to retain a basic salary when taking family absence under The Family Absence for Members of Local Authorities (Wales) Regulations 2013 irrespective of the attendance record immediately preceding the commencement of the family absence. **(Determination 18)**.
- 4.9.2 When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence **(Determination 19)**. It is then a matter for the Authority to decide whether or not to make a substitute appointment. The Elected Member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the Authority so decides. **(Determination 20)**
- 4.9.3 If the paid substitution results in the Authority exceeding the maximum number of senior salaries which relate to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. **(Determination 21)**
- 4.9.4 When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution. **(Determination 22)**, The Council's schedule of remuneration must be amended to reflect the implication of the family absence. **(Determination 23)**

Note: The Regulations apply to Elected Members in cases of maternity, new born, adoption and parental absences from official business.

## 4.10 National Park Authorities(NPAs)

- 4.10.1 This Authority has no representations on the NPAs therefore **Determinations 24-30** do not apply.

## 4.11 Fire and Rescue Authorities (FRAs)

- 4.11.1 **Determinations 31-37** relate to the FRAs. Cabinet will be appointing 2 members to the South Wales FRA. Any Leader or Cabinet Member appointed to the FRA cannot receive any additional salary from the FRA. The FRA is responsible for remunerating its representatives and publishing the details of any payments that they make.

## 4.12 Co-Opted Members

- 4.12.1 This Authority must pay the following fees to Co-opted Members (who have voting rights) **(Determination 38)**.

Chairs of standards, and audit committees	£256 (4 hours and over) £128 (up to 4 hours)
Ordinary members of standards committees who also chair standards committees for	£226 daily fee (4 hours and over)



community and town councils	£113 (up to 4 hours)
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£198 (4 hours and over) £99 (up to 4 hours)
Community and town councillors sitting on principal council committees	£198 (4 hours and over) £99 (up to 4 hours)

4.12.2 Reasonable time for pre meeting preparation and travelling time to and from the place of the meeting is eligible to be included in claims made by Co-opted Members (up to the maximum of the daily rate). The extent of which can be determined by the Monitoring Officer in advance of the meeting. **(Determinations 39-41)**

4.12.3 It has been determined by the Panel that meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend. **(Determination 42)**

4.12.4 The Authority currently has the following Co-optees with voting rights:

- Chair of the Standards Committee
- 3 Independent Members of the Standards Committee
- 2 Town and Community Council Co-optees on the Standards Committee
- 5 Registered representatives (Church and School Governors)
- 1 Lay-person appointed to the Audit Committee

4.12.5 Co-optees are permitted to claim up to a total of 10 full day meetings in the year. However, the maximum claim by any individual Co-optee equates to a total of 4 full day meetings.

#### 4.13 Reimbursement of Care costs

4.13.1 All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement shall only be made on production of receipts from the carer. **(Determination 43)**

4.13.2 The reimbursement of the costs of care is intended to enable any person whose ability to participate as a member of an Authority would be limited by their responsibilities as a carer, or for a member to receive care support to enable that individual to carry out their role. The Panel recognises that there is some sensitivity concerning the publication of this legitimate expense and has reflected this in the options for publication. However, the Panel urges authorities to promote this reimbursement and encourage greater take-up of this support to facilitate participation amongst existing authority members and encourage diversity among future elected members.

#### 4.14 Sickness Absence for Senior Salary Holders

4.14.1 The Family Absence for Members of Local Authorities (Wales) Regulations 2013 are very specific relating to entitlement and only available for Elected Members of principal councils. Absence for reasons of ill-health is not included. Instances have been raised with the Panel of senior salary holders on long term sickness and the perceived unfairness in comparison with the arrangements for family absence. In consequence, councils are faced with the dilemma of:

- Operating without the individual member but still paying him/her the senior salary.
- Replacing the member who therefore loses the senior salary (but retains the basic salary).

4.14.2 The Panel has considered this and is amending the Framework to provide specific arrangements for long term sickness as set out below:

- a) Long term sickness is defined as certified absences in excess of 4 weeks.
- b) The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
- c) Within these parameters a senior salary holder on long term sickness can, if the Authority decides continue to receive remuneration for the post held.
- d) It is a decision of the Authority whether to make a substitute appointment but the substitute will be eligible to be paid the senior salary appropriate to the post.
- e) If the paid substitution results in the Authority exceeding the maximum number of senior salaries payable for that Authority as set out in the Annual Report, an addition will be allowed for the duration of the substitution. (However this would not apply to Merthyr Tydfil or the Isle of Anglesey councils if it would result in more than 50% of the membership receiving a senior salary. It would also not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts - the statutory maximum).
- f) When an Authority agrees a paid substitution the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The Authority's Schedule of Remuneration must be amended accordingly.
- g) It does not apply to Elected Members of principal councils who are not senior post holders as they continue to receive basic salary for at least six months irrespective of attendance and any extension beyond this timescale is a matter for the Authority.

4.14.3 This arrangement applies to members of principal councils, National Park Authorities and Fire and Rescue Authorities who are senior salary holders, including Welsh Government appointed members, but does not apply to co-opted members.

#### 4.15 Reimbursement of travel, subsistence and care costs when on official business

4.15.1 The Panel has determined that there will be no change to the mileage rates for which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business at the current HMRC rates which are as follows:

- 45p per mile Up to 10,000 miles in a year by car

- 25p per mile Over 10,000 miles in a year by car
- 5p per passenger per mile Passenger supplement
- 24p per mile Motor cycles
- 20p per mile Bicycles

4.15.2 In respect of the reimbursement of subsistence costs the Panel has agreed that: the rates payable must be in alignment to those of the Welsh Government as follows:

- £28 per day allowance for meals, including breakfast, where not provided in the overnight charge
- £200 per night London
- £95 per night Elsewhere including Cardiff
- £30 per night Staying with friends and/or family

It should be noted that the subsistence rate for London has increased from £150 to £200 and the rate for staying with friends and/or family has increased from £25 to £30 in this report.

#### 4.16 Payments to members of Town and Community Councils

4.16.1 **Determinations 44-51** relate to payments to members of Town and Community Councils and therefore are not applicable to this Authority.

#### 4.17 Electing to Forego Remuneration

4.17.1 Although Council is unable to change the prescribed level of remuneration determined by the Panel, individual members are permitted to independently and voluntarily forego all or any element of remuneration to which they are entitled by writing to the Authority's Proper Officer.

#### 4.18 Compliance

4.18.1 The Panel report also requires the Authority to publish the Schedule of Remuneration in accordance with the guidance and update it whenever changes are required. Details of all remuneration received by Elected Members must be published annually on the Local Authority's website in the prescribed format.

4.18.2 This Authority has a very good relationship with the Independent Remuneration Panel and its practices and documentation have been used as an exemplar of good practice and shared with all Authorities in Wales.

### **5. EFFECT UPON POLICY FRAMEWORK & PROCEDURE RULES**

5.1 The Members' Schedule of Remuneration will need to be updated to reflect any changes approved by Council and to meet the requirements of the Independent Remuneration Panel.

### **6. EQUALITIES IMPACT ASSESSMENT**

6.1 This report is supportive of the equalities implications for Elected Members by including care, family and other allowances .

## 7. FINANCIAL IMPLICATIONS

7.1 The current budget set for 2017/18 for the remuneration of elected members is £1,104,140.

7.2 It is very difficult to assess whether the budget is sufficient to cover the maximum salary and payments which could be paid in 2017/18. The determination of Council regarding the number of remunerated posts, the level of salary that will be provided and the wishes of each individual Members regarding their remuneration will impact on the current budget. It is envisaged based on historical information that the budget will be sufficient. However, the budget will need to be monitored and reviewed in 2017/18 in readiness for the 2018/19 budget setting process.

## 8. RECOMMENDATIONS

8.1 Council is recommended to note the determinations and recommendations contained within the February 2017 Report of the Independent Remuneration Panel for Wales in respect of the level and range of remuneration the Authority must pay its Members for the 2017/18 municipal year as shown at **Appendix 1**..

8.2 Council is requested to approve:

- the adoption of the relevant determinations of the Independent Remuneration Panel contained within its February 2017 report
- those posts (as shown in the revised Members' Schedule of Remuneration at **Appendix 2**), who will receive a senior/civic salary.
- the level of remuneration for the Senior and Civic Salaries (where appropriate).
- the revised Members' Schedule of Remuneration at **Appendix 2**, and for it to become effective from 17 May 2017 (Annual Meeting of Council).
- that the Members' Schedule of Remuneration be automatically updated with any changes to Senior/Civic Salary positions subsequently made by Council during the 2017/18 municipal year.

**P.A. Jolley**  
**Monitoring Officer**  
**11 May 2017**

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**Background documents:**

- [Independent Remuneration Panel for Wales Annual Report February 2017.](#)
- Local Government (Wales) Measure 2011

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<b>Principal Councils</b>	
1.	Basic salary in 2017/18 for elected members of principal councils shall be £13,400.
2.	The Panel has determined that senior salary levels in 2017/18 for members of principal councils shall be as set out in table 2 (page 15).
3.	The Panel has determined that (where paid) civic salaries at the following levels are payable (Table 3, page 17) and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.
4.	The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 Level 1 senior salary. This post will count towards the cap.
5.	The Panel has determined that the post of deputy presiding member will not be remunerated.
6.	The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone and email facilities and electronic access to appropriate information.
7.	The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and/or efficiency of members.
<b>Specific or Additional Senior Salaries</b>	
8.	The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.
<b>Joint Overview and Scrutiny Committees</b>	
9.	The chair of a Joint Overview and Scrutiny Committee is eligible for a salary equivalent to that part of a Band 3 Level 2 senior salary that remunerates a committee chair of a principal authority (£6,700).
10.	In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the payment will be £3,350.
11.	The chair of a sub committee of a JOSOC is eligible for a salary of £1,675.
12.	In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the payment will be £837.
13.	Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task.
14.	Payments made to a chair of a JOSOC, or a chair of a sub committee of a JOSOC, are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).
15.	A deputy chair of a JOSOC or sub committee is not eligible for payment.
16.	Co-optees to a JOSOC or to a sub-committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of

	the Measure.
<b>Local Government Pension Scheme</b>	
17.	The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.
<b>Family Absence</b>	
18.	An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.
19.	When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.
20.	It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.
21.	If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.
22.	When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.
23.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.
<b>National Park Authorities</b>	
24.	The basic salary for NPA ordinary members should be £3,625
25.	The senior salary of the chair of an NPA should be £12,325
26.	An NPA senior salary can be paid to a Deputy Chair, and up to two committee chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £6,025 or £7,325
27.	The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
28.	Members must not receive more than one NPA senior salary.
29.	An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility
30.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.
<b>Fire and Rescue Authorities</b>	
31.	The basic salary for FRA ordinary members should be £1,715
32.	The senior salary of the chair of an FRA should be £10,415.
33.	An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This should be paid at £5,415.
34.	The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
35.	Members must not receive more than one FRA senior salary.



36.	An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.
37.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.
<b>Co-Opted Members</b>	
38.	Principal councils, NPAs and FRAs must pay the following fees to co-opted members (Table 6, page 33) (who have voting rights).
39.	Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.
40.	Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
41.	The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
42.	Meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.
<b>Reimbursement of Costs of Care</b>	
43.	All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement shall only be made on production of receipts from the carer.
<b>Community and Town Councils</b>	
44.	Community and town councils are authorised to make a payment to each of their members of a maximum amount of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.
45.	Community and town councils are authorised to make an annual payment not exceeding £500 each to up to 3 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is made.
46.	Community and town councils are authorised to provide a civic allowance to the mayor/chair of the council at an amount that they deem appropriate to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.
47.	Community and town councils are authorised to provide a civic allowance to the deputy mayor/deputy chair of the council at an amount that they deem appropriate to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.
48.	Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below: <ul style="list-style-type: none"> <li>• 45p per mile up to 10,000 miles in the year.</li> <li>• 25p per mile over 10,000 miles.</li> <li>• 5p per mile per passenger carried on authority business.</li> <li>• 24p per mile for private motor cycles.</li> <li>• 20p per mile for bicycles.</li> </ul>

49.	<p>If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:</p> <ul style="list-style-type: none"> <li>• £28 per 24-hour period allowance for meals, including breakfast where not provided.</li> <li>• £200 – London overnight</li> <li>• £95 – elsewhere overnight.</li> <li>• £30 – staying with friends and/or family overnight.</li> </ul>
50.	<p>Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:</p> <p>- Up to £33.00 for each period not exceeding 4 hours: - Up to £66.00 for each period exceeding 4 hours but not exceeding 24 hours.</p>
51.	<p>Community and town councils are authorised to provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement shall only be made on production of receipts from the carer.</p>

# BRIDGEND COUNTY BOROUGH COUNCIL

## MEMBERS' SCHEDULE OF REMUNERATION

This Scheme is made under the Local Government (Wales) Measure 2011. With regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

### 1. Basic Salary

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority not in receipt of a Senior Salary or Civic Salary as set out in **Schedule 1**.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

### 2. Senior Salaries & Civic Salaries

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.6 A Senior Salary may not be paid to more than fifty percent of the Members of the Authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.7 A Member of the Authority in receipt of a Senior Salary **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which he/she has been nominated.
- 2.8 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Salary will be pro-rata.

### 3. Election to Forgo Entitlement to Allowance

- 3.1 A Member may, by notice in writing delivered to the Director – Operational and Partnership Services & Monitoring Officer, elect to forgo any part of his/her entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

### 4. Suspension of a Member

- 4.1 Where a Member of the Authority is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the

part of the Basic Salary payable to him/her in respect of that period for which he or she is suspended will be withheld by the Authority (Section 155 (1) of the Measure).

- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the Basic Salary.

## **5. Repayment of salaries, allowances or fees**

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:

- (a) is suspended or partially suspended from that Member's/Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
- (b) ceases to be a Member of the Authority or Co-opted Member; or
- (c) is in any other way not entitled to receive a salary, allowance or fee in respect of that period,

the Authority will require that such part of the allowance as relates to any such period be repaid.

## **6. Payments**

- 6.1 Payments of all allowances will be made by the Chief Finance Officer by direct bank credit in instalments of one-twelfth of the Member's annual entitlement on the 18th of each month.
- 6.2 Where payment has resulted in a Member receiving more than his/her entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.

## **7. Dependents – Costs of Care**

- 7.1 Reimbursement for the cost of Care shall be made to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.
- 7.2 Costs of Care applies in respect of children who are aged 15 or under and other persons for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependent the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 7.3 Eligible Members may claim Care costs for actual and receipted costs up to a maximum amount not exceeding that determined by the Independent Remuneration Panel as set out in **Schedule 1**. All claims for Care Costs should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

## **8. Personal- Costs of Care**

- 8.1 Reimbursement for the cost of Personal Care shall be paid to a Member or Co-opted Member, who has personal assistance costs, provided the Member incurs expenses in respect of personal assistance whilst undertaking 'approved' council duties.
- 8.2 Eligible Members may claim Personal Care costs for actual and receipted costs up to a maximum amount not exceeding that determined by the Independent Remuneration Panel as set out in **Schedule 1**. All claims for Care costs should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

## **9. Family Absence**

- 9.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.
- 9.2 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 9.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.
- 9.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.
- 9.5 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

## **10. Sickness Absence**

- 10.2 A senior salary holder on long term sickness can if the authority determines continue to receive remuneration for the post held subject to the following provisions.
- 10.2 Long term sickness absence is defined as certified absences in excess of 4 weeks.
- 10.3 The maximum length of sickness absence is 26 weeks or until the individual's term of office ends, whichever is sooner (if reappointed any remaining balance of the 26 weeks will be included)
- 10.4 The Authority can if it so decides make a substitute appointment to cover the absence and the substitute will be eligible to be paid the senior salary appropriate to the post
- 10.5 If the paid substitution results in the authority exceeding the maximum number of senior salaries payable, an addition will be allowed for the duration of the substitution.
- 10.6 If the Authority agrees to make a substitution the IRP must be informed within 14 days of the decision of the details, including the name of the post and the estimated length of the substitution. The authority's Schedule of Remuneration must be amended accordingly.
- 10.7 Sickness absence does not apply to elected members who are not senior post holders.

## **11. Co-optees' payments**

- 11.1 A Co-optees' daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.

- 11.2 Co-optees' payments will be capped at a maximum of the equivalent of 10 full days a year for each committee to which an individual may be co-opted.
- 11.3 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 11.4 The Monitoring Officer is designated as the "appropriate officer" and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 11.5 The Monitoring Officer can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- 11.6 A half day meeting is defined as up to 4 hours.
- 11.7 A full day meeting is defined as over 4 hours.
- 11.8 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.
- 11.9 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.

## **12. Travel and Subsistence Allowances**

### **12.1 General Principles**

- 12.2 Members, Co-opted Members and Members of Educational Appeals Panels may claim travelling expenses when travelling on the Authority's business for 'approved duties' as set out in **Schedule 2**. Where Members travel on the Authority's business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have his/her claim abated by an appropriate amount.
- 12.3 Where possible Members should share transport.
- 12.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
- 12.5 The rates of Members' Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.
- 12.6 Where a Member is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to him/her in respect of that period for which he or she is suspended or partially suspended must be withheld by the Authority.
- 12.7 "Approved duties" as set out in **Schedule 2** does not include constituency responsibilities.

## **13. Travel by Private Vehicle**

- 13.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.
- 13.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.
- 13.3 Where a Member makes use of his/her private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.
- 13.4 Mileage allowances can only be paid where claims are accompanied by VAT fuel receipts. The receipt date must be prior to the time/date of the journey for which allowances are being claimed.

## **14. Travel by Public Transport**

### **14.1 Rail/Coach Travel**

Democratic Services will purchase requisite rail and coach tickets for Members in advance of journeys. Unless otherwise authorised rail tickets will be second-class. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and/or a receipt.

### **14.2 Taxi Fares**

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency or where no public transport is reasonably available. Re-imbusement will be upon receipt only.

### **14.3 Air Fare**

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Assistant Chief Executive Legal & Regulatory Services & Monitoring Officer is required and tickets will be purchased by Democratic Services.

### **14.4 Travel Abroad**

Travel abroad on the Authority's business will only be permitted where authorised by the Assistant Chief Executive Legal & Regulatory Services & Monitoring Officer. Democratic Services will arrange travel and accommodation.

### **14.5 Other Travel Expenses**

Members will be entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imbusement will be upon receipt only.

## **15. Overnight Accommodation**

- 15.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Director of Operational and Partnership Services & Monitoring Officer.

15.2 Overnight accommodation will be booked by Democratic Services. Wherever possible the overnight accommodation will be pre-paid or invoiced. Where this is not possible a cheque payable to the establishment will be provided to the Member prior to travel.

15.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 3**.

## **16 Subsistence Allowance**

16.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s)

16.2 No provision is made for subsistence claims within the County Borough.

## **17. Claims and Payments**

17.1 A claim for travel and subsistence allowances must be made in writing within two months of the end of the calendar month in which entitlement to allowances arises and must be accompanied by the relevant receipts.

17.2 Allowances will be paid by the Chief Finance Officer by direct bank credit.

## **18. Pensions**

18.1 The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme.

## **19. Compliance**

19.1 In accordance with the Regulations, the Authority must comply with the requirements of the Panel in respect of the monitoring and publication of payments made to members and co-opted members as set out in **Schedule 4**.

**Members are reminded that expense claims are subject to both internal and external audit.**



**SCHEDULE 1**

**SCHEDULE OF REMUNERATION 2017-18**

	<b>MEMBERS ENTITLED TO BASIC SALARY</b>	<b>ANNUAL AMOUNT OF BASIC SALARY</b>
	All non senior/civic salary holders: 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.	£13,400

	<b>SENIOR SALARIES ENTITLEMENTS</b>		<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>	
1.	Leader		£48,100
2.	Deputy Leader		£33,600
3.	Cabinet Member		£29,100
4.	Cabinet Member		£29,100
5.	Cabinet Member		£29,100
6.	Cabinet Member		£29,100
7.	Cabinet Member		£29,100
8.	Chairperson Overview and Scrutiny Subject Committee		£22,100
9.	Chairperson Overview and Scrutiny Subject Committee		£22,100
10.	Chairperson Overview and Scrutiny Subject		£22,100

SENIOR SALARIES ENTITLEMENTS		ANNUAL AMOUNT OF SENIOR SALARY
ROLE	MEMBER	
Committee		
11. Chairperson of Development Control Committee		£22,100
12. Chairperson of Licensing Committee		£22,100
13. Chairperson of Audit Committee		£22,100
14. Chairperson of the Appeals Panel		£22,100
15. Leader Of The Largest Opposition Group		£22,100
16. Leader of an opposition group with at least 10% of the membership of the Council		£17,100
17. Not currently used		
18. Not currently used		

A maximum of 18 Senior salaries for Bridgend County Borough Council may be paid

ENTITLEMENT TO CIVIC SALARIES		ANNUAL AMOUNT OF CIVIC SALARY
ROLE	MEMBER	
Civic Head (Mayor)		£21,500
Deputy Civic Head (Deputy Mayor)		£16,000

ENTITLEMENT AS STATUTORY CO-OPTTEES		AMOUNT OF CO-OPTTEES ALLOWANCES
ROLE	MEMBER	
Chairperson Of Standards Committee		£256 Daily Fee £128 ½ Day Fee
Chairperson of Audit Committee	N/A	£256 Daily Fee £128 ½ Day Fee
Statutory Co-optees - Standards Committee, Education OVSC Committee, Audit Committee, Crime and Disorder OVSC	<u>Standards:</u> <u>CYP Scrutiny</u> <u>Audit</u>	£198 Daily Fee £99 ½ Day Fee
Statutory Co-optees -ordinary members of Standards Committee who also chair Standards Committees for Community Councils	Not Applicable	£226 Daily Fee £113 ½ Day Fee

<b>MEMBERS ELIGIBLE TO RECEIVE COSTS OF CARE (Dependents/Personal Assistance)</b>	
All Members	Up to a maximum of £403 per month

## SCHEDULE 2

**Approved duties: -**

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other Authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority or its Cabinet;
- the following duties which have been approved by Council:
  - Approved conferences;
  - Rota visits to Social Services establishments;
  - Meetings with Senior Officers;
  - Attendance at Civic Offices to welcome school visits provided the school is within the Member's ward.

Where a local authority association or other outside body has its own scheme for the payment of allowances, the Member should claim his/her travelling and subsistence from the other body and not from the Authority.

## SCHEDULE 3

**Mileage Rates 2017-18**

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45 pence per mile 25 pence per mile
Private Motor Cycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	05 pence per mile

## **Subsistence Allowance 2017/18**

The day subsistence rate is up to a maximum of £28 and covers a 24 hour period and can be claimed for any meal if relevant provided such a claim is supported by receipts.

Re-imbusement of alcoholic drinks is not permitted.

## **Overnight Stay**

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere. A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

## **SCHEDULE 4**

### **Compliance**

- The authority will arrange for the publication on the council's website the total sum paid by it to each member and co-opted member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected members.
- The authority will publish on the council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The authority will publish on the council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The authority will send a copy of the schedule to the Remuneration Panel not later than 31 July of the year to which the schedule refers.
- The authority will maintain records of member/co-opted members attendance at meetings of council, cabinet and committees and other approved duties for which a member/co-opted member submits a claim for reimbursement.
- The authority will arrange for the publication on the council's website of annual reports prepared by members.
- When the authority agrees a paid substitution for family absence it will notify the Remuneration Panel within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.

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**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE ANNUAL MEETING OF COUNCIL**  
**17 MAY 2017**

**REPORT OF THE MONITORING OFFICER**

**PROPOSED PROGRAMME OF ORDINARY MEETINGS OF THE COUNCIL AND COUNCIL COMMITTEES**

**1. Purpose of Report.**

- 1.1 The purpose of this report is to propose a programme of ordinary meetings of the Council and Council Committees for the municipal year May 2017 - April 2018, for approval.

**2. Connection to Corporate Improvement Plan / Other Corporate Priority.**

- 2.1 The meetings of Council provide a forum of participation and debate to progress the Corporate Plan and all of the following Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

**3. Background.**

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

**4. Current situation / proposal.**

- 4.1 The proposed programme of ordinary meetings of Council for the municipal year May 2017 - April 2018 is as follows, and includes the date of the meeting to consider the Budget:-

<u>2017</u>	<u>2018</u>
31-May-17	31-Jan-18
28-Jun-17	28-Feb-18
26-Jul-17	28-Mar-18
6-Sep-17	25-Apr-18
4-Oct-17	
1-Nov-17	
29-Nov-17	
20-Dec-17	

4.2 There will be no meeting of Council in August 2017, due to the summer and school holiday periods.

4.3 As agreed by Council at its Annual Meeting in 2012, each of the above meetings will be held on a Wednesday commencing at 3.00pm, with the exception of the meeting which will consider the Budget/Medium Term Financial Strategy(MTFS) (**28 February 2018**) which will start at 2.00pm. Council's Annual Meeting for the next municipal year has been included in the programme of meetings and will be held on 16 May 2018.

4.4 The proposed programme of Council Committee meetings at **Appendix 1**, also requires the approval of Council. The draft Calendar has been circulated to the Corporate Management Board, Heads of Service, and lead officers of each of the Committees, Sub-Committees and Panels etc, for comment. Provisional appointments will be placed in the Membermeetings electronic calendar and expanded as necessary to all Members calendars when the schedule is approved, and as soon as the composition of all Council bodies is known.

4.5 Council is asked to note the meeting dates for Cabinet, Cabinet Committees, and the Coychurch Crematorium Joint Committee which are included in **Appendix 1** for completeness.

4.6 Under the Local Government (Wales) Measure 2011, the Council is required to undertake a survey of the timings of all Committee meetings as soon as possible in the new term of office. It is proposed that the survey will be carried out before the end of June 2017 and the outcomes reported back to Council in July 2017. The timings of meetings from September 2017 onwards as shown **Appendix 1** may be subject to change to reflect the outcome of this survey.

## 5. **Effect upon Policy Framework & Procedure Rules.**

5.1 There will be no direct effect on the Policy Framework, but the approval of the programme of ordinary meetings of Council and Council Committees for the municipal year, is required in accordance with the Council's Constitution.

## 6. **Equality Impact Assessment.**

6.1 There are no equality implications regarding this report.

## 7. **Financial Implications.**



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

## **8. Recommendation.**

8.1 Council is recommended to:-

- a. Approve the proposed programme of Council meetings as set out in paragraph 4.1 of this report;
- b. Approve the proposed programme of meetings of Council Committees set out in Appendix 1 to this report;
- c. Note that a survey of meeting timings will be carried out with the Members of each Committee, Sub-Committee and other body before the end of June. The outcomes will be report back to council in July and may result in the timings of meetings contained in the programme of meetings being subject to change.
- d. Note the dates of Cabinet, Cabinet Committees and Cabinet's Joint Committee which are also set out in Appendix 1 to this report, for information purposes.

**P A Jolley**  
**Corporate Director Operational and Partnership Services and Monitoring Officer.**  
**11 May 2017**

**Contact Officer:** **Mark Anthony Galvin**  
Senior Democratic Services Officer – Committees

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Bridgend County Borough Council,  
Civic Offices,  
Angel Street,  
Bridgend.  
CF31 4WB

### **Background documents**

None were used in the production of this report

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2017

# MAY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
		2.00pm Annual Meeting of Council Council Chamber		
22	23	24	25	26
	10.00am Licensing Committee Committee Rooms 2/3		2.00pm Development Control Committee Council Chamber	
29	30	31	1	2
	2.30pm Cabinet Committee Rooms 1/2/3	3.00pm Council Council Chamber		

# 2017 JUNE

M	T	W	T	F
29	30	31	1	2
				10.00am Licensing Sub-Committee (A) Committee Rooms 2/3
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
	10.00am Licensing Committee Committee Rooms 2/3		2.00pm Standards Committee Committee Rooms 2/3	
26	27	28	29	30
	2.30pm Cabinet Committee Rooms 1/2/3	3.00pm Council Council Chamber	10.00am Audit Committee Committee Rooms 2/3	10.00am Licensing Sub-Committee (B) Committee Rooms 2/3 Coychurch Crematorium Joint Committee Council Chamber 2.00pm
3	4	5	6	7

# 2017 JULY

M	T	W	T	F
26	27	28	29	30
3	4	5	6	7
			2.00pm Development Control Committee Council Chamber	
10	11	12	13	14
4.00pm Town & Community Council Forum Council Chamber			10.00am Equalities Cabinet Committee Committee Rooms 2/3 2.00pm Democratic Services Committee Committee Rooms 2/3	
17	18	19	20	21
	10.00am Licensing Committee Committee Rooms 2/3	2.00pm Corporate Parenting Cabinet Committee Committee Rooms 2/3		
24	25	26	27	28
	2.30pm Cabinet Committee Rooms 1/2/3	3.00pm Council Council Chamber		10.00am Licensing Sub-Committee (A) Committee Rooms 2/3

2017

# AUGUST

M	T	W	T	F
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	1

2.00pm  
Development Control Committee  
Council Chamber

10.00am  
Licensing Sub-Committee (B)  
Committee Rooms 2/3

2017

# SEPTEMBER

M	T	W	T	F
28	29	30	31	1
4	5	6	7	8
11	2.30pm Cabinet Committee Rooms 1/2/3	3.00pm Council Council Chamber	14	2.00pm Coychurch Crematorium Joint Committee Committee Rooms 2/3
18	12	13	21	10.00am Licensing Sub-Committee (A) Committee Rooms 2/3
25	19	2.00pm Standards Committee Committee Rooms 2/3	28	2.00pm Development Control Committee Council Chamber
	26	27	29	
	10.00am Licensing Committee Committee Rooms 2/3		10.00am Audit Committee Committee Rooms 2/3	

2017

# OCTOBER

M	T	W	T	F
25	26	27	28	29
2	3	4	5	6
	2.30pm Cabinet Committee Rooms 1/2/3	3.00pm Council Council Chamber		
9	10	11	12	13
16	17	18	19	20
4.00pm Town and Community Council Forum Council Chamber		2.00pm Corporate Parenting Cabinet Committee Committee Rooms 2/3		10.00am Licensing Sub-Committee (B) Committee Rooms 2/3
23	24	25	26	27
	10.00am Licensing Committee Committee Rooms 2/3 2.30pm Cabinet Committee Rooms 1/2/3			



2017

# NOVEMBER

M	T	W	T	F
30	31	1	2	3
		3.00pm Council Council Chamber		
6	7	8	9	10
			2.00pm Development Control Committee Council Chamber	
13	14	15	16	17
			10.00am Audit Committee Committee Rooms 2/3	10.00am Licensing Sub-Committee (A) Committee Rooms 2/3
20	21	22	23	24
	10.00am Licensing Committee Committee Rooms 2/3		10.00am Equalities Cabinet Committee Committee Rooms 2/3	
27	28	29	30	1
	2.30pm Cabinet Committee Rooms 1/2/3	3.00pm Council Council Chamber	2.00pm Standards Committee Committee Rooms 2/3	

2017

# DECEMBER

M	T	W	T	F
27	28	29	30	1
4	5	6	7	8
11	12	13	14	15
				10.00am Licensing Sub-Committee (B) Committee Rooms 2/3
18	19	20	21	22
	10.00am Licensing Committee Committee Rooms 2/3  2.30pm Cabinet Committee Rooms 1/2/3	3.00pm Council Council Chamber	2.00pm Development Control Committee Council Chamber	
25	26	27	28	29

# 2018 JANUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
				10.00am Licensing Sub-Committee (A) Committee Rooms 2/3
15	16	17	18	19
			10.00am Audit Committee Committee Rooms 2/3	
22	23	24	25	26
29	30	31	1	2
4.00pm Town & Community Council Forum Council Chamber	2.30pm Cabinet Committee Rooms 1/2/3	3.00pm Council Council Chamber		
5	6	7	8	9

2018

# FEBRUARY

M	T	W	T	F
29	30	31	1	2
			2.00pm Development Control Committee Council Chamber	
5	6	7	8	9
				10.00am Licensing Sub-Committee (B) Committee Rooms 2/3
12	13	14	15	16
	2.30pm Cabinet Committee Rooms 1/2/3			
19	20	21	22	23
	10.00am Licensing Committee Committee Rooms 2/3			
26	27	28	1	2
	2.30pm Cabinet Committee Rooms 1/2/3	2.00pm Council Council Chamber		

2018

# MARCH

M	T	W	T	F
26	27	28	1	2
				2.00pm Coychurch Crematorium Joint Committee Committee Rooms 2/3
5	6	7	8	9
			2.00pm Standards Committee Committee Rooms 2/3	10.00am Licensing Sub-Committee (A) Committee Rooms 2/3
12	13	14	15	16
			2.00pm Development Control Committee Council Chamber	
19	20	21	22	23
4.00pm Town and Community Council Forum Council Chamber	10.00am Licensing Committee Committee Rooms 2/3  2.00pm Democratic Services Committee Committee Rooms 2/3		2.00pm Equalities Cabinet Committee Committee Rooms 2/3	
26	27	28	29	30
	2.30pm Cabinet Committee Rooms 1/2/3	3.00pm Council Council Chamber		

# 2018 APRIL

M	T	W	T	F
26	27	28	29	30
2	3	4	5	6 10.00am Licensing Sub-Committee (B) Committee Rooms 2/3
9	10	11	12	13
16	17 10.00am Licensing Committee Committee Rooms 2/3	18 2.00pm Corporate Parenting Cabinet Committee Committee Rooms 2/3	19	20
23	24 2.30pm Cabinet Committee Rooms 1/2/3	25 3.00pm Council Council Chamber	26 10.00am Audit Committee Committee Rooms 2/3  2.00pm Development Control Committee Council Chamber	27
30	1	2	3	4

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO ANNUAL MEETING OF COUNCIL**  
**17 MAY 2017**

**REPORT OF THE MONITORING OFFICER**

**APPOINTMENTS TO COUNCIL COMMITTEES AND OTHER COUNCIL BODIES**

**1. Purpose of Report.**

- 1.1 The purpose of this report is to seek Council approval for the appointment of 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 full Council nor are executive functions.

**2. Connection to Corporate Improvement Plan / Other Corporate Priority.**

- 2.1 The establishment of the Committees and other bodies will fulfil the requirements of the Constitution and enable the Council to work towards the successful achievement of all the following Corporate Priorities:-

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

**3. Background.**

- 3.1 The Council is required by legislation and the provisions of Part 4 of the Rules of Procedure (Council Procedure Rules) of the Constitution, to undertake arrangements which will continue to facilitate and carry out the decision making processes of the Authority. The recommendations of this report, if adopted, will seek to ensure that this will be successfully achieved.

**4. Current situation / proposals.**

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

## 4.2 Audit Committee

- 4.2.1 The Measure made a number of requirements in relation to the Audit Committee's membership, including Lay Membership and the appointment of the Chairperson. The Chairperson under the Measure, is required to be appointed by the Audit Committee at its first scheduled meeting which is scheduled for 29 June 2017.
- 4.2.2 In terms of the Lay Membership of this Committee, it is proposed that the current Lay Member Ms J Williams remains as the lay member. Ms. Williams has completed one term of office in this role, and in accordance with the Measure she is allowed to do a maximum of two terms on the Committee in this capacity. Council are asked to note that not more than one Member of the Audit Committee may be a Member of the Executive (and should not be the Leader), whilst the Chairperson of the Committee must also not be a Member of the Executive group.

## 4.3 Democratic Services Committee

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

## 4.4 Standards Committee

- 4.4.1 It is proposed that Council makes certain changes in respect of its appointment to the Standards Committee. The Committee comprises eight members, namely:-

Four Independent Members (No current vacancies);  
Two County Borough Council Members (Two vacancies);  
Two Town/Community Council Members (Two vacancies);

- 4.4.2 The Independent Members and the Town and Community Council Members have previously been appointed by Council for a 4 year term of office, and none of these members have yet completed this term other than the representative of Pencoed Town Council, Councillor J Hancock. Councillor AE Davies was also formerly a Member of the Standards Committee as a representative of Porthcawl Town Council. However, following the recent elections she no longer a Member of the Town Council and therefore she cannot remain a Member of the Committee in this capacity. It is therefore recommended that delegated powers be granted to the Monitoring Officer to undertake any necessary processes to facilitate and appoint two Town and Community Council representatives to the Standards Committee as replacements for the above Members.
- 4.4.3 Council is also 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 Standards Committee;
  - Not more than one Cabinet Member may be a member of the Standards Committee;



- A County Borough Council Member can only be re-appointed for one further term;
- Membership of the Standards Committee is not subject to political balance requirements.

#### 4.5 Appointments Committee

4.5.1 The Council currently has in place an Appointments Committee in order to interview and appoint JNC level staff, which includes designated positions such as the Chief Executive, 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 of the following membership:-

- Leader (Chairperson)
- Deputy Leader
- Cabinet Member (of relevant portfolio to the post)
- 1 x Conservative Member
- 1 x Independent Member
- 1 x Plaid Cymru Member

4.5.2 The Appointments Committee will also facilitate the JNC Determination and JNC Appeals Panels. These will comprise of 3 members each with the Leader or Deputy Leader chairing the panel, supported by 1 representative each from the Conservative and Independent groups.

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

4.5.4 Due to the revised composition of the Committee as detailed above, Part 3, 2 (a) of the Constitution entitled Responsibility for Council Functions which contains the role, remit and terms of reference of Committees, Sub-Committees, Panels and other bodies, requires amending to reflect the proposed political group changes on the Committee as outlined in paragraph 4.5.1.

#### 4.6 Chairpersons of Overview and Scrutiny Committees

4.6.1 The Measure also established procedures whereby Overview and Scrutiny Committee Chairs are nominated and appointed. The Measure requires that as a minimum the Chairpersons of these Committees be appointed based on the size and political balance of each of the groups that make up the Council. To that end, with 4 Overview and Scrutiny Committees existing in the Authority, the Chairpersons of these should be allocated to the following political groups:

Political Group	% of Seats in Council	Number of Chairs to be allocated
Labour	48.15%	1.93 chairs = 1 chairperson
Conservative	20.37%	0.81 of a chair = 1 chairperson
Independent Alliance	18.67%	0.74 of a chair = 1 chairperson
Lynfi Independents	05.56%	0.22 of a chair = 0 Chairpersons
Plaid Cymru	05.56%	0.22 of a chair = 0 Chairpersons

Notes:

1. The number of scrutiny chairs allocated by to the Executive group must be rounded down to the nearest whole number of chairs.
2. The number of chairs provided to non-executive group are rounded to the nearest whole number (including zero.)

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

#### 4.7 Registered Representatives

4.7.1 Registered representatives of the Church and School Governors will be included with any of the Subject Committees which are dealing with an Education topic. There is now a Primary school vacancy on the Committee, by virtue of Mr. Tim Thomas who previously occupied this role now being an Elected Member of Bridgend County Borough Council. The recruitment and appointment of this post will be undertaken in due course.

#### 4.8 Development Control Committee

4.8.1 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.

### **5. Effect upon Policy Framework & Procedure Rules.**

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

### **6. Equality Impact Assessment**

6.1 There are no equality implications attached to this report.

### **7. Financial Implications.**

7.1 There are no financial implications attached to this report.

### **8. Recommendations.**

8.1 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 as detailed in **Appendix 1** to the report. .

- (2) Determine the size and terms of reference for those Committees with the exception that the terms of reference of the Subject and Corporate Overview and Scrutiny Committees will be presented to a subsequent meeting of Council.
- (3) Approve the allocation of seats to political groups in accordance with political balance rules, based on the percentages shown in **Appendix 3** of the report;
- (4) Receive nominations from the political groups and appoint Councillors to serve on each of the following Committees and other bodies:-

Appeals Panel  
 Audit Committee  
 Licensing Committee  
 Development Control Committee (*noting the provisions of paragraph 4.8.1 of the report*)  
 Town and Community Council Forum  
 Scrutiny Subject Committee 1(Education)  
 Scrutiny Subject Committee 2(Social Services)  
 Scrutiny Subject Committee 3  
 Democratic Services Committee  
*(noting the provisions of paragraph 4.3.1 of the report)*  
 Appointments Committee  
*(noting the provisions of paragraph 4.5.1 of the report)*  
 Standards Committee (  
*noting the provisions of paragraph 4.4.3 of the report)*

- (5) Receive nominations and appoint the Chairpersons and Vice-Chairpersons of the following Committees, Panels or other bodies (as indicated) with it being noted that the Audit Committee at its first scheduled meeting will appoint a Chairperson and Vice-Chairperson:-

Appeals Panel	Chair and Vice-Chairperson
Licensing Committee	Chair and Vice-Chairperson
Development Control Committee	Chair and Vice-Chairperson
Town and Community Council Forum	Leader of the Council
Democratic Services Committee	Chairperson

- (6) Approve that the current Lay Member on the Audit Committee Ms. J Williams remains as a Member of this Committee for a second term of office, in accordance with a provision of the Local Government (Wales) Measure 2011, and have regard to paragraph 4.2.2 of the report in terms of the composition of the Committee.
- (7) Approve that delegated power be granted to the Monitoring Officer to facilitate and appoint two Town/Community Council representatives on the Standards Committee, in accordance with the provisions of paragraph 4.4.2 of the report.
- (8) Approve the amendment of Part 3, 2 (a) of the Constitution entitled Responsibility for Council Functions to be amended in order to reflect the

revised composition of the Appointments Committee, in accordance with paragraph 4.5.4 of the report and note that an amendment of the Constitution relating to Scrutiny will be provided at the next meeting of Council.

- (9) Elect Chairpersons from those Members appointed to the Overview and Scrutiny Committees in accordance with the provisions of paragraph 4.6 of this report and note that the Chairperson of the Corporate Scrutiny Committee is unallocated and therefore will be appointed by the members of the Corporate Scrutiny Committee from the existing Chairpersons appointed to the Scrutiny Subject Committees but noting that it cannot be the Chairperson representing the Executive group.
- (10) Note that recruitment and appointment of a replacement Registered Representative will be undertaken in accordance with the provisions of paragraph 4.7.1 of the report.

**PA Jolley**  
**Assistant Chief Executive Legal and Regulatory Services and Monitoring Officer**  
**1 May 2017**

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Head of Democratic Services

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### **Background documents**

None.

**PROPOSED COMMITTEE STRUCTURE**

	<b><u>Size of Committee (or other body)</u></b>
Appeals Panel	12
Appointments Committee	6
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
Scrutiny Subject Committee 1 (Education priority)	16
Scrutiny Subject Committee 2 (Social Services priority)	16
Scrutiny Subject Committee 3	16
Scrutiny Committee Corporate	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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**APPENDIX 2**

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
Appeals Panel	Chairperson and/or Vice Chairperson together with one or two County Borough Councillors drawn on a rota basis from a panel of ten County Borough Councillors.	<ol style="list-style-type: none"> <li>1. To hear and determine appeals under the following policies and procedures of the Council: <ul style="list-style-type: none"> <li>• Disciplinary;</li> <li>• Grievance;</li> <li>• Management of Absence;</li> <li>• Dignity at Work;</li> <li>• Capability;</li> <li>• Redundancy and Redeployment</li> </ul> </li>   <li>2. To determine whether or not proposed orders in pursuance of any provision contained in the enactments listed below (or any statutory modification, re-enactment or amendment thereof) in respect of which objections and/or representations have been received should be made as proposed; to refer (where necessary) any proposed order to a local public inquiry; to amend or modify any proposed order; or to uphold the objections and withdraw any proposed order: <ul style="list-style-type: none"> <li>• Road Traffic Regulation Act 1984;</li> <li>• Traffic Management Act 2004;</li> <li>• Road Traffic Regulation (Special Events) Act 1994;</li> <li>• Town Police Clauses Act 1847;</li> </ul> </li>   <li>3. To determine whether or not any proposed traffic provision to be implemented in pursuance the Highways Act 1980 / Road Traffic Regulation Act 1984 Section 23 (or any statutory modifications, re-enactment or amendment thereof) in respect of which objections and/or representations have been received should be implemented as proposed; to refer (where necessary) any proposed traffic provision to a local public inquiry; to amend or modify any proposed</li> </ol>	None.

**APPENDIX 2**

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		traffic provision; or to uphold the objections and withdraw any proposed traffic provision.	
Appointments Committee	<p>The Appointments Committee is comprised of 6 Elected Member representatives:</p> <ul style="list-style-type: none"> <li>• Leader (Chairperson)</li> <li>• Deputy Leader</li> <li>• Cabinet Member (of relevant portfolio to the post)</li> <li>• 1 x Conservative Group Member</li> <li>• 1 x Independent Alliance Group Member</li> <li>• 1 x Plaid Cymru Group Member</li> </ul>	<ol style="list-style-type: none"> <li>1. To undertake the appointment process of JNC officers (other than the Chief Executive).  Substitution of Appointments Committee Members is permissible but only for the whole of an appointments process.</li> <li>2. 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, 1 of the Labour group representatives and one of the group representatives from the Independent/Alliance or Independent/ Annibynwr groups.  The JNC Panels cannot be substituted and must be comprised from the original membership of the Appointments Committee.</li> </ol>	None
Audit Committee	12 County Borough Councillors and Lay Members (as set out in Article 8)	<ul style="list-style-type: none"> <li>• Review, scrutinise and issues reports and recommendations in relation the Authority's financial affairs,</li> <li>• Review, scrutinise and issues reports and recommendations on the appropriateness of the Authority's risk management, internal control and corporate governance arrangements.</li> <li>• Oversee the Authority's internal and external audit arrangements (including the performance of external providers of Internal Audit) and review its financial statements.</li> <li>• To approve the Internal Audit Charter.</li> </ul>	None.



Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<ul style="list-style-type: none"> <li>• To approve the risk-based internal audit plan and to approve significant interim changes to the risk-based internal audit plan.</li> <li>• 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.</li> <li>• To consider 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.</li> <li>• To consider reports from Internal Audit on the adequacy of internal control.</li> <li>• To consider reports dealing with the management and performance of the providers of internal audit services.</li> <li>• To consider reports from Internal Audit on agreed recommendations not implemented within a reasonable timescale.</li> <li>• To identify issues from the annual Improvement Report by the Wales Audit Office.</li> <li>• To receive the Regulatory Programme.</li> <li>• To identify areas for examination by Internal and External Audit.</li> <li>• To be responsible for ensuring effective scrutiny of the Treasury Management Strategy and policies, in accordance with the Treasury Policy Statement and Treasury Management Prudential Indicators.</li> <li>• To maintain an overview of the Council's Constitution in respect of Contract and Finance Procedure Rules.</li> <li>• To review any issue referred to it by the Chief Executive Officer, the Monitoring Officer and the Section 151 Officer.</li> </ul>	

**APPENDIX 2**

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<ul style="list-style-type: none"> <li>• To monitor Council policies on anti-fraud and anti-corruption arrangements.</li> <li>• To consider the Council's Annual Governance Statement.</li> <li>• To assess the Council's compliance with its own and other published standards and controls.</li> <li>• 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.</li> <li>• To consider the External Auditor's report in relation to those charged with governance on issues arising from the audit of the accounts.</li> <li>• To receive reports from the External Regulators as appropriate.</li> </ul>	
Democratic Services Committee	11 County Borough Councillors (as set out in Article 9 of Part 2)	<ol style="list-style-type: none"> <li>1. To designate an officer as the Head of Democratic Services,</li> <li>2. To review the adequacy of provision of staff, accommodation and other resources to discharge democratic services functions, and</li> <li>3. To make reports and recommendations to Council, at least annually, in relation to such provision.</li> <li>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.</li> <li>5. To make reports and recommendations to the Council following a review.</li> <li>6.</li> </ol>	
Democratic	3 County	A Panel constituted under The	

**APPENDIX 2**

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
Services Sub-Committee	Borough Councillors that are members of the Democratic Services Committee	<p>Family Absence for Members of Local Authorities (Wales) Regulations 2013</p> <ul style="list-style-type: none"> <li>a) Determine a complaint made by a Member regarding cancellation of family absence by the authority</li> <li>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.</li> <li>c) Determine a complaint made by a Member on maternity absence or parental absence regarding a decision made by the chair of the authority as to the Member attending any meeting or performing any duty;</li> <li>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;</li> <li>e) The decision of the Sub-Committee is final.</li> </ul>	
Development Control Committee	Eighteen County Borough Councillors.	<ol style="list-style-type: none"> <li>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;</li> <li>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</li> </ol>	Details of the planning and other functions of the Development Control Committee which are delegated to the Corporate Director - Communities

**APPENDIX 2**

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>approve and Applications which accord with Council policy which the Committee are minded to refuse;</p> <p>3. To deal with all matters relating to or arising under the regulations for the time being in force governing the control of advertisements;</p> <p>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;</p> <p>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;</p> <p>6. To discharge the Council's functions pursuant to the Planning (Hazardous Substances) Act 1990;</p> <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"> <li>a) The making of Tree Preservation Orders;</li> <li>b) The confirmation of Tree Preservation Orders in respect of which there are no subsisting objections or representations;</li> <li>c) The determination of all applications for consent under confirmed Tree Preservation Orders;</li> </ul>	<p>and other officers in their Directorate are contained in the Council's Schemes of Delegation of Functions.</p>

**APPENDIX 2**

<b>Committee, Sub-Committee, Panel or other Body</b>	<b>Membership</b>	<b>Functions</b>	<b>Delegation of Functions</b>
		<p>d) The making of observations on tree felling licences proposed to be granted by National Resources Wales;</p> <p>e) The determination of applications under the Woodland Grant Scheme;</p> <p>10. To approve design briefs and advice notes relating to the control of development;</p> <p>11. To accept tenders for the execution of work, the performance of services or the supply of goods or materials in connection with the exercise of the functions of the Committee;</p> <p>12. To exercise those functions relating to town and country planning and development control specified:</p> <p>(a) In column (1) of Schedule 1 to the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2001; and</p> <p>(b) In Regulations 2(2), 2(3) or 2(4) of those Regulations; which are not specified in paragraphs 1 to 11 above, unless the responsibility for exercising any of those functions has been delegated by the Council to any other committee, sub-committee, panel or other body.</p>	
Rights of Way Sub-Committee	Six County Borough Councillors (plus one observer from each: Ramblers' Association; the British Horse Society; and a Footpath Secretary.	<p>1. To approve the making of applications for and the making, modification or variation of orders relating to rights of way in pursuance of any provision contained in the following enactment (or any statutory modification, re-enactment or amendment thereof): Town and Country Planning Act 1990;</p> <p>2. To confirm, where the Council has power to do so, any proposed</p>	None.

**APPENDIX 2**

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>Order made in accordance with paragraph 1 above to which there are no objections or in respect of which any objections made are withdrawn;</p> <p>3. Where the Council does not have power to determine any proposed Order to refer the proposed Order to such determining body (i.e. the National Assembly for Wales, the Magistrates' Court or the County Court) as is appropriate in the circumstances.</p>	
The Licensing Committee	Fourteen County Borough Councillors.	<p>1. To determine from time to time any standard conditions applicable to and detailed policies governing the issue of the following licences, permits and consents; to determine the amount of the fees to be charged from time to time in respect of those licenses, permits and consents; and to determine objections in relation to proposed fee revisions:</p> <ul style="list-style-type: none"> <li>a) Hackney Carriage and Private Hire Vehicle Licences, Drivers' Licences and Operators' Licences;</li> <li>b) Licences for Pleasure Boats and Vessels;</li> <li>c) Street Trading Licences and Consents;</li> <li>d) Sex Establishments;</li> <li>e) Street Collections;</li> <li>f) House to House Collections;</li> <li>g) Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987.</li> <li>h) Section 26(1)(bb) of the Marriage Act 1949, (as</li> </ul>	<p>Details of the licensing functions within the purview of the Licensing Committee and the Licensing Sub-Committee which are delegated to the Corporate Director – Operational and Partnership Services and other officers in the Corporate Director – Operational and Partnership Services Directorate are contained in the Council's Schemes of Delegation of Functions.</p>

**APPENDIX 2**

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>amended)</p> <ol style="list-style-type: none"> <li>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;</li> <li>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.</li> </ol>	
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	<ol style="list-style-type: none"> <li>1. To hear and determine applications and to deal with all detailed matters (including the suspension and revocation of licences) relating to:               <ol style="list-style-type: none"> <li>a. Hackney Carriage and Private Hire Vehicle Licences, Drivers' Licences and Operators' Licences;</li> <li>b. Licences for Pleasure Boats and Vessels;</li> <li>c. Street Trading Licences and Consents;</li> <li>d. Sex Establishments;</li> <li>e. Street Collections;</li> <li>f. House to House collections;</li> </ol> </li> <li>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.</li> <li>3. To determine all applications in</li> </ol>	

**APPENDIX 2**

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>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> <p>4. To hear and determine applications for the grant or renewal of approvals of premises for the solemnisation of marriages in pursuance of Section 26(1)(bb) of the Marriage Act 1949, (as amended) or to revoke such approvals, in circumstances in which the Council Officer to whom the power to determine such applications, or to revoke such approvals, has been delegated has declined to exercise the delegated power.</p>	
The Licensing Act 2003 Committee	Fourteen County Borough Councillors	<p>1. All matters relating to the discharge by the licensing authority of its licensing functions under the Licensing Act 2003 other than any function conferred by section 5 in respect of its statement of licensing policy;</p> <p>2. All matters relating to the discharge by the Licensing Authority of its licensing functions under the Gambling Act 2005 other than any function conferred by section 349 in respect of its statement of Licensing Policy and section 166 in respect of a resolution not to issue a casino license.</p>	Details of the licensing functions within the purview of the Licensing Act 2003 Committee and the Licensing Act 2003 Sub-Committee which are delegated to the Corporate Director –
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	<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"> <li>(a) Applications for personal licences (if police objection):</li> <li>(b) Applications for personal licences with unspent convictions:</li> <li>(c) Applications for premises licences/club premises</li> </ul>	Operational and Partnership Services and other officers in the Corporate Director – Operational and Partnership Services Directorate



**APPENDIX 2**

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
	panel to be elected as chairperson for that meeting	<p>certificates (if relevant representation made);</p> <p>(d) Applications for provisional statements (if relevant representation made);</p> <p>(e) Applications to vary premises licences/club premises certificates (if relevant representation made);</p> <p>(f) Applications to vary designated premises supervisor (if police objection);</p> <p>(g) Applications for transfer of premises licence (if police objection);</p> <p>(h) Applications for interim authorities (if police objection);</p> <p>(i) Applications to review premises licences/club premises certificate;</p> <p>(j) Whether to object when the authority is a consultee and not the relevant authority considering an application;</p> <p>(k) Determination of police objections (counter notices) to temporary event notices;</p> <p>(l) Revocations of licences where convictions come to light.</p> <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</p>	are contained in the Council's Schemes of Delegation of Functions.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>(Supervision of Alcohol Sales in Church and Village Halls &amp;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"> <li>(a) Applications for Premises Licence;</li> <li>(b) Application for variation of Premises License;</li> <li>(c) Application for transfer of Premises Licence;</li> <li>(d) Application for Provisional Statement;</li> <li>(e) Review of Premises License;</li> <li>(f) Application for Club Gaming / Club Machine permit;</li> <li>(g) Cancellation of Club Gaming / Club Machine permit;</li> <li>(h) Cancellation of Licensed Premises Gaming Machine permit;</li> <li>(i) Consideration of temporary use notice;</li> <li>(j) Decision to give counter notice to a temporary use notice;</li> <li>(k) Decision to refuse application for small lottery registration;</li> <li>(l) Decision to disapply s282 - automatic entitlement to gaming machines in licensed premises.</li> <li>(m) Other matters where the Council Officer to whom the power to determine or revoke has been delegated</li> </ul>	

**APPENDIX 2**

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

## APPENDIX 2

Committee, Sub- Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>the Code of Conduct by Town and Community Councillors and County Borough Councillors or co-opted members and to make appropriate determinations;</p> <p>7. To monitor the operation of the County Borough Council's Whistleblowing Policy;</p> <p>8. To grant dispensations from the prohibitions contained in the Code of Conduct from Town and Community Councillors and County Borough Councillors or co-opted members participating in that Council's business, in accordance with the Regulations from time to time made by the National Assembly for Wales.</p>	
Town and Community Council Forum	Nineteen County Borough Councillors and one Town / Community Councillor representing each Town / Community Council.	To consult with representatives of Town and Community Councils within the County Borough on matters of mutual interest.	None.

**NOTE:**

Should the changes proposed to Annual Council in respect of Overview and Scrutiny Committees as detailed in the covering report to this Appendix be agreed the Constitution in respect of the Overview and Scrutiny structure will be amended and updated at the next meeting of Council on 31 May 2017.

Political Balance

Committee	Total	Labour		Conservative		Independent Alliance		Llynfi Independents		Plaid Cymru		JH Tildesley	
		No	%	No	%	No	%	No	%	No	%	No	%
Appeals	12	6	50.00	2	16.67	2	16.67	1	8.33	1	8.33	0	0.00
Appointments Committee	6	3	50.00	1	16.67	1	16.67	0	0.00	1	16.67	0	0.00
Audit Committee	12	6	50.00	3	25.00	3	25.00	0	0.00	0	0.00	0	0.00
Democratic Services Committee	11	5	45.45	3	27.27	2	18.18	0	0.00	1	9.09	0	0.00
Development Control Committee	18	9	50.00	3	16.67	3	16.67	1	5.56	1	5.56	1	5.56
Licensing Act 2003 Committee	14	7	50.00	3	21.43	2	14.29	1	7.14	1	7.14	0	0.00
Licensing Committee	14	7	50.00	3	21.43	2	14.29	1	7.14	1	7.14	0	0.00
Town & Community Council Forum	19	8	42.11	4	21.05	4	21.05	1	5.26	1	5.26	1	5.26
Scrutiny Subject Committee 1	16	7	43.75	3	18.75	3	18.75	1	6.25	1	6.25	1	6.25
Scrutiny Subject Committee 2	16	8	50.00	4	25.00	3	18.75	1	6.25	0	0.00	0	0.00
Scrutiny Subject Committee 3	16	8	50.00	3	18.75	4	25.00	1	6.25	0	0.00	0	0.00
Scrutiny Corporate Committee	12	6	50.00	2	16.67	2	16.67	1	8.33	1	8.33	0	0.00
<b>Totals</b>	166	80	48.19	34	20.48	31	18.67	9	5.42	9	5.42	3	1.81
<b>Councillors</b>	54	26	48.15	11	20.37	10	18.52	3	5.56	3	5.56	1	1.85
<b>Variation as %</b>			<b>0.04</b>		<b>0.11</b>		<b>0.16</b>		<b>-0.13</b>		<b>-0.13</b>		<b>-0.04</b>
<b>Variation as Seats (1% = 1.66 seats)</b>	<b>1.66</b>		<b>0.03</b>		<b>0.19</b>		<b>0.26</b>		<b>-0.22</b>		<b>-0.22</b>		<b>-0.07</b>

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**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE ANNUAL MEETING OF COUNCIL**  
**17 MAY 2017**

**REPORT OF THE MONITORING OFFICER**

**REPRESENTATION ON OUTSIDE BODIES & OTHER COMMITTEES**

**1. Purpose of Report.**

- 1.1 The purpose of this report is to seek Council's approval for the appointment of Members to the South Wales Police and Crime Panel and the South East Wales Strategic Planning Group as set out in Appendix 1.

**2. Connection to Corporate Improvement Plan / Other Corporate Priority.**

- 2.1 The Authority's continuing partnership working with a wide range of organisations within the County Borough contributes to the achievement of the Corporate Priorities.

**3. Background.**

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

**4. Current situation / proposal.**

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

**5. Effect upon Policy Framework & Procedure Rules.**

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

**6. Equality Impact Assessment**

- 6.1 There are no equalities impact issues arising from this report

**7. Financial Implications.**

- 7.1 There are no financial implications.

**8. Recommendation.**

Council is recommended to: -

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

**P A JOLLEY**  
**Monitoring Officer**

**20<sup>th</sup> April 2017**

**Contact Officer:** Ruth Ronan  
Senior Democratic Services Officer - Support

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**Postal Address** Democratic Services  
Operational and Partnership Services  
Level 1  
Civic Offices

**Background document**  
None.



**COMMITTEES - COUNCIL**

ORGANISATION	REQUISITE REPRESENTATION	PROPOSED REPRESENTATION
South Wales Police and Crime Panel	1 Member comprising <ul style="list-style-type: none"> <li>• 1 majority party</li> </ul>	<ul style="list-style-type: none"> <li>• 1 majority party</li> </ul>

**OUTSIDE BODIES**

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