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Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr  
Bridgend County Borough Council



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

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

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**Cyfarwyddiaeth y Prif Weithredwr / Chief  
Executive's Directorate**

Deialu uniongyrchol / Direct line /: 01656 643148 /  
643147 / 643694

Gofynnwch am / Ask for:

Ein cyf / Our ref:

Eich cyf / Your ref:

**Dyddiad/Date:** Thursday, 24 September 2020

Dear Councillor,

**ANNUAL MEETING OF COUNCIL**

An Annual Meeting of the Council will be held Remotely via Skype on **Wednesday, 30 September 2020 at 15:00.**

**AGENDA**

1. Apologies for absence  
To receive apologies for absence from Members.
2. Declarations of Interest  
To receive declarations of personal and prejudicial interest from Members/Officers in accordance with the Members' Code of Conduct adopted by Council from 1 September 2008.
3. To receive announcements from the Mayor Councillor SE Baldwin
4. To elect the Mayor for the period to May 2021 in accordance with Section 23(1) of the Local Government Act 1972.
5. To announce the Mayor's Consort
6. To appoint the Deputy Mayor for the period to May 2021 in accordance with Section 24(1) of the Local Government Act 1972.
7. To announce the Deputy Mayor's Consort
8. To announce the Youth Mayor of the County Borough of Bridgend
9. To announce the Deputy Youth Mayor of the County Borough of Bridgend.
10. To elect the Leader of Bridgend County Borough Council
11. To receive the report of the Leader
12. The Leader to appoint Members of the Cabinet

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13. 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
14. Proposed Programme of Meetings of the Council and Council Committees 3 - 26
15. Appointments to the Council Committees and Other Council Bodies in Accordance with the Provisions of the Local Government Act 1972 and the Local Government Act 2000 27 - 58
16. Representation on Outside Bodies and other Committees 59 - 64
17. To invest the Mayor of Bridgend County Borough Council for 2020/21
18. To invest the Mayor's Consort
19. To receive announcements from the newly elected Mayor
20. To invest the Deputy Mayor of Bridgend County Borough Council for 2020/21
21. To invest the Deputy Mayor's Consort

Yours faithfully

**K Watson**

Chief Officer, Legal, HR & Regulatory Services

Please note: Due to the current requirement for social distancing this meeting will not be held at its usual location. This will be a virtual meeting and Council Members and Officers will be attending remotely. The meeting will be recorded for subsequent transmission via the Council's internet site which will be available as soon as practicable after the meeting. If you have any queries regarding this, please contact [cabinet\\_committee@bridgend.gov.uk](mailto:cabinet_committee@bridgend.gov.uk) or tel. 01656 643147 / 643148.

Councillors:

S Aspey  
SE Baldwin  
TH Beedle  
JPD Blundell  
NA Burnett  
MC Clarke  
N Clarke  
RJ Collins  
HJ David  
P Davies  
PA Davies  
SK Dendy  
DK Edwards  
J Gebbie  
T Giffard  
RM Granville  
CA Green  
DG Howells

Councillors

A Hussain  
RM James  
B Jones  
M Jones  
MJ Kearns  
DRW Lewis  
JE Lewis  
JR McCarthy  
D Patel  
RL Penhale-Thomas  
AA Pucella  
JC Radcliffe  
KL Rowlands  
B Sedgebeer  
RMI Shaw  
CE Smith  
SG Smith  
JC Spanswick

Councillors

RME Stirman  
G Thomas  
T Thomas  
JH Tildesley MBE  
E Venables  
SR Vidal  
MC Voisey  
LM Walters  
KJ Watts  
CA Webster  
DBF White  
PJ White  
A Williams  
AJ Williams  
HM Williams  
JE Williams  
RE Young

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE ANNUAL MEETING OF COUNCIL**

**30 SEPTEMBER 2020**

**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 October 2020 - April 2021 for approval and to note the programme of meetings for the municipal year May 2021 – April 2022.

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

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

**3. Background**

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

**4. Current situation/proposal**

- 4.1 The proposed programme of ordinary meetings of Council for October 2020 - April 2021 is set out below and includes the date of the meeting to consider the Budget (24 February 2021). It should be noted however, that the date of the Budget Council meeting could be subject to change, depending on the timeline of the Welsh Government Local Government Settlement:

<u>2020</u>	<u>2021</u>
21 Oct 20	20 Jan 21
18 Nov 20	10 Feb 21
16 Dec 20	24 Feb 21
	10 Mar 21
	7 Apr 21

4.2 As agreed by Council at its Annual Meeting in 2012, each Council meeting will be held on a Wednesday commencing at 3.00pm. The Annual Meeting of Council for the next municipal year has been included in the programme of meetings for 2021/22 and will be held on 19 May 2021.

4.3 In order to assist with future planning, a draft programme of meetings for the 2021/22 Municipal Year is attached at **Appendix 2** for noting. This programme may be subject to some further minor amendments, prior to it being approved by next year's Annual Meeting of Council.

4.4 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.

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

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

- Long-term - The approval of the Programme of meetings for 2020/21 and the noting of the Programme of meetings for 2021/22, will assist in the long term planning of the business of the Council in both the short-term and in the long-term.
- Prevention - The early planning of the programme of meetings for 2021/22 allows for the advance planning of the business of the Council and Committees.
- Integration - The report supports all the wellbeing objectives.
- Collaboration - Consultation has taken place with the Corporate

Management Board, Heads of Service, key Members and lead officers of each of the Committees, Sub-Committees and Panels on the proposed programme of meetings.

- Involvement - Advance public notice of the Programme of meetings will ensure that the public and stakeholders can engage in Council and Committee meetings. Agendas and minutes of all public meetings will be available, including in the Welsh language in compliance with the Welsh Language Standards.

## 8.1 Financial implications.

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

## 9. Recommendation.

9.1 Council is recommended to:-

- a. Approve the proposed programme of Council meetings for 2020/21 set out in paragraph 4.1 of this report;
- b. Approve the proposed programme of meetings of Council Committees set out in **Appendix 1** to this report;
- c. Note the provisional draft programme of meetings of Council and Council Committees for 2021/22 set out in **Appendix 2** to this report;
- d. Note the dates of Cabinet, Cabinet Committees and the Coychurch Crematorium Joint Committee which are also set out in **Appendix 1 and 2** to this report, for information purposes.

**K Watson**

**Chief Officer – HR, Legal & Regulatory Services and Monitoring Officer**

**11 September 2020**

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

**Telephone:** (01656) 643148

**E-mail:** **Postal Address:**  
Democratic Services - Committees  
Bridgend County Borough Council,  
Civic Offices,  
Angel Street,  
Bridgend  
CF31 4WB

**Background documents:** None.

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### October 2020 Planner

Page 7

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6 09:30 - Licensing Committee	7 10:00 - Cabinet Committee Equalities	8	9
12	13 10:00 – Licensing Sub Committee (A)	14	15	16
19 09:30 – Subject Overview & Scrutiny Committee 1	20 14:30 - Cabinet	21 15:00 – Council	22 10:00 – Democratic Services Committee	23
26 16:00 – Town and Community Council Forum	27	28	29 14:00 - Development Control Committee	30

## November 2020 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
2 10:00 – Cabinet Committee Equalities	3	4	5	6
9	10 10:00 – Licensing Sub Committee (B)	11 09:30 – Subject Overview & Scrutiny Committee 2	12 14:00 – Governance and Audit Committee	13
16	17 09:30 – Licensing Committee 14:30 - Cabinet	18 15:00 – Council	19 10.00 – Standards Committee	20
23	24	25 09:30 – Subject Overview & Scrutiny Committee 3	26 14:00 - Cabinet Committee Corporate Parenting	27
30				



## December 2020 Planner

	Monday	Tuesday	Wednesday	Thursday	Friday
Page 9		1	2 09:30 Corporate Overview and Scrutiny Committee	3	4
	7 14:30 – Subject Overview & Scrutiny Committee 1	8 10:00 – Licensing Sub Committee (A)	9	10 14:00 - Development Control Committee	11
	14 09:30 – Subject Overview & Scrutiny Committee 2	15 14:30 - Cabinet	16 15:00 – Council	17 09:30 – Subject Overview & Scrutiny Committee 3	18
	21	22	23	24	25 Christmas Day
	28 Bank holiday	29	30	31	

# January 2021 Planner

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
				1 New Year's Day
4	5 10:00 – Licensing Sub-Committee (B)	6	7	8
11	12	13	14 9:30 – Corporate Overview and Scrutiny Committee	15
18 09:30 – Subject Overview & Scrutiny Committee 1	19 14:30 - Cabinet	20 15:00 - Council	21 14:00 – Development Control Committee	22
25	26	27	28 14:00 – Governance and Audit Committee	29

## February 2021 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 10:00 – Licensing Sub Committee (A)	3 09:30 – Subject Overview & Scrutiny Committee 2	4 14:00 – Cabinet Committee Corporate Parenting	5
8	9 14:30 - Cabinet	10 15:00 - Council	11 09:30 – Subject Overview & Scrutiny Committee 3	12
15 16:00 – Town and Community Council Forum	16	17	18 10:00 – Standards Committee	19
22	23 09:30 – Licensing Committee 14:30 – Cabinet (Budget)	24 15:00 - Council (Budget)	25	26

## March 2021 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 09:30 – Corporate Overview and Scrutiny Committee	4 14:00 – Development Control Committee	5 14:00 – Coychurch Crematorium Joint Committee
8 10:00 – Cabinet Committee Equalities	9 14:30 - Cabinet	10 15:00 - Council	11	12
15 14:30 – Subject Overview & Scrutiny Committee 1	16 10:00 – Licensing Sub Committee (B)	17	18	19
22	23	24	25 10:00 – Democratic Services Committee	26
29	30	31		

## April 2021 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 Good Friday
5 Easter Monday Bank holiday	6 14:30 - Cabinet	7 15:00 - Council	8 14:00 – Cabinet Committee Corporate Parenting	9
12	13 10:00 – Licensing Sub Committee (A)	14 09:30 – Corporate Overview and Scrutiny Committee	15 14:00 – Development Control Committee	16
19	20	21 09:30 – Subject Overview and Scrutiny Committee 2	22 14:00 – Governance and Audit Committee	23
26 09:30 – Subject Overview & Scrutiny Committee 3	27	28	29	30



## May 2021 Planner

	Monday	Tuesday	Wednesday	Thursday	Friday
Page 15					
	3 MAY DAY BANK HOLIDAY	4	5	6	7
	10 16:00 – Town and Community Council Forum	11 10:00 – Licensing Sub Committee (B)	12	13	14
	17	18 14:30 - Cabinet	19 15:00 – Annual Meeting of Council	20	21
	24	25 09:30 – Licensing Committee	26	27 10:00 – Governance and Audit Committee  14:00 – Development Control Committee	28
	31 SPRING BANK HOLIDAY				

## June 2021 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
Page 16	1	2 09:30 - Corporate Overview and Scrutiny Committee	3	4
7	8 10:00 – Licensing Sub Committee (A)	9	10	11 14:00 – Coychurch Crematorium Joint Committee
14 09:30 - Subject Overview and Scrutiny Committee 1	15 14:30 - Cabinet	16 15:00 – Council	17	18
21 10:00 – Cabinet Committee Equalities	22	23 09:30 – Subject Overview and Scrutiny Committee 2	24 10:00 – Democratic Services Committee	25
28 09:30 - Subject Overview and Scrutiny Committee 3	29 10:00 – Standards Committee	30		



## July 2021 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
Page 17			1 14:00 – Cabinet Committee Corporate Parenting	2
	5 09:30 – Corporate Overview and Scrutiny Committee	6 10:00 – Licensing Sub Committee (B)	7	8 14:00 – Development Control Committee
12 14:30 – Subject Overview and Scrutiny Committee 1	13	14	15 09:30 – Subject Overview and Scrutiny Committee 2	16
19	20 14:30 - Cabinet	21 15:00 - Council	22 14:00 – Governance and Audit Committee	23
26	27	28	29 09:30 – Subject Overview and Scrutiny Committee 3	30

## August 2021 Planner

	Monday	Tuesday	Wednesday	Thursday	Friday
Page 18					
	2	3 10:00 – Licensing Sub-Committee (A)	4	5	6
	9	10 09:30 – Licensing Committee	11	12	13
	16	17	18	19 14:00 – Development Control Committee	20
	23	24	25	26	27
	30 SUMMER BANK HOLIDAY	31 10:00 – Licensing Sub-Committee (B)			

## September 2021 Planner

	Monday	Tuesday	Wednesday	Thursday	Friday
Page 19			1	2	3  14:00 – Coychurch Crematorium Joint Committee
	6  10:00 – Cabinet Committee Equalities	7	8	9  09:30 – Corporate Overview and Scrutiny Committee	10
	13  09:30 – Subject Overview and Scrutiny Committee 1	14  14:30 - Cabinet	15  15:00 - Council	16	17
	20  16:00 – Town and Community Council Forum	21  10:00 – Standards Committee	22	23  09:30 – Subject Overview and Scrutiny Committee 2	24
	27	28  10:00 – Licensing Sub- Committee (A)	29  09:30 – Subject Overview and Scrutiny Committee 3	30  14:00 – Development Control Committee	

## October 2021 Planner

	Monday	Tuesday	Wednesday	Thursday	Friday
Page 20					1
	4	5	6	7 09:30 – Corporate Overview and Scrutiny Committee	8
	11	12	13	14 14:00 – Cabinet Committee Corporate Parenting	15
	18 14:30 – Subject Overview and Scrutiny Committee 1	19 14:30 - Cabinet	20 15:00 - Council	21 10:00 – Democratic Services Committee	22
	25	26 10:00 – Licensing Sub Committee (B)	27	28 14:00 – Development Control Committee	29

## November 2021 Planner

	Monday	Tuesday	Wednesday	Thursday	Friday
Page 21	1	2	3	4	5
	8	9 09:30 – Licensing Committee	10 09:30 – Subject Overview and Scrutiny Committee 2	11 14:00 – Governance and Audit Committee	12
	15 16:00 – Town and Community Council Forum	16 14:30 - Cabinet	17 15:00 - Council	18 09:30 – Subject Overview and Scrutiny Committee 3	19
	22	23 10:00 – Licensing Sub Committee (A)	24	25	26
	29	30			

## December 2021 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
		1 09:30 Corporate Overview and Scrutiny Committee	2	3
6 09:30 - Subject Overview and Scrutiny Committee 1	7 10:00 – Standards Committee	8	9 14:00 – Development Control Committee	10
13 09:30 – Subject Overview and Scrutiny Committee 2	14 14:30 - Cabinet	15 15:00 - Council	16 09:30 - Subject Overview and Scrutiny Committee 3	17
20 10:00 – Cabinet Committee Equalities	21 10:00 – Licensing Sub Committee (B)	22	23	24
27 CHRISTMAS DAY BANK HOLIDAY	28 BOXING DAY BANK HOLIDAY	29	30	31

## January 2022 Planner

	Monday	Tuesday	Wednesday	Thursday	Friday
Page 23					
	3 NEW YEAR'S DAY BANK HOLIDAY	4	5	6 9:30 – Corporate Overview and Scrutiny Committee	7
	10	11	12	13 14:00 – Cabinet Committee Corporate Parenting	14
	17 14:30 – Subject Overview and Scrutiny Committee 1	18 10:00 – Licensing Sub Committee (A)  14:30 - Cabinet	19 15:00 - Council	20 14:00 – Development Control Committee	21
	24	25	26	27 14:00 – Governance and Audit Committee	28
	31				

## February 2022 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 09:30 – Subject Overview and Scrutiny Committee 2	3	4
7 16:00 – Town and Community Council Forum	8 09:30 – Licensing Committee 14:30 - Cabinet	9 15:00 - Council	10 09:30 – Subject Overview and Scrutiny Committee 3	11
14	15 10:00 – Licensing Sub Committee (B)	16	17	18
21	22 14:30 – Cabinet (Budget)	23 15:00 – Council (Budget)	24	25
28				



## March 2022 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
Page 25	1	2 09:30 – Corporate Overview and Scrutiny Committee	3 14:00 – Development Control Committee	4 14:00 – Coychurch Crematorium Joint Committee
7 10:00 – Cabinet Committee Equalities	8 14:30 - Cabinet	9 15:00 - Council	10	11
14 09:30 – Subject Overview and Scrutiny Committee 1	15 10:00 – Licensing Sub Committee (A)	16	17	18
21	22 10:00 – Standards Committee	23	24 10:00 – Democratic Services Committee	25
28	29	30	31	

## April 2022 Planner

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Page 26					1
	4	5	6 09:30 – Subject Overview and Scrutiny Committee 2	7 14:00 – Cabinet Committee Corporate Parenting	8
	11 09:30 – Subject Overview and Scrutiny Committee 3	12 10:00 – Licensing Sub Committee (B)  14:30 - Cabinet	13 15:00 - Council	14 14:00 – Development Control Committee	15  GOOD FRIDAY BANK HOLIDAY
	18  EASTER MONDAY BANK HOLIDAY	19	20	21	22
	25	26	27	28 14:00 – Governance and Audit Committee	29

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO ANNUAL MEETING OF COUNCIL**  
**30 SEPTEMBER 2020**

**REPORT OF THE MONITORING OFFICER**

**APPOINTMENTS TO THE COUNCIL COMMITTEES AND OTHER COUNCIL BODIES IN ACCORDANCE WITH THE PROVISIONS OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT ACT 2000**

**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 well-being objectives / other corporate priorities**

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

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

**3. Background**

- 3.1 The Council is required by legislation 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/proposal**

- 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. Under the Measure the Chairperson is required to be appointed by the Audit Committee at its first scheduled meeting which is scheduled for 12 November 2020. Council are requested 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.
- 4.2.2 In terms of the Lay Membership of this Committee, the current Lay Member Ms J Williams was reappointed for a further term at the Annual Meeting of Council on 17 May 2017 and in accordance with the Measure she is allowed to sit for a maximum of two terms on the Committee in this capacity. This term will expire in May 2022.
- 4.2.3 The Local Government and Elections (Wales) Bill which was presented to the National Assembly for Wales in November 2019 proposes a number of changes to reform and strengthen local government and to improve electoral arrangements. The Bill proposes changes to reform Audit Committees including, renaming it the Governance and Audit Committee. A few local authorities in Wales have already renamed their Audit Committee to that proposed in the legislation and it is recommended that the Council rename its Audit Committee to that of the Governance and Audit Committee in advance of the legislation coming into effect. It is also recommended that the Terms of Reference of the Audit Committee within Part 3 of the Constitution be amended accordingly to reflect the change in name of the Audit Committee.
- 4.2.4 Both the Audit Committee and the Standards Committee have within their Terms of Reference the remit "*To monitor the Council's Whistleblowing Policy*". It is recommended that the Terms of Reference of the Audit Committee within Part 3 of the Constitution be amended to remove the reference to the Whistleblowing Policy accordingly and that the Policy's operation continues to be monitored by the Standards Committee.

#### 4.3 Chairpersons of Overview and Scrutiny Committees

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

<b>Political Group</b>	<b>Number of Chairs to be allocated</b>
Labour	1 Chairperson
Independent Alliance	1 Chairperson
Conservative	1 Chairperson
Llynfi Independents	0 Chairperson
Plaid Cymru	0 Chairperson

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

#### 4.4 Registered Representatives

4.4.1 Registered representatives of the Church and School Governors will be included with any of the Subject Committees which are dealing with an Education topic.

#### 4.5 Development Control Committee

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

#### 4.6 Democratic Services Committee

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

#### 4.7 Standards Committee

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

- Four Independent Members;
- Two County Borough Council Members;
- One Town/Community Council Member.

#### 4.8 Remit and functions of Committees and other bodies of the Council

4.8.1 The current remit and functions of Committees and other bodies of the Council remain unchanged as detailed in Part 3 of the Constitution – Responsibility for Council Functions and are attached at **Appendix 1**.

#### 4.9 Political Balance

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

#### 4.10 Committee Structure

4.10.1 The current committee structure is shown at **Appendix 3** of the report.

#### 4.11 Membership of Committees

4.11.1 The existing membership of committees which will form the basis of any changes to the membership of the committees is attached at **Appendix 4**.

### **5. Effect upon policy framework and 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. Well-being of Future Generations (Wales) Act 2015 implications**

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

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

## 8. Financial implications

8.1 There are no financial implications arising from this report.

## 9. Recommendation(s)

9.1 Council is recommended to:-

- (1) Rename the Audit Committee to the Governance and Audit Committee and approve that the Terms of Reference of the Audit Committee within Part 3 of the Constitution be amended accordingly to reflect the change in name of the Audit Committee in accordance with paragraph 4.2.3 of the report and the removal of the reference to the Whistleblowing Policy in paragraph 4.2.4 of the report;
- (2) 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;
- (3) Determine the size and terms of reference for those Committees as set out in **Appendix 1** of the report;
- (4) Determine the allocation of seats to political groups in accordance with the political balance rules as set out in **Appendix 2** of the report;
- (5) Determine which political groups represented at Council are entitled to make which appointments of Overview and Scrutiny Committee Chairpersons;
- (6) Receive nominations and appoint Councillors to serve on each of the Committees, Panels and other bodies (as indicated);
  - Appeals Panel
  - Appointments Committee
  - Audit Committee
  - Democratic Services Committee
  - Development Control Committee
  - Licensing Committee
  - Licensing Act 2003 Committee
  - Town and Community Council Forum
  - Subject Overview and Scrutiny Committee 1
  - Subject Overview and Scrutiny Committee 2
  - Subject Overview and Scrutiny Committee 3
  - Corporate Overview and Scrutiny Committee
- (7) Receive nominations and appoint the Chairpersons and Vice-Chairpersons of the following Committees, Panels and other bodies (as indicated) with it being noted that the Audit Committee at its first scheduled meeting will appoint a Chairperson and Vice-Chairperson:
  - Appeals Panel Chairperson and Vice-Chairperson
  - Democratic Services Committee Chairperson

- Development Control Committee      Chairperson and Vice-Chairperson
- Licensing Committee & Licensing Act 2003 Committee      Chairperson and Vice-Chairperson
- Town and Community Council Forum      Chairperson and Vice-Chairperson

(8) Receive nominations and appoint the Chairpersons of the following Overview and Scrutiny Committees in accordance with the provisions of paragraph 4.3 of the report:

- Subject Overview and Scrutiny Committee 1
- Subject Overview and Scrutiny Committee 2
- Subject Overview and Scrutiny Committee 3

**Kelly Watson**  
**Chief Officer Legal, HR and Regulatory Services & Monitoring Officer**  
**11 September 2020**

**Contact officer:**                      **Andrew Rees**  
Democratic Services Manager

**Telephone:**                              (01656) 643147

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**Background documents** None.



**RESPONSIBILITY FOR COUNCIL FUNCTIONS****(a) Committees, Sub-Committees, Panels and other Bodies**

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
Appeals Panel	Chairperson and/or Vice Chairperson together with one or two County Borough Councillors drawn on a rota basis from a panel of ten County Borough Councillors.	1. To hear and determine appeals under the following policies and procedures of the Council: <ul style="list-style-type: none"> <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>	None.
Appointments Committee	The Appointments Committee is comprised of 8 Elected Member representatives: <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 Member</li> <li>• 1 x Independent Alliance Member</li> <li>• 1 x Plaid Cymru Member</li> <li>• 1 x Llynfi Independents Member</li> </ul>	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.  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 2 other members of the committee.  The JNC Panels cannot be substituted and must be comprised from the original membership of the Appointments Committee.	None

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
	<ul style="list-style-type: none"> <li>1 x Labour Group Member</li> </ul>		
<p>Governance and Audit Committee</p>	<p>12 County Borough Councillors and Lay Members (as set out in Article 8)</p>	<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 issue reports and recommendations on the appropriateness of the Council's risk management, internal control, arrangements to secure value for money and corporate governance arrangements.</li> <li>To consider the report on the annual risk assessment, any interim reports and the Corporate Risk Management Policy.</li> <li>Oversee the Council'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> <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 and approve the Head of Internal Audit's annual report and opinion, a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.</li> <li>To consider and approve reports from Internal Audit on the adequacy of internal control.</li> <li>To consider and approve 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</li> </ul>	<p>None.</p>

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>timescale and approve necessary remedial action.</p> <ul style="list-style-type: none"> <li>• To identify issues from the annual Improvement Report by the Wales Audit Office.</li> <li>• To identify areas for examination by Internal and External Audit.</li> <li>• To be responsible for ensuring effective 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> <li>• To monitor the Council's Anti-Fraud and Bribery Strategy, and Anti-Money Laundering Policy.</li> <li>• To review and approve the Council's Annual Governance Statement and Code of Corporate Governance.</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 and approve the External Auditor's report in relation to those charged with governance on issues arising from the audit of the accounts.</li> <li>• To review and consider reports from the External Auditor on the Council's performance, financial probity and corporate governance and providing the opportunity for direct discussion with the auditor on these.</li> <li>• To receive reports from the External Regulators as appropriate.</li> <li>• To receive reports concerning the incidents and near misses reported under the Corporate Risk Management</li> </ul>	

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		Incident and Near Misses Reporting Procedure (Excluding Health and Safety)	
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> </ol>	
Democratic Services Sub-Committee	3 County Borough Councillors that are members of the Democratic Services Committee	<p>A Panel constituted under The Family Absence for Members of Local Authorities (Wales) Regulations 2013</p> <ol style="list-style-type: none"> <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> </ol>	

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		e) The decision of the Sub-Committee is final.	
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 approve and Applications which accord with Council policy which the Committee are minded to refuse;</li> <li>3. To deal with all matters relating to or arising under the regulations for the time being in force governing the control of advertisements;</li> <li>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;</li> <li>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;</li> <li>6. To discharge the Council's functions pursuant to the Planning (Hazardous Substances) Act 1990;</li> <li>7. To deal with all matters relating to or arising under the regulations for the time being in force governing European Nature Conservation Sites;</li> <li>8. To discharge the Council's functions under the Building Regulations;</li> <li>9. To be responsible for:</li> </ol>	Details of the planning and other functions of the Development Control Committee which are delegated to the Corporate Director - Communities and other officers in their Directorate are contained in the Council's Schemes of Delegation of Functions.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<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> <li>d) The making of observations on tree felling licences proposed to be granted by National Resources Wales;</li> <li>e) The determination of applications under the Woodland Grant Scheme;</li> </ul> <p>10. To approve design briefs and advice notes relating to the control of development;</p> <p>11. To accept tenders for the execution of work, the performance of services or the supply of goods or materials in connection with the exercise of the functions of the Committee;</p> <p>12. To exercise those functions relating to town and country planning and development control specified:</p> <ul style="list-style-type: none"> <li>(a) In column (1) of Schedule 1 to the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2001; and</li> <li>(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.</li> </ul>	
Rights of Way Sub-Committee	Six County Borough Councillors (plus one observer from each: Ramblers' Association; the British Horse Society; and a	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;	None.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
	Footpath Secretary.	<ol style="list-style-type: none"> <li>2. To confirm, where the Council has power to do so, any proposed Order made in accordance with paragraph 1 above to which there are no objections or in respect of which any objections made are withdrawn;</li> <li>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.</li> </ol>	
The Licensing Committee	Fourteen County Borough Councillors.	<ol style="list-style-type: none"> <li>1. To determine from time to time any standard conditions applicable to and detailed policies governing the issue of the following licences, permits and consents; to determine the amount of the fees to be charged from time to time in respect of those licenses, permits and consents; and to determine objections in relation to proposed fee revisions: <ol style="list-style-type: none"> <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 amended)</li> </ol> </li> <li>2. To prescribe guidelines, conditions, limitations or restrictions governing the grant of applications for Hackney Carriage and Private Hire Vehicle</li> </ol>	Details of the licensing functions within the purview of the Licensing Committee and the Licensing Sub-Committee which are delegated to the Solicitor to the Council and other officers in the Legal and Regulatory Services are contained in the Council's Schemes of Delegation of Functions.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>Drivers' Licences by Council officers under the power delegated to them;</p> <p>3. To resolve to designate any street within the County Borough under the street trading provisions contained in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 and to deal with any matter arising there from, including licence and consent issues.</p>	
The Licensing Sub-Committee	Two Panels sitting on a rota basis each consisting of seven county borough councillors, and chaired by the Chairperson and Vice Chairperson of the Licensing Committee	<p>1. To hear and determine applications and to deal with all detailed matters (including the suspension and revocation of licences) relating to:</p> <ul style="list-style-type: none"> <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> </ul> <p>2. To determine any matters in relation to the Drivers Awareness Course for Hackney Carriage and Private Hire Vehicle Drivers, including the making of any charges deemed appropriate.</p> <p>3. To determine all applications in respect of both designated grounds and regulated stands and grounds under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987.</p> <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,</p>	



Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		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.	
The Licensing Act 2003 Committee	Fourteen County Borough Councillors	<ol style="list-style-type: none"> <li>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;</li> <li>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.</li> </ol>	Details of the licensing functions within the purview of the Licensing Act 2003 Committee and the Licensing Act 2003 Sub-Committee which are delegated to the Solicitor to the Council and other officers in
The Licensing Act 2003 Sub-Committee(s)	Ad-hoc panels of 3 Licensing Act 2003 Committee members sitting on a rota basis chaired by the Chairperson or Vice-Chairperson of the Licensing Act 2003 Committee or in their absence a member of the panel to be elected as chairperson for that meeting	<ol style="list-style-type: none"> <li>1. To hear and determine or make decisions (as appropriate) under the Licensing Act 2003 regarding the following matters: <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 certificates (if relevant representation made);</li> <li>(d) Applications for provisional statements (if relevant representation made);</li> <li>(e) Applications to vary premises licences/club premises certificates (if relevant representation made);</li> <li>(f) Applications to vary designated premises supervisor (if police objection);</li> <li>(g) Applications for transfer of premises licence (if police objection);</li> </ul> </li> </ol>	Legal and Regulatory Services are contained in the Council's Schemes of Delegation of Functions.

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

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<ul style="list-style-type: none"> <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 declines to exercise the delegated power.</li> </ul>	
Standards Committee	Four Independent Members; Two County Borough Councillors; One Town / Community Councillor.	<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</li> </ol>	None.

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>Church and Parent Governor representatives;</p> <p>6. To consider:</p> <ul 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 the Code of Conduct by Town and Community Councillors and County Borough Councillors or co-opted members and to make appropriate determinations;</li> </ul> <p>7. To monitor the operation of the County Borough Council's Whistleblowing Policy;</p> <p>8. To grant dispensations from the prohibitions contained in the Code of Conduct from Town and Community Councillors and County Borough Councillors or co-opted members participating in that Council's business, in accordance with the Regulations from time to time made by the National Assembly for Wales.</p>	
Town and Community Council Forum	Nineteen County Borough Councillors and one Town / Community Councillor representing each Town / Community Council.	To consult with representatives of Town and Community Councils within the County Borough on matters of mutual interest.	None.
Corporate Overview and Scrutiny Committee	Twelve County Borough Councillors.  (For consideration of education matters to include 5 Education Representatives)	<p>1. To consider the service provision, planning, management and performance relating to corporate performance and Governance;</p> <p>2. To consider policies, protocols and plans relating to corporate performance and Governance;</p> <p>3. To co-ordinate and contribute to the annual budget consultation process on</p>	None

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>behalf of the other Overview &amp; Scrutiny Committees and provide a strategic overview of Cabinet's draft budget proposals;</p> <ol style="list-style-type: none"> <li>4. To take an overview of the financial performance of all Directorates in the achievement of corporate priorities;</li> <li>5. To consider the performance of Bridgend's Public Service Board in accordance with guidance;</li> <li>6. To oversee the decision making of the Community Safety Partnership and its constituent bodies in respect of their community safety roles in accordance with the Crime and Disorder guidance;</li> <li>7. To consider the Council's Business Planning Process and the content of the Corporate Plan and all Directorate Business Plan in line with the Wales Programme for Improvement guidance;</li> <li>8. To consider the Council's improvement objectives;</li> <li>9. To consider the Council's Improvement Objectives;</li> <li>10. To develop and implement a Forward Work Programme for the Committee and for each Subject Scrutiny Committee having regard to the Council's Corporate Priorities and Risk Management Framework.</li> </ol>	
Subject Overview and Scrutiny Committee 1 (Education themed but not exclusive to)	Sixteen County Borough Councillors.  (For consideration of education matters to include 5 Education Representatives)	<ol style="list-style-type: none"> <li>1. To consider the service provision, planning, management and performance relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</li> <li>2. To consider policies, protocols and plans relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</li> <li>3. To contribute to the annual budget consultation process in relation to the relevant subject area prioritised and</li> </ol>	None.

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

Committee, Sub-Committee, Panel or other Body	Membership	Functions	Delegation of Functions
		<p>subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</p> <p>4. To develop propose items for the Forward work Programme having regard for the Council's Corporate Priorities and Risk Management framework for the Corporate Overview and Scrutiny Committee to the prioritise and schedule.</p>	

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APPENDIX 2

Committee	Total	Labour			Conservative			Independent Alliance			Llynfi Independents			Plaid Cymru		
		No	%	Change	No	%	Change	No	%	Change	No	%	Change	No	%	Change
Appeals	12	6	50.00		1	8.33		2	16.67		1	8.33		1	8.33	
Appointments Committee	8	4	50.00		1	12.50		1	12.50		1	12.50		1	12.50	
Audit Committee	12	6	50.00		2	16.67		3	25.00		1	8.33		0	0.00	
Democratic Services Committee	11	5	45.45		2	18.18		3	27.27		0	0.00		1	9.09	
Development Control Committee	18	9	50.00		3	16.67		2	11.11		1	5.56		2	11.11	
Licensing Act 2003 Committee	14	7	50.00		2	14.29		2	14.29		1	7.14		1	7.14	
Licensing Committee	14	7	50.00		2	14.29		2	14.29		1	7.14		1	7.14	
Town & Community Council Forum	19	9	47.37		3	15.79		3	15.79		1	5.26		1	5.26	
Scrutiny 1	16	7	43.75		2	12.50		3	18.75		1	6.25		1	6.25	
Scrutiny 2	16	8	50.00		3	18.75		4	25.00		0	0.00		1	6.25	
Scrutiny 3	16	8	50.00		2	12.50		2	12.50		1	6.25		2	12.50	
Corporate	12	6	50.00		2	16.67		2	16.67		1	8.33		1	8.33	
<b>Totals</b>	<b>168</b>	<b>82</b>	<b>48.81</b>	<b>0</b>	<b>25</b>	<b>14.88</b>		<b>29</b>	<b>17.26</b>		<b>10</b>	<b>5.95</b>		<b>13</b>	<b>7.74</b>	
<b>Councillors</b>	<b>53</b>	<b>26</b>	<b>49.06</b>		<b>8</b>	<b>15.09</b>		<b>9</b>	<b>16.98</b>		<b>3</b>	<b>5.66</b>		<b>4</b>	<b>7.55</b>	
<b>Variation as %</b>			<b>-0.25</b>			<b>-0.21</b>			<b>0.28</b>			<b>0.29</b>			<b>0.19</b>	
<b>Variation as Seats(1% = 1.66 seats)</b>	<b>1.66</b>		<b>-0.15</b>			<b>-0.13</b>			<b>0.17</b>			<b>0.18</b>			<b>0.12</b>	

Committee	Total	Independent			Independent			Independent		
		JH Tildesley			J Williams			K Watts		
		No	%	Change	No	%	Change	No	%	Change
Appeals	12	1	8.33		0	0.00		0	0.00	
Appointments Committee	6	0	0.00		0	0.00		0	0.00	
Audit Committee	12	0	0.00		0	0.00		0	0.00	
Democratic Services Committee	11	0	0.00		0	0.00		0	0.00	
Development Control Committee	18	0	0.00		0	0.00		1	5.56	
Licensing Act 2003 Committee	14	0	0.00		1	7.14		0	0.00	
Licensing Committee	14	0	0.00		1	7.14		0	0.00	
Town & Community Council Forum	19	1	5.26		0	0.00		1	5.26	
Scrutiny 1	16	1	6.25		0	0.00		1	6.25	
Scrutiny 2	16	0	0.00		0	0.00		0	0.00	
Scrutiny 3	16	0	0.00		1	6.25		0	0.00	
Corporate	12	0	0.00		0	0.00		0	0.00	
<b>Totals</b>	<b>166</b>	<b>3</b>	<b>1.81</b>		<b>3</b>	<b>1.81</b>		<b>3</b>	<b>1.81</b>	
<b>Councillors</b>	<b>54</b>	<b>1</b>	<b>1.85</b>		<b>1</b>	<b>1.85</b>		<b>1</b>	<b>1.85</b>	
<b>Variation as %</b>			<b>-0.04</b>			<b>-0.04</b>			<b>-0.04</b>	
<b>Variation as Seats(1% = 1.66 seats)</b>	<b>1.66</b>		<b>-0.03</b>			<b>-0.03</b>			<b>-0.03</b>	

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**PROPOSED COMMITTEE STRUCTURE**

	<b><u>Size of Committee (or other body)</u></b>
Appeals Panel	12
Appointments Committee	8
Governance and Audit Committee	12
Democratic Services Committee	11
Development Control Committee	18
Licensing Committee	14
Licensing Act 2003 Committee	14
Standards Committee	8
Town and Community Council Forum	19
Subject Overview & Scrutiny Committee 1 (Education priority)	16
Subject Overview & Scrutiny Committee 2 (Social Services priority)	16
Subject Overview & Scrutiny Committee 3	16
Corporate Overview & Scrutiny Committee	12

**Notes:**

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

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**CURRENT COMMITTEE MEMBERSHIP**

<b>Appeals Panel</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Jeff Tildesley	Independent	
2.	Matthew Voisey	Conservative	
3.	Elaine Venables	Independent Alliance	
4.	Norah Clarke	Independent Alliance	
5.	David Lewis	Labour	
6.	Gareth Howells	Labour	
7.	Janice Lewis	Labour	
8.	John McCarthy	Labour	
9.	Nicole Burnett	Labour	
10.	Pam Davies	Labour	
11.	Keith Edwards	Llynfi Independents	
12.	James Radcliffe	Plaid Cymru	

<b>Appointments Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Tom Giffard	Conservative	
2.	Norah Clarke	Independent Alliance	
3.	Huw David	Labour	
4.	Hywel Williams	Labour	
5.	Tim Thomas	Plaid Cymru	
6.	Cabinet Member	Labour	with relevant portfolio for post being recruited
7.	Jon-Paul Blundell	Labour	
8.	Ross Penhale Thomas	Llynfi Independents	

<b>Audit Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Altaf Hussain	Conservative	
2.	Lyn Walters	Conservative	
3.	Alex Williams	Independent Alliance	
4.	Amanda Williams	Independent Alliance	
5.	Cheryl Green	Independent Alliance	
6.	Tom Beedle	Llynfi Independents	
7.	Bridie Sedgebeer	Labour	
8.	Janice Lewis	Labour	
9.	Pam Davies	Labour	
10.	Mike Kearn	Labour	
11.	Richard Granville	Labour	
12.	Paul Davies	Labour	

<b>Democratic Services Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Kay Rowlands	Conservative	
2.	Sadie Vidal	Conservative	
3.	Elaine Venables	Independent Alliance	
4.	Sean Aspey	Independent Alliance	
5.	Alex Williams	Independent Alliance	
6.	Bridie Sedgebeer	Labour	
7.	Gareth Howells	Labour	
8.	Gary Thomas	Labour	
9.	Richard Granville	Labour	
10.	Stephen Smith	Labour	

11.	Malcolm James	Plaid Cymru	
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Development Control Committee			
Ser	Councillor	Group	Notes
1.	Carolyn Webster	Conservative	
2.	Matthew Voisey	Conservative	
3.	<b>Vacancy</b>	<b>Conservative</b>	<b>1 seat gain from Independent Alliance</b>
4.	Amanda Williams	Independent Alliance	
5.	Sorrel Dendy	Independent Alliance	
6.	Ken Watts	Independent	
7.	David Lewis	Labour	
8.	Gary Thomas	Labour	
9.	Janice Lewis	Labour	
10.	John Spanswick	Labour	
11.	Jon-Paul Blundell	Labour	
12.	Mike Kearn	Labour	
13.	Nicole Burnett	Labour	
14.	Richard Collins	Labour	
15.	Richard Granville	Labour	
16.	Keith Edwards	Llynfi Independents	
17.	Roz Stirman	Plaid Cymru	
18.	James Radcliffe	Plaid Cymru	

Licensing Act 2003 Committee			
Ser	Councillor	Group	Notes
1.	Altaf Hussain	Conservative	
2.	Aniel Pucella	Conservative	
3.	Julia Williams	Independent	
4.	Brian Jones	Independent Alliance	
5.	<b>Vacancy</b>	<b>Independent Alliance</b>	
6.	David Lewis	Labour	
7.	Gary Thomas	Labour	
8.	Janice Lewis	Labour	
9.	Mike Kearn	Labour	
10.	Pam Davies	Labour	
11.	Richard Collins	Labour	
12.	John McCarthy	Labour	
13.	Tom Beedle	Llynfi Independents	
14.	Malcolm James	Plaid Cymru	

Licensing Committee			
Ser	Councillor	Group	Notes
1.	Altaf Hussain	Conservative	
2.	Aniel Pucella	Conservative	
3.	Julia Williams	Independent	
4.	Brian Jones	Independent Alliance	
5.	<b>Vacancy</b>	<b>Independent Alliance</b>	
6.	David Lewis	Labour	
7.	Gary Thomas	Labour	
8.	Janice Lewis	Labour	
9.	Mike Kearn	Labour	
10.	Pam Davies	Labour	
11.	Richard Collins	Labour	
12.	John McCarthy	Labour	
13.	Tom Beedle	Llynfi Independents	
14.	Malcolm James	Plaid Cymru	

<b>Town &amp; Community Council Forum</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Sadie Vidal	Conservative	
2.	Carolyn Webster	Conservative	
3.	Matthew Voisey	Conservative	
4.	Ken Watts	Independent	
5.	Jefferson Tildesley MBE	Independent	
6.	Brian Jones	Independent Alliance	<b>Plaid Cymru Group to gain one seat from the Independent Alliance Group as Independent Alliance Group is now overrepresented on the Forum and the Plaid Cymru Group is under represented.</b>
7.	Mike Clarke	Independent Alliance	
8.	Norah Clarke	Independent Alliance	
9.	Sean Aspey	Independent Alliance	
10.	Bridie Sedgebeer	Labour	
11.	Charles Smith	Labour	
12.	Huw David	Labour	
13.	Jon-Paul Blundell	Labour	
14.	Paul Davies	Labour	
15.	Richard Granville	Labour	
16.	Stephen Smith	Labour	
17.	Stuart Baldwin	Labour	
18.	Richard Young	Labour	
19.	Ross Penhale-Thomas	Llynfi Independents	

<b>Subject Overview and Scrutiny Committee 1</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Tom Giffard	Conservative	
2.	Kay Rowlands	Conservative	
3.	Ken Watts	Independent	
4.	Jefferson Tildesley MBE	Independent	
5.	Amanda Williams	Independent Alliance	
6.	Alex Williams	Independent Alliance	
7.	Sorrel Dendy	Independent Alliance	
8.	Bridie Sedgebeer	Labour	
9.	Jane Gebbie	Labour	
10.	Jon-Paul Blundell	Labour	
11.	Martyn Jones	Labour	
12.	Nicole Burnett	Labour	
13.	Richard Collins	Labour	
14.	Pam Davies	Labour	
15.	Tom Beedle	Llynfi Independents	
16.	Roz Stirman	Plaid Cymru	

<b>Subject Overview and Scrutiny Committee 2</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Aniel Pucella	Conservative	
2.	Carolyn Webster	Conservative	
3.	Altaf Hussain	Conservative	
4.	Cheryl Green	Independent Alliance	
5.	Mike Clarke	Independent Alliance	
6.	Sorrel Dendy	Independent Alliance	
7.	Sean Aspey	Independent Alliance	
8.	Tim Thomas	Plaid Cymru	
9.	Pam Davies	Labour	
10.	Gary Thomas	Labour	
11.	Jane Gebbie	Labour	
12.	Janice Lewis	Labour	
13.	David White	Labour	
14.	Martyn Jones	Labour	
15.	Mike Kearn	Labour	
16.	Stephen Smith	Labour	

<b>Subject Overview and Scrutiny Committee 3</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Lyn Walters	Conservative	
2.	Matthew Voisey	Conservative	
3.	Julia Williams	Independent	
4.	Elaine Venables	Independent Alliance	
5.	Norah Clarke	Independent Alliance	
6.	David Lewis	Labour	
7.	Gareth Howells	Labour	
8.	Gary Thomas	Labour	
9.	John Spanswick	Labour	
10.	Paul Davies	Labour	
11.	David White	Labour	
12.	Rod Shaw	Labour	
13.	John McCarthy	Labour	
14.	Keith Edwards	Llynfi Independents	
15.	Roz Stirman	Plaid Cymru	
16.	James Radcliffe	Plaid Cymru	

<b>Corporate Overview and Scrutiny Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Kay Rowlands	Conservative	
2.	Tom Giffard	Conservative	
3.	Norah Clarke	Independent Alliance	
4.	Cheryl Green	Independent Alliance	
5.	Nicole Burnett	Labour	
6.	Jane Gebbie	Labour	
7.	John Spanswick	Labour	
8.	Jon-Paul Blundell	Labour	
9.	Martyn Jones	Labour	
10.	Rod Shaw	Labour	
11.	Ross Penhale-Thomas	Llynfi Independents	
12.	Tim Thomas	Plaid Cymru	



<b>Coychurch Crematorium Joint Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Aniel Pucella	Conservative	
2.	Julia Williams	Independent	
3.	Elaine Venables	Independent Alliance	
4.	David White	Labour	
5.	Richard Young	Labour	

<b>Standards Committee</b>		
<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
Paul Davies	Labour	
Mike Clarke	Independent Alliance	

<b><u>Committee/Panel</u></b>	<b><u>Current Chairperson</u></b>	<b><u>Current Vice Chairs*</u></b>	<b><u>Notes</u></b>
Appeals Panel	Cllr N Burnett	Cllr PA Davies	
Appointments Committee	Leader	Deputy Leader	
Democratic Services Committee	Cllr E Venables	N/A	No Senior Salary allocated
Development Control Committee	Cllr G Thomas	Cllr R Granville	
Licensing Committee	Cllr DRW Lewis	Cllr PA Davies	
Licensing Act 2003 Committee			
Standards Committee	Mr C Jones OBE	N/A	
Town and Community Council Forum	Leader	Cllr CE Smith	
Scrutiny Subject Committee 1	Cllr T Giffard	N/A	
Scrutiny Subject Committee 2	Cllr CA Green	N/A	
Scrutiny Subject Committee 3	Cllr JC Spanswick	N/A	

\* Vice Chairs are not remunerated

**Not appointed by Council**

Audit Committee	Cllr L Walters	Cllr A Williams	To be appointed by the Committee
Corporate Overview and Scrutiny Committee	Cllr CA Green	N/A	To be appointed by the Committee

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO THE ANNUAL MEETING OF COUNCIL

30 SEPTEMBER 2020

#### 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, Cardiff Capital Region City Deal Joint Scrutiny Committee and the South East Wales Strategic Planning Group as set out in **Appendix 1**.

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

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

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

##### 2.2 The Authority's continuing partnership working with a wide range of organisations within the County Borough contributes to the achievement of the Corporate 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 equality implications arising from this report

## **7. Well-being of Future Generations (Wales) Act 2015 Implications**

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

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

## **8. Financial Implications.**

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

## **9. Recommendation.**

Council is recommended to: -

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

**K Watson**  
Chief Officer- Legal, HR and Regulatory Services

**3<sup>rd</sup> September 2020**

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

**Telephone:** (01656) 643250

**E-mail:** [Ruth.Ronan@bridgend.gov.uk](mailto:Ruth.Ronan@bridgend.gov.uk)

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

**Background document**  
None.

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**COMMITTEES - COUNCIL**

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