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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. Rhwch wybod i ni os mai Cymraeg yw eich dewis iaith.

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



Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate
Deialu uniongyrchol / Direct line /: 01656 643148 / 643694 / 643513
Gofynnwch am / Ask for: Democratic Services

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

Dyddiad/Date: Wednesday 7 May 2025

Dear Councillor,

ANNUAL MEETING OF COUNCIL

The Annual Meeting meeting of the Council will be held Hybrid in the Council Chamber Civic Offices, Angel Street, Bridgend, CF31 4WB on **Wednesday, 14 May 2025** at **16:00**.

AGENDA

1 Apologies for absence

To receive apologies for absence from Members.

2 Declarations of Interest

To receive declarations of personal and prejudicial interest from Members/Officers in accordance with the Members' Code of Conduct adopted by Council from 1 September 2008.

3 To receive announcements from the Mayor Councillor Heather Griffiths

4 To elect the Mayor for the period to May 2026 in accordance with Section 23(1) of the Local Government Act 1972

- The newly elected Mayor to announce their Consort

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- 5 To elect the Deputy Mayor for the period to May 2026 in accordance with Section 24(1) of the Local Government Act 1972
 - The newly elected Deputy Mayor to announce their Consort
- 6 To elect the Leader of Bridgend County Borough Council
- 7 The Leader to inform Council of the Members to be appointed to the Cabinet including the Deputy Leader and Cabinet Member portfolios
- 8 Appointments to the Council Committees and Other Council Bodies 5 - 54
- 9 Proposed Programme of Meetings of the Council and Council Committees 55 - 84
- 10 Representation on Outside Bodies & Other Committees 85 - 90
- 11 To invest the Mayor of Bridgend County Borough Council for 2025/2026
- 12 To invest the Mayor's Consort
- 13 To invest the Deputy Mayor of Bridgend County Borough Council for 2025/2026
- 14 To invest the Deputy Mayor's Consort

Note: This will be a Hybrid meeting and Members and Officers will be attending in the Council Chamber, Civic Offices, Angel Street Bridgend / Remotely via Microsoft Teams. The meeting will be recorded live and for subsequent transmission via the Council's internet site. If you would like to view this meeting live, please contact cabinet_committee@bridgend.gov.uk or tel. 01656 643148 / 643694 / 643513 / 643159.

Yours faithfully

K Watson

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

Distribution:

All Members

Meeting of:	ANNUAL MEETING OF COUNCIL
Date of Meeting:	14 MAY 2025
Report Title:	APPOINTMENTS TO THE COUNCIL COMMITTEES AND OTHER COUNCIL BODIES
Report Owner / Corporate Director:	CHIEF OFFICER, LEGAL AND REGULATORY SERVICES, HR AND CORPORATE POLICY
Responsible Officer:	RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER
Policy Framework and Procedure Rules:	The provisions and recommendations of the report accord with the Council's Procedure Rules as outlined in the Constitution.
Executive Summary:	This report sets out the process and seeks approval for the Council's appointment to all Committees, Sub-Committees, Panels and bodies that deal with matters that are neither within the Council or Executive functions.

1. Purpose of Report

1.1 The purpose of this report is to seek Council approval to:

- Appoint the Overview and Scrutiny Committees and such other Committees, Sub-Committees, Panels and bodies as the Council considers appropriate, to deal with matters which are neither reserved to the Council nor are executive functions;
- Approve amendments to the Constitution;
- Approve amendments to the Council's Schedule of Remuneration.

2. Background

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

3. Current situation/ proposal

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

3.2 Governance and Audit Committee

- 3.2.1 Members will recall that under the Local Government and Elections (Wales) Act 2021 it is a legislative requirement for one third of the membership of the Committee to be lay persons. The membership of the Committee therefore consists of 8 Bridgend County Borough Council (BCBC) Members and 4 lay persons to ensure it is compliant with the legislation. The allocation of seats to the Committee has been determined in accordance with the political composition of the Council.
- 3.2.2 Section 115 of the Local Government and Elections (Wales) Act 2021 requires the chair to be a lay person and for the member appointed as the deputy chair not to be a member of the Authority's executive or an assistant to its executive. The chair and deputy chair will be appointed at the first scheduled meeting of the Committee following the Annual Meeting of Council (AGM).

3.3 Overview and Scrutiny Committees

- 3.3.1 On 9 April 2025, Council approved amendments to the Overview and Scrutiny Committee (OVSC) structure and membership following a review of Scrutiny. The new structure will take effect following the AGM on 15 May 2025 providing for four committees with Corporate OVSC and three formally themed Committees; the names of which have subsequently been agreed by the Group Leaders as follows:

- Social Services, Health and Wellbeing OVSC
- Education and Youth Services OVSC
- Communities, Environment and Housing OVSC

Council also approved in principle the remuneration of an additional Scrutiny Chair.

- 3.3.2 The Local Government (Wales) Measure 2011 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 Measure with regard to the allocation of Overview and Scrutiny Chairs, these should be allocated to the following political groups:

Political Group	Number of Chairs to be allocated
Labour	2 Chairperson
Bridgend County Independents	1 Chairperson
Democratic Alliance	1 Chairperson

3.4 Development Control Committee

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

3.5 Democratic Services Committee

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

3.6 Standards Committee

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

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

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

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

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

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

3.7 Appointments Committee

- 3.7.1 The Council has in place a Committee to interview and where appropriate appoint to designated positions such as the Chief Executive, Corporate Directors and Heads of Service. The appointment of a Chief Executive is made by Full Council. In order to ensure that this Committee is politically balanced in accordance with the

composition of political groups that form the Council, it is recommended that the Committee comprises the following membership:

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

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

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

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

3.8.1 The current remit and functions of Committees and other bodies of the Council are detailed within the Constitution and set out at **Appendix 1**, noting that the remit and functions of the Overview and Scrutiny Committees and the Cabinet Committee Equalities and Employees Relations are set out separately at **Appendices 4 and 5**.

3.9 Political Balance

3.9.1 Political balance is essential to determine the allocation of seats on Committees. The current political balance of Committees and other bodies is shown at **Appendix 2** of the report and has been amended to reflect changes resulting from the recent By-election. As can be seen from **Appendix 2**, these changes maintain the political balance ensuring that the variance is no more or less than 1 seat.

3.10 Committee Structure

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

3.11 Amendments to the Constitution and Schedule of Remuneration

3.11.1 On 9 April 2025, Council approved amendments to the Overview and Scrutiny Committee structure following a scrutiny review as outlined at paragraph 3.3.1 above. The Overview and Scrutiny Procedure Rules within Section 7 of the Constitution and the size and Terms of Reference of those committees have been amended accordingly to incorporate the required changes and is attached as **Appendix 4** of the report for approval.

3.11.2 Following a desktop review, the Cabinet Committee Equalities has been renamed Cabinet Committee Equalities and Employee Relations. A revised Terms of Reference was presented to the meeting of Cabinet on 13 May 2025 to take effect following the AGM and is attached as **Appendix 5** for information.

- 3.11.3 On 12 March 2025, Council approved amendments to the Contract Procedure Rules within the Constitution following the commencement of the Procurement Act 2025. The Monitoring Officer in accordance with paragraph 2.6 of the Constitution can make minor changes to the Constitution to ensure consistency. Rule 3.6A of the CPRs has therefore been amended to deal with transitional arrangements for contracts procured before the new regime came into effect. The change to rule 3.6A within the CPRs is below:

3.6A These Contract Procedure Rules reflect the requirements of the Act and Regulations and will be applicable for all relevant procurements commenced after the Act came into effect on 24th February 2025. Contracts procured before 24th February 2025 remain regulated by the Public Contracts Regulations 2015. Subject to the prior approval of the Monitoring Officer an existing contract procured under the Public Contracts Regulations 2015 may be modified in accordance with the regulatory safe harbours available under regulation 72 of the Public Contracts Regulations 2015.

Additionally, following a recommendation by the Governance and Audit Committee to include reference to the Contractor Safeguarding Protocol within the CPRs, Rule 2 has been amended:

2.1.8 Be procured in accordance with the Contractor Safeguarding Protocol.

The Monitoring Officer is required to report any changes to the next meeting of Full Council for information.

- 3.11.4 Should Council approve the remuneration of an additional OVSC Chair as outlined at paragraph 3.3, the Schedule of Remuneration (**Appendix 6**) will require amendment and approval. To ensure no increase in the overall Members remuneration budget it is proposed that the Chair of the Appeals Panel be no longer remunerated.

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

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

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

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

- Long-term - The approval of this report will assist in the long term

- Prevention - planning of the business of the Council in both the short term and in the long-term.
 - Integration - 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.
 - Collaboration - The report supports all the wellbeing objectives.
 - Involvement - Consultation has taken place previously with the Group Leaders and Independent Members regarding the allocation of memberships of Committees and other bodies and the allocation of Chairs.
- Involvement - Advance public notice of the Programme of meetings can ensure that the public and stakeholders can engage in Council and Committee meetings. Agendas and minutes of all public meetings will be available in the Welsh language in compliance with the Welsh Language Standards.

6. Climate Change Implications

6.1 There are no Climate Change Implications as a result of this report.

7. Safeguarding and Corporate Parent Implications

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

8. Financial Implications

8.1 Should there be an additional remunerated Scrutiny Chair, the allowance would have to come from within the existing Members budget, which would result in the removal of allowances for other roles and an amendment to the Schedule of Remuneration.

9. Recommendations

9.1 Council is recommended to:-

- (1) Appoint the Overview and Scrutiny Committees and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions;
- (2) Determine the size and Terms of Reference for those Committees as set out in **Appendix 1** of the report;
- (3) Determine the allocation of seats to political groups in accordance with the political balance rules as set out in **Appendix 2** of the report;
- (4) Note which political groups represented at Council are entitled to make appointments of Overview and Scrutiny Committee Chairpersons;

- (5) Receive nominations and appoint Councillors to serve on each of the Committees, Panels and other bodies (as indicated):
- Appeals Panel
 - Appointments Committee
 - Governance and Audit Committee
 - Democratic Services Committee
 - Development Control Committee
 - Licensing Committee
 - Licensing Act 2003 Committee
 - Town and Community Council Forum
 - Standards Committee
 - Corporate OVSC
 - Social Services, Health and Wellbeing OVSC
 - Education and Youth Services OVSC
 - Communities, Environment and Housing OVSC
- (6) Receive nominations and appoint the Chairpersons and Vice-Chairpersons of the following Committees, Panels and other bodies (as indicated) with it being noted that the Governance and Audit Committee at its first scheduled meeting will appoint a Chairperson and Vice-Chairperson:
- | | |
|--|----------------------------------|
| • Appeals Panel | Chairperson and Vice-Chairperson |
| • Democratic Services Committee | Chairperson |
| • Development Control Committee | Chairperson and Vice-Chairperson |
| • Licensing Committee & Licensing Act 2003 Committee | Chairperson and Vice-Chairperson |
| • Town and Community Council Forum | Chairperson and Vice-Chairperson |
- (7) Note the nominations from the Group Leaders in accordance with the provisions of paragraph 3.3 of the report, and appoint those nominees to the following Overview and Scrutiny Committees:
- Corporate OVSC
 Social Services, Health and Wellbeing OVSC
 Communities, Environment and Housing OVSC
 Education and Youth Services OVSC
- (8) Approve the remuneration of an additional OVSC Chair and subject to that approval, approve amendments to the Council's Schedule of Remuneration to reflect those changes as outlined at paragraph 3.11.4 (**Appendix 6**);
- (9) Approve the amendments to the Overview and Scrutiny Committee Procedure Rules within the Constitution and approve the size and Terms of Reference for the Overview and Scrutiny Committees (**Appendix 4**);
- (10) Note the amendments to the Constitution in relation to the Contract Procedure Rules and the revised Terms of Reference for the Cabinet

Committee Equalities and Employee Relations (**Appendix 5**) as outlined at paragraphs 3.11.2 and 3.11.3.

Background documents

None

Responsibility for Functions

Non-Executive Functions

Member Body	Membership	Functions
Appeals Panel	Chairperson and/or Vice Chairperson together with one or two County Borough Councillors drawn on a rota basis from a panel of ten County Borough Councillors	To hear and determine appeals under the following policies and procedures of the Council: <ul style="list-style-type: none"> • Disciplinary; • Grievance; • Management of Absence; • Dignity at Work; • Capability; • Redundancy and Redeployment
Appointments Committee	The Appointments Committee is comprised of 8 Elected Member representatives: <ul style="list-style-type: none"> • Leader (Chairperson) • Deputy Leader • Cabinet Member (of relevant portfolio to the post) • 1 x Labour Member • 2 x Bridgend County Independents Members • 2 x Democratic Alliance Members 	To undertake the appointment process of JNC officers (other than the Chief Executive). To undertake the appointment process of the Chief Executive and recommend to full Council an appointable candidate(s). Substitution of Appointments Committee Members is permissible but only for the whole of an appointments process. 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.
Governance and Audit Committee	8 County Borough Councillors and 4 Lay Members	<ul style="list-style-type: none"> • Review, scrutinise and issue reports and recommendations in relation to the Council's financial affairs, • Review, scrutinise and issue reports and recommendations on the appropriateness of the Council's risk management, internal control, arrangements to secure value for money and corporate governance arrangements.

Member Body	Membership	Functions
		<ul style="list-style-type: none"> • To consider the report on the annual risk assessment, any interim reports and the Corporate Risk Management Policy. • Oversee the Council's internal and external audit arrangements (including the performance of external providers of Internal Audit) and review its financial statements. • To approve the Internal Audit Charter. • To approve the risk-based internal audit plan and to approve significant interim changes to the risk-based internal audit plan. • To contribute to the Quality Assurance and Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years. • To consider and approve the Head of Internal Audit's annual report and opinion, a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements. • To consider and approve reports from Internal Audit on the adequacy of internal control. • To consider and approve reports dealing with the management and performance of the providers of internal audit services. • To consider reports from Internal Audit on agreed recommendations not implemented within a reasonable timescale and approve necessary remedial action. • To identify issues from the Annual Improvement Report by Audit Wales. • To identify areas for examination by Internal and External Audit. • To be responsible for ensuring effective scrutiny of the Treasury Management function and policies, in accordance with the Treasury Statement and Treasury Management Indicators. • To maintain an overview of the Council's Constitution in respect of Contract and Finance Procedure Rules. • To review any issue referred to it by the Chief Executive Officer, the Monitoring Officer and the Section 151 Officer.

Member Body	Membership	Functions
		<ul style="list-style-type: none"> • To monitor the Council's Anti-Fraud and Bribery Strategy, Anti-Money Laundering Policy and Anti-Tax Evasion Policy. • To review and approve the Council's Annual Governance Statement and Code of Corporate Governance. • To assess the Council's compliance with its own and other published standards and controls. • To review and approve the Annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council. • To consider and approve the External Auditor's report in relation to those charged with governance on issues arising from the audit of the accounts. • To review and consider reports from the External Auditor on the Council's performance, financial probity and corporate governance and providing the opportunity for direct discussion with the auditor on these. • To receive reports from the External Regulators as appropriate. • To attend relevant training sessions in accordance with the Members Training programme e.g. Treasury Management. • To review and assess the Council's ability to handle complaints effectively. • To make reports and recommendations in relation to the Council's ability to handle complaints effectively. • To review the Council's draft self-assessment report on its performance and, if deemed necessary, make recommendations for changes to the conclusions. • To receive the Council's self-assessment report in respect of a financial year as soon as reasonably practicable after the end of that financial year. • At least once during the period between two consecutive ordinary elections of councillors to the Council, consider the panel performance assessment report into

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

Member Body	Membership	Functions
		<p>authority as to the Member attending any meeting or performing any duty;</p> <p>d) The Sub-Committee may confirm the decision of the chair of the authority or substitute its own decision as to the Member attending any meeting or performing any duty;</p> <p>e) The decision of the Sub-Committee is final.</p>
Development Control Committee	18 County Borough Councillors	<ol style="list-style-type: none"> 1. To make recommendations to the Council in respect of Departure Applications which the Committee are minded to approve and Applications which accord with Council policy which the Committee are minded to refuse; 2. To determine applications for planning permission including applications by the Council for deemed planning permission other than Departure Applications which the Committee are minded to approve and Applications which accord with Council policy which the Committee are minded to refuse; 3. To deal with all matters relating to or arising under the regulations for the time being in force governing the control of advertisements; 4. To authorise the service of notices and the making of orders in accordance with the powers conferred upon the Council as local planning authority by Parts III, IV, VI, VII, VIII and XIII of the Planning (Listed Buildings and Conservation Areas) Act 1990; 5. To discharge the Council's functions pursuant to Part I, Chapters II, III, IV and VI, Part II, Sections 72-75, Part III and Part IV of the Planning (Listed Buildings and Conservation Areas) Act 1990; 6. To discharge the Council's functions pursuant to the Planning (Hazardous Substances) Act 1990;

Member Body	Membership	Functions
		<p>7. To deal with all matters relating to or arising under the regulations for the time being in force governing European Nature Conservation Sites;</p> <p>8. To discharge the Council's functions under the Building Regulations;</p> <p>9. To be responsible for:</p> <ul style="list-style-type: none"> a) The making of Tree Preservation Orders; b) The confirmation of Tree Preservation Orders in respect of which there are no subsisting objections or representations; c) The determination of all applications for consent under confirmed Tree Preservation Orders; d) The making of observations on tree felling licences proposed to be granted by National Resources Wales; e) The determination of applications under the Woodland Grant Scheme; <p>10. To approve design briefs and advice notes relating to the control of development;</p> <p>11. To accept tenders for the execution of work, the performance of services or the supply of goods or materials in connection with the exercise of the functions of the Committee;</p> <p>12. To exercise those functions relating to town and country planning and development control specified:</p> <ul style="list-style-type: none"> (a) In column (1) of Schedule 1 to the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2001; and (b) In Regulations 2(2), 2(3) or 2(4) of those Regulations; which are not specified in paragraphs 1 to 11 above, unless the responsibility for exercising any of those functions has been delegated by the Council to any other committee, sub-committee, panel or other body.

Member Body	Membership	Functions
Rights of Way Sub-Committee	6 County Borough Councillors (plus one observer from each: Ramblers' Association; the British Horse Society; and a Footpath Secretary.	<ol style="list-style-type: none"> 1. To approve the making of applications for and the making, modification or variation of orders relating to rights of way in pursuance of any provision contained in the following enactment (or any statutory modification, re-enactment or amendment thereof): Town and Country Planning Act 1990; 2. To confirm, where the Council has power to do so, any proposed Order made in accordance with paragraph 1 above to which there are no objections or in respect of which any objections made are withdrawn; 3. Where the Council does not have power to determine any proposed Order to refer the proposed Order to such determining body (i.e. the National Assembly for Wales, the Magistrates' Court or the County Court) as is appropriate in the circumstances.
The Licensing Committee	14 County Borough Councillors	<ol style="list-style-type: none"> 1. To determine from time to time any standard conditions applicable to and detailed policies governing the issue of the following licences, permits and consents; to determine the amount of the fees to be charged from time to time in respect of those licenses, permits and consents; and to determine objections in relation to proposed fee revisions: <ol style="list-style-type: none"> a) Hackney Carriage and Private Hire Vehicle Licences, Drivers' Licences and Operators' Licences; b) Licences for Pleasure Boats and Vessels; c) Street Trading Licences and Consents; d) Sex Establishments; e) Street Collections; f) House to House Collections; g) Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987.

Member Body	Membership	Functions
		<p>h) Section 26(1)(bb) of the Marriage Act 1949, (as amended)</p> <p>2. To prescribe guidelines, conditions, limitations or restrictions governing the grant of applications for Hackney Carriage and Private Hire Vehicle Drivers' Licences by Council officers under the power delegated to them;</p> <p>3. To resolve to designate any street within the County Borough under the street trading provisions contained in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 and to deal with any matter arising there from, including licence and consent issues.</p>
The Licensing Sub-Committee	Two Panels sitting on a rota basis each consisting of seven county borough councillors, and chaired by the Chairperson and Vice Chairperson of the Licensing Committee	<p>1. To hear and determine applications and to deal with all detailed matters (including the suspension and revocation of licences) relating to:</p> <ul style="list-style-type: none"> a. Hackney Carriage and Private Hire Vehicle Licences, Drivers' Licences and Operators' Licences; b. Licences for Pleasure Boats and Vessels; c. Street Trading Licences and Consents; d. Sex Establishments; e. Street Collections; f. House to House collections; <p>2. To determine any matters in relation to the Drivers Awareness Course for Hackney Carriage and Private Hire Vehicle Drivers, including the making of any charges deemed appropriate.</p> <p>3. To determine all applications in respect of both designated grounds and regulated stands and grounds under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987.</p>

Member Body	Membership	Functions
		<p>4. To hear and determine applications for the grant or renewal of approvals of premises for the solemnisation of marriages in pursuance of Section 26(1)(bb) of the Marriage Act 1949, (as amended) or to revoke such approvals, in circumstances in which the Council Officer to whom the power to determine such applications, or to revoke such approvals, has been delegated has declined to exercise the delegated power.</p>
The Licensing Act 2003 Committee	14 County Borough Councillors	<p>1. All matters relating to the discharge by the licensing authority of its licensing functions under the Licensing Act 2003 other than any function conferred by section 5 in respect of its statement of licensing policy;</p> <p>2. All matters relating to the discharge by the Licensing Authority of its licensing functions under the Gambling Act 2005 other than any function conferred by section 349 in respect of its statement of Licensing Policy and section 166 in respect of a resolution not to issue a casino license.</p>
The Licensing Act 2003 Sub-Committee(s)	Ad-hoc panels of 3 Licensing Act 2003 Committee members sitting on a rota basis chaired by the Chairperson or Vice-Chairperson of the Licensing Act 2003 Committee or in their absence a member of the panel to be elected as Chairperson for that meeting	<p>1. To hear and determine or make decisions (as appropriate) under the Licensing Act 2003 regarding the following matters:</p> <ul style="list-style-type: none"> (a) Applications for personal licences (if police objection); (b) Applications for personal licences with unspent convictions; (c) Applications for premises licences/club premises certificates (if relevant representation made); (d) Applications for provisional statements (if relevant representation made); (e) Applications to vary premises licences/club premises certificates (if relevant representation made); (f) Applications to vary designated premises supervisor (if police objection); (g) Applications for transfer of premises licence (if police objection);

Member Body	Membership	Functions
		<ul style="list-style-type: none"> (h) Applications for interim authorities (if police objection); (i) Applications to review premises licences/club premises certificate; (j) Whether to object when the authority is a consultee and not the relevant authority considering an application; (k) Determination of police objections (counter notices) to temporary event notices; (l) Revocations of licences where convictions come to light. <p>2. To determine applications received in respect of the Legislative Reform (Minor variations to Premises Licences and Club Premises Certificates) Order 2009.</p> <p>3. To determine applications received in respect of the Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls &c.) Order 2009.</p> <p>4. To hear and determine or make decisions (as appropriate) under the Gambling Act 2005 regarding the following matters:</p> <ul style="list-style-type: none"> (a) Applications for Premises Licence; (b) Application for variation of Premises License; (c) Application for transfer of Premises Licence; (d) Application for Provisional Statement; (e) Review of Premises License; (f) Application for Club Gaming / Club Machine permit; (g) Cancellation of Club Gaming / Club Machine permit; (h) Cancellation of Licensed Premises Gaming Machine permit;

Member Body	Membership	Functions
		<ul style="list-style-type: none"> (i) Consideration of temporary use notice; (j) Decision to give counter notice to a temporary use notice; (k) Decision to refuse application for small lottery registration; (l) Decision to disapply s282 - automatic entitlement to gaming machines in licensed premises. (m) Other matters where the Council Officer to whom the power to determine or revoke has been delegated declines to exercise the delegated power.
Standards Committee	5 Independent Members; 2 County Borough Councillors; 1 Town / Community Councillor	<ol style="list-style-type: none"> 1. Promoting and maintaining high standards of conduct by Councillors and co-opted Members of the Authority; 2. Assisting the Councillors and co-opted Members to observe the Members' Code of Conduct; 3. Advising the Council on the adoption or revision of the Members' Code of Conduct; 4. Monitoring the operation of the Members' Code of Conduct; 5. Advising, training or arranging to train Councillors and co-opted Members on matters relating to the Members' Code of Conduct; 6. Monitoring the operation of the Council's Whistleblowing Policy; 7. To grant dispensations from the prohibitions contained in the Members' Code of Conduct in accordance with the Regulations; 8. Consider reports submitted by the Public Services Ombudsman for Wales and the Council's Monitoring Officer; 9. Monitoring compliance by leaders of political groups on the Council with their duties to promote and maintain high

Member Body	Membership	Functions
		<p>standards of conduct by the members of the group;</p> <p>10. Advising, training or arranging to train leaders of political groups on the Council about matters as outlined above.</p>
Town and Community Council Forum	19 County Borough Councillors and 1 Town / Community Councillor representing each Town / Community Council	To consult with representatives of Town and Community Councils within the County Borough on matters of mutual interest.

Committee	Total	Labour			Bridgend County Independents			Democratic Alliance			Conservative		
		No	%	Change	No	%	Change	No	%	Change	No	%	Change
Appeals	12	6	50.00		3	25.00		2	16.67			0.00	
Appointments Committee	8	4	50.00		2	25.00		2	25.00			0.00	
Governance and Audit Committee	8	4	50.00		2	25.00		1	12.50	-1		0.00	
Democratic Services Committee	11	6	54.55		3	27.27		1	9.09			0.00	
Development Control Committee	18	9	50.00		5	27.78		3	16.67		1	5.56	
Licensing Committee & Act 2003 Committee	14	7	50.00	-1	3	21.43		2	14.29		1	7.14	
Town & Community Council Forum	19	11	57.89		5	26.32		2	10.53			0.00	
Education and Youth Services	14	7	50.00	+1	4	28.57	+1	2	14.29			0.00	
Social Services, Health and Wellbeing	14	7	50.00	+1	3	21.43		3	21.43	+1		0.00	
Communities, Environment and Housing	14	7	50.00	+1	3	21.43		2	14.29		1	7.14	
Corporate	14	7	50.00		4	28.57	+1	3	21.43	+1		0.00	
Totals	146	75	51.37		37	25.34		23	15.75		3	2.05	
Councillors	51	26	50.98		13	25.49		8	15.69		1	1.96	
Variation as %			0.39			-0.15			0.07			0.09	
Variation as Seats(1% = 1.46 seats)	1.46		0.57			-0.22			0.10			0.14	

Committee	Total	Independent			Independent			Reform		
		JH Tildesley			S Aspey			O Clatworthy		
		No	%	Change	No	%	Change	No	%	Change
Appeals	12	1	8.33			0.00			0.00	
Appointments Committee	8		0.00			0.00			0.00	
Governance and Audit Committee	8		0.00			0.00		1	0.00	+1
Democratic Services Committee	11		0.00		1	9.09			9.09	
Development Control Committee	18		0.00			0.00			0.00	
Licensing Committee & Act 2003 Committee	14		0.00			0.00		1	0.00	+1
Town & Community Council Forum	19	1	5.26			0.00			0.00	
Education and Youth Services	14	1	7.14			0.00			0.00	
Social Services, Health and Wellbeing	14		0.00		1	7.14			7.14	
Communities, Environment and Housing	14		0.00			0.00		1	0.00	+1
Corporate	14		0.00			0.00			0.00	
Totals	146	3	2.05		2	1.37		3	2.05	
Councillors	51	1	1.96		1	1.96		1	1.96	
Variation as %			0.09			-0.59			0.09	
Variation as Seats(1% = 1.38 seats)	1.46		0.14			-0.86			0.14	

PROPOSED COMMITTEE STRUCTURE

	<u>Size of Committee (or other body)</u>
Appeals Panel	12
Appointments Committee	8
Governance and Audit Committee (inc. 4 Lay Members)	12
Democratic Services Committee	11
Development Control Committee	18
Licensing Committee	14
Licensing Act 2003 Committee	14
Standards Committee (inc. 5 Lay Members)	8
Town and Community Council Forum	19
Education and Youth Services OVSC	14
Social Services, Health and Wellbeing OVSC	14
Communities, Environment and Housing OVSC	14
Corporate Overview & Scrutiny Committee	14

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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SECTION 7

7. OVERVIEW AND SCRUTINY COMMITTEES

7.1 Introduction

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

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

7.2 Overview and Scrutiny Committees

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

- 7.2.1 review or scrutinise decisions made, or actions taken, in connection with the discharge of any of the Council's functions whether by the Cabinet or another part of the Council;
- 7.2.2 make reports or recommendations to the Council or the Cabinet in connection with the discharge of any functions;
- 7.2.3 consider any matter which affects the Council's area or its inhabitants; and
- 7.2.4 exercise the right to call in for reconsideration decisions made but not yet implemented by the Cabinet and Officers.

7.3 Role, Scope and Membership

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

Committee and Membership	Role and Scope
Corporate Overview and Scrutiny Committee Fourteen County Borough Councillors	<ul style="list-style-type: none"> • To consider the service provision, planning, management and performance relating to corporate performance and governance; • To consider policies, protocols and plans relating to corporate performance and governance; • To undertake scrutiny of the draft annual MTFS, including the budget savings proposals and comments upon the consult consultation process.

Committee and Membership	Role and Scope
	<ul style="list-style-type: none"> • To scrutinise the performance and budget Monitoring of all Directorates in the achievement of the corporate priorities; • To act as the Council's Crime and Disorder Committee (Under Sections 19 and 20 of the Police and Justice Act 2006). • To consider the Council's Corporate Plan and monitor progress against the Corporate Priorities; • To develop and implement a Forward Work Programme for the Committee having regard to the Council's Corporate Priorities and Risk Management Framework.
<p>Education and Youth Services Overview and Scrutiny Committee</p> <p>Fourteen and County Borough Councillors (Plus 5 Education representatives).</p>	<ul style="list-style-type: none"> • To consider the service provision, planning, management and performance relating to Education service provision. • To consider policies, strategies and plans relating to Education service provision; • To propose items for the Forward Work Programme having regard for the Council's Corporate Priorities and Risk Management Framework including the Scrutiny Topic Selection Criteria.
<p>Social Care, Health and Wellbeing</p> <p>Fourteen County Borough Councillors</p>	<ul style="list-style-type: none"> • To consider the service provision, planning, management and performance relating to Social Services and Wellbeing provision; • To consider policies, strategies and plans relating to Social Services and Wellbeing; • To propose items for the Forward Work Programme having regard for the Council's Corporate Priorities and Risk Management Framework including the Scrutiny Topic Selection Criteria.
<p>Communities, Environment and Housing Overview and Scrutiny Committee</p> <p>Fourteen County Borough Councillors</p>	<ul style="list-style-type: none"> • To consider the service provision, planning, management and performance relating to community services, environment and Housing provision; • To consider policies, strategies and plans relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee; • To propose items for the Forward Work Programme having regard for the Council's Corporate Priorities and Risk Management Framework including the Scrutiny Topic Selection Criteria.

7.4 **Specific Functions**

7.4.1 Policy Development and Review

The Overview and Scrutiny Committees may:

- (a) assist the Council and the Cabinet in the development of its Budget and Policy Framework by in depth analysis of policy issues;
- (b) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (c) question Members of the Cabinet and/or Committees and Chief Officers from the Council about their views on issues and proposals affecting the area;
- (d) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interest of local people are enhanced by collaborative working; and
- (e) consider the impact of policies to assess if they have made a difference.

7.4.2 Scrutiny

The Overview and Scrutiny Committees may:

- (a) review and scrutinise the decisions by and performance of the Cabinet and/or Committees and Council Officers in relation to individual decisions and over time;
- (b) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (c) question Members of the Cabinet and/or Committees and Chief Officers from the Council about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or project;
- (d) make recommendations to the Cabinet and/or appropriate Committee and/or Council arising from the outcome of the scrutiny process;
- (e) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Committees and local people about their activities and performance; and
- (f) question and gather evidence from any person (with their consent).

7.4.3 Scrutiny Annual Report

The Scrutiny Annual Report will be considered and endorsed by the Corporate Overview and Scrutiny Committee before being reported to Full Council on their work with recommendations for the coming year and amended working methods if appropriate.

7.4.4 Cwm Taf Morgannwg Public Services Board Joint Overview and Scrutiny Committee

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

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

- To carry out functions in relation to the Board that are imposed on it by the Well-Being of Future Generations (Wales) Act 2015, including in particular as a statutory consultee upon the:
 - PSB Well-being Assessment;
 - PSB Well-being Plan, and;
- To receive an Annual Report detailing the progress made towards meeting local Well-being objectives in the Wellbeing Plan.
- To review or scrutinise the decisions made or actions taken by Board;
- To review or scrutinise the Board's governance arrangements;
- To make reports or recommendations to the Board regarding its functions or governance arrangements;
- To consider matters relating to the Board as the Welsh Ministers may refer to it and report to the Welsh Ministers accordingly.

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

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

7.4.7 The remit of the JOSC includes only the activities of the Cwm Taf Morgannwg Public Services Board as a partnership and excludes scrutiny of individual partner organisations.

7.4.8 The remit of the PSB JOSC also incorporates the activity of the regional Community Safety Partnership, replicating the responsibilities of the PSB. Existing legislation excludes any matter which could be considered by an Authority's Crime and Disorder Committee (sections 19 and 20 of the Police and Justice Act 2006) from the work programmes of all other scrutiny committees, sub-committees and JOSCs.

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

7.5 **Head of Democratic Services**

One of the roles of the Head of Democratic Services under section 8 of The Measure is to promote the role of the Council's Overview and Scrutiny Committees and to promote support and guidance to Council Members and Officers generally about the functions of the Overview and Scrutiny Committees.

7.6 **Who May Sit on Overview and Scrutiny Committees?**

All Councillors except Members of the Cabinet and Assistants to the Executive may be Members of the Overview and Scrutiny Committees. However, no Member may be involved in scrutinising on decisions in which he has been directly involved.

7.7 **Co-Optees**

Each Overview and Scrutiny Committee shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees subject to the number of co-opted members on the Committee shall not exceed one third of the total membership of

the Committee. In exercising or deciding whether to exercise a co-option, the Authority must, under section 76 of The Measure, have regard to guidance given by the Welsh Ministers and comply with directions given by them.

Co-optees' membership may be for:

- (1) the life of the Committee;
- (2) until such time as it is terminated by the Council, upon the recommendation of the Committee; or
- (3) for the purposes of a particular review or performance monitoring exercise.

7.8 Education Representatives

The Education and Learner Support Overview and Scrutiny Committee shall include in its Membership voting representatives of religious faiths and of parent governors, as required by law and guidance from Senedd Cymru:

- (1) One Church in Wales representative
- (2) One Roman Catholic Church representative
- (3) Three parent governor representatives (one from a primary school, one from a secondary school and one from a special school)

A Co-opted Member of an Overview and Scrutiny Committee or sub-committee will be entitled to vote at a meeting of the Committee or sub-committee on any matter which relates to any education functions which are the responsibility of the Cabinet and which falls to be decided at the meeting; but will not otherwise be entitled to vote.

7.9 Who Chairs?

The arrangements included in sections 66-75 of the Local Government (Wales) Measure 2011 will be followed for appointing persons to chair Overview and Scrutiny Committees.

7.10 Role of the Chair and the Overview and Scrutiny Committees

7.10.1 The Chairs will liaise with the Cabinet and supervise the Work Programme and identify suitable priority areas for Scrutiny.

7.10.2 In summary, therefore, the Chair will:

- (a) meet regularly to monitor Work Programmes;
- (b) liaise with the Cabinet on issues affecting the Scrutiny Work Programme.

7.11 Work Programme

At the beginning of the municipal year each Overview and Scrutiny Committee will be asked to identify issues for consideration during the year, using pre-determined criteria which emphasises the need to consider issues such as impact, risk, performance, budget and community perception when identifying topics for investigation. There is an understanding that the Work Programme will remain flexible and be revisited at each meeting

to consider all potential items and reprioritise with input from all the Committees.

7.11.1 Meetings of the Overview and Scrutiny Committees shall be called by the Monitoring Officer and may be required to do so by the Chair of the relevant Overview and Scrutiny Committee or by any five members of the Committee.

7.11.2 Extraordinary meetings may be called from time to time in order to deal with call-ins (Section 7.23) where the Chair of an Overview and Scrutiny Committee and the Monitoring Officer agree it is necessary for that Overview and Scrutiny Committee to consider the called in decision before the Committee's next programmed meeting.

7.12 Joint Overview and Scrutiny Committees

Under section 58 of The Measure, regulations may be made to permit or require two or more local authorities to appoint a joint Overview and Scrutiny Committee. This is set out in the Local Authorities (Joint Overview and Scrutiny) (Wales) Regulations 2013.

7.13 Rules of Procedure and Debate

The Overview and Scrutiny Procedure Rules will apply to meetings of the Overview and Scrutiny Committees.

7.14 What will be the Number and Arrangements for Overview and Scrutiny Committees?

7.14.1 The Council will have four Overview and Scrutiny Committees set out in the table in Section 7.3 and will appoint to them as it considers appropriate from time to time. The Committees may appoint smaller groups to carry out detailed examination of particular topics for report back to them. Such groups may be appointed for a fixed period on the expiry of which they shall cease to exist.

7.14.2 The terms of reference of the various Overview and Scrutiny Committees will be as set out in the table in Section 7.3.

7.14.3 Each Overview and Scrutiny Committee will be Chaired by a Chair appointed from the membership of that Overview and Scrutiny Committee in accordance with political balance rules with the condition that the Chair of the Corporate Overview and Scrutiny Committee be an opposition Chair. In addition:

- (a) there will be cross party Membership of all Overview and Scrutiny Committees;
- (b) the Overview and Scrutiny Committees shall undertake the following:
 - (i) investigate or review a particular matter in depth and without delay, reporting their conclusions and making any recommendations to the Council or Cabinet as appropriate;
 - (ii) conduct research, community (and other) consultation for the purposes of analysing issues and developing where appropriate; possible options, through liaison with the area/community partnerships;

- (iii) consider and report on mechanisms to encourage and enhance community participation in the development of service delivery options;
- (iv) question Cabinet Members and Officers about their views and actions on issues and proposals affecting the County Borough;
- (v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and
- (vi) question and gather evidence from any person (with his/her consent) whilst conducting investigative and reporting processes.

7.15 Meetings of the Overview and Scrutiny Committees

The Council may determine a cycle of meetings for the Overview and Scrutiny Committees. If the Council do not set the cycle, each such Committee shall determine their own cycle of meetings. The Chair may change the date or cancel meetings, or call additional meetings as they consider necessary to deal with the Committee's work programme. A meeting of an Overview and Scrutiny Committee may be called by the Chair or by the Monitoring Officer, if he/she considers it necessary or appropriate.

7.16 Quorum

The quorum for an Overview and Scrutiny Committee shall be a quarter of all Members of the Committee or 3 Members whichever is greater.

7.17 Agenda Items

7.17.1 Any Member of a particular Overview and Scrutiny Committee shall be entitled to give notice to the Monitoring Officer that he wishes an item relevant to the functions of the that Committee to be included on the agenda for the next available meeting. Ten working days' notice of the item should be given to the Monitoring Officer together with sufficient information to enable the Officer to advise about the nature and purpose of the item.

7.17.2 On receipt of such a request, so long as it is an appropriate matter to be considered, the Monitoring Officer will ensure that it is included on the next available agenda.

7.17.3 An Overview and Scrutiny Committee shall also respond, as soon as their work programme permits, to requests from the Council and/or the Cabinet to review particular areas of Council activity. Where they do so, the particular Overview and Scrutiny Committee shall report their findings and any recommendations back to the Cabinet and/or Council. The Council and/or the Cabinet shall consider the report of the Overview and Scrutiny Committee within one month of receiving it.

7.18 Policy Review and Development

7.18.1 The role of the Overview and Scrutiny Committees in relation to the development of the Council's Budget and Policy Framework is set out in detail in the Budget and Policy Framework Procedure Rules in Section 15.

7.18.2 In relation to the development of the Council's approach to other matters not forming part of its Budget and Policy Framework, an Overview and Scrutiny Committee may make proposals to the Cabinet for developments in so far as they relate to matters within their terms of reference.

7.18.3 An Overview and Scrutiny Committee may hold enquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so.

7.19 Reports from the Overview and Scrutiny Committees

7.19.1 All formal reports from the Overview and Scrutiny Committees will be submitted to the Monitoring Officer for consideration by the Cabinet (if the proposals are consistent with the existing Budget and Policy Framework), or to the Council as appropriate (eg if the recommendation would require a departure from or a change to the agreed Budget and Policy Framework).

7.19.2 If an Overview and Scrutiny Committee cannot agree on one single final report to the Council or Cabinet as appropriate, one minority report may be prepared and submitted for consideration by the Council or Cabinet with the majority report.

7.19.3 The Council or Cabinet shall consider the report of an Overview and Scrutiny Committee within one month of it being submitted to the Monitoring Officer.

7.20 Rights of Members of the Overview and Scrutiny Committees to Documents

7.20.1 In addition to their rights as Councillors, Members of the Overview and Scrutiny Committees have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Section 15 of this Constitution.

7.20.2 Nothing in this paragraph prevents more detailed liaison between the Cabinet and the Overview and Scrutiny Committees as appropriate depending on the particular matter under consideration.

7.21 Members and Officers Giving Account

7.21.1 The Overview and Scrutiny Committees may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the Scrutiny role, it may require any Member of the Cabinet, the Chief Executive and/or any senior Officer to attend before it to explain in relation to matters within their remit:

- (a) any particular decision or series of decisions;
- (b) the extent to which the actions taken implement Council policy; and/or
- (c) their performance and it is the duty of those persons to attend if so required.

- 7.21.2 For this purpose, senior Officer includes any Chief Officer, deputy Chief Officer and other appropriate senior Officer. Where there are concerns about the appropriateness of the Officer who should attend, the relevant Chief Officer shall discuss this with the appropriate Overview and Scrutiny Chair or Vice Chair with a view to achieving consensus.
- 7.21.3 Where any Member or Officer is required to attend an Overview and Scrutiny Committee under this provision, the Chair of that Committee will inform the Monitoring Officer. The Monitoring Officer shall inform the Member or Officer, if necessary in writing, giving at least five working days' notice of the meeting at which he or she is required to attend (unless agreed otherwise). Any notice will state the nature of the item on which he or she is required to attend to give account and whether any papers are required to be produced for the Committee.
- 7.21.4 Where the account to be given to an Overview and Scrutiny Committee will require the production of a report, then the Member or Officer concerned will be given sufficient notice to allow for preparation of that documentation.
- 7.21.5 Where, in exceptional circumstances, the Member or Officer is unable to attend on the required date, then the Overview and Scrutiny Committee shall in consultation with the Member or Officer arrange an alternative date for attendance.

7.22 Attendance by Others

An Overview and Scrutiny Committee may invite people other than those people referred to in paragraph 7.211 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and Members and Officers in other parts of the public sector and shall invite such people to attend.

7.23 Call-In

7.23.1 Rules

- (a) Where a decision is made by the Cabinet, an individual Member of the Cabinet or a Committee of the Cabinet or under joint arrangements, the decision shall be published by the Monitoring Officer, including where possible by electronic means, and shall be available at the main offices of the Council as soon as reasonably practicable after being made. All Members of the Overview and Scrutiny Committees will be sent copies of the records of all such decisions within the same time scale, by the person responsible for publishing the decision.
- (b) That notice will bear the date on which it is published and will specify that the decision will come into force and may then be implemented, on the expiry of five clear working days after the publication of the decision, unless an Overview and Scrutiny Committee objects to it and calls it in for review.
- (c) During the period of five clear working days from the date of publication of the decision ("The call-in period") the Monitoring Officer shall call-in a decision for scrutiny by an Overview and Scrutiny Committee if so requested in the specified format by any three Members of an Overview and Scrutiny Committee and a Scrutiny Chair and, shall then notify the decision taker of the call-in. He/she shall call a meeting of an Overview and Scrutiny Committee on such a date as he/she may determine, where possible after consultation with all Scrutiny Chairs, and in any case within five clear working days of the decision to call-in (only in exceptional circumstances will the Chairs consider extending this time limit).

- (d) A “call-in notice” shall specify precisely which aspects of the decision is questioned or challenged, and in particular shall contain the grounds why it is considered that the scrutiny committee will be likely to refer the decision requested to be called in back to the decision making person or body.

- (e) The role of scrutiny committees in calling in a decision is:
 - To test the merits of the decision;
 - To consider the process by which the decision has been formulated;
 - To make recommendations (to support the decision, change aspects of the decision, or to invite the decision making person or body to reconsider);
 - To suggest further steps before a decision is made (but not to try to carry out those steps in place of the decision making person or body);
 - To come to a view in a relatively short time scale, so as not to compromise the speed and efficiency of the decision making process.

- (f) If, having considered the decision, the Overview and Scrutiny Committee is still concerned about it, then it may refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns. If referred to the decision maker they shall then reconsider within a further seven clear working days, amending the decision or not, before adopting a final decision.

- (g) If following an objection to the decision, an Overview and Scrutiny **Committee** does not meet within the period set out above, or does meet but does not refer the matter back to the decision making person or body, the decision shall take effect on the date of the Overview and Scrutiny Committee meeting, or the expiry of that further five working day period (or agreed extended period), whichever is the earlier.

- (h) In order to ensure that call-in is not abused, nor causes unreasonable delay, certain limitations are to be placed on its use. These are:
 - (i) an Overview and Scrutiny Committee may only call-in a total of six decisions per year;
 - (ii) three Members of an Overview and Scrutiny Committee and a Chair are needed for a decision to be called in;
 - (iii) once a Member has signed a request for call-in under this paragraph, he/she may not do so again until the period of three months has expired;
 - (iv) No Education Co-opted Members may request a decision be called in.

- (i) The Monitoring Officer may veto any request for call-in if it falls outside the remit of this scheme and/or:
 - (i) It is not clear which decision is being called-in;
 - (ii) The decision is exempt from call-in on account of the urgency provisions as outlined below;
 - (iii) The call-in request provides too little information to enable the Scrutiny Committee Members or the decision maker to adequately prepare for the call-in meeting;

- (iv) The decision being called-in, or broadly the same decision, has been called in during the last six months;
- (v) The call-in request is trivial or without substantial merit.

Save in exceptional circumstances all Members requesting a matter be called in must attend the meeting at which the matter is being considered.

7.23.2 Call-In and Urgency

- (a) The call-in procedure set out above shall not apply where the decision being taken by the Cabinet, Cabinet Committee, Cabinet Member or Officer is urgent and not subject to call-in. A decision will be urgent and not subject to call-in if any delay likely to be caused by the call-in process would, for example, seriously prejudice the Council's or other public interests. The record of the decision, and notice by which it is made public, shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. Consultation will be sought of all Chairs of the Overview and Scrutiny Committees to agree that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. The agreement of one Chair is sufficient for the matter to be treated as urgent. In the absence of all Chairs the Mayor or the Deputy Mayor's consent shall be required. In the absence of both, the Chief Executive or his/her nominee's consent should be required. Decisions taken as a matter of urgency must be reported at the next available meeting of the Council, together with the reasons for urgency.
- (b) The operation of the provisions relating to call-in and urgency shall be monitored annually and a report submitted to Council with proposals for review if necessary.

7.24 The Party Whip

If a Member of an Overview and Scrutiny Committee is subject to a party whip in respect of an issue to be considered by it, that Member must declare the existence of the whip and the nature of it before the commencement of deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

7.25 Procedure at Overview and Scrutiny Committee Meetings

7.25.1 An Overview and Scrutiny Committee shall consider the following business:

- (a) minutes of the last meeting;
- (b) declarations of interest;
- (c) consideration of any matter referred to that Overview and Scrutiny Committee for a decision in relation to call in of a decision;
- (d) responses of the Cabinet to reports of that Overview and Scrutiny Committee;
- (e) the business otherwise set out on the agenda for the meeting.

The Rules of Procedure at an Overview and Scrutiny Committee will be the same as the Council Procedure Rules except that the Chair of the meeting may allow the rules of debate to be relaxed to enable a full contribution by those attending the

meeting whether as Members of an Overview and Scrutiny Committee or in any other capacity which allows them to contribute to the worth of the meeting. Additionally, all Overview and Scrutiny Committee meetings will continue for a maximum of 3 hours. At the expiry of 3 hours, the Chair may determine that the meeting continue beyond 3 hours duration in order to facilitate further discussion prior to conclusions and recommendations being made.

7.25.2 An Overview and Scrutiny Committee may ask people to attend to give evidence or answer questions about any items on their agenda. Meetings should be conducted in accordance with the following principles:

- (a) that the business be conducted fairly and all Members of the Overview and Scrutiny Committee be given the opportunity to ask questions of attendees, and to contribute and speak;
- (b) that those assisting by giving evidence be treated with respect and courtesy;
- (c) that the business be conducted as efficiently as possible.

7.25.3 Following any investigation or review, an Overview and Scrutiny Committee shall prepare a report, for submission to the Cabinet and/or Council as appropriate and shall make its report and findings public.

7.26 **Matters within the Remit of more than one Overview and Scrutiny Committee**

Where a matter for consideration by an Overview and Scrutiny Committee also falls within the remit of one or more other Committees, the decision as to which Committee will consider it will be resolved by the respective Chairs or, if they fail to agree, the Chair of the Corporate Overview and Scrutiny Committee. During a meeting, should a matter being discussed fall into the remit of another Overview and Scrutiny Committee, that Committee is still able to consider the item in its entirety.

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Member Body	Membership	Functions.
Equalities and Employee Relations	17 elected members, 7 of whom are Cabinet members and have voting rights.	<ul style="list-style-type: none"> • To ensure that appropriate equality and Welsh language policies and procedures are in place to fulfil the Authority's statutory duties. • To consider and make recommendations to Cabinet on proposals from the Corporate Equality Management Group on the development and implementation of the Authority's Corporate Equality Scheme and Welsh language Scheme. • To monitor and review community and employee involvement in the development and implementation of the Corporate Equality Scheme. • To request and receive information and statistical monitoring reports about the authority's workforce related to those groups of people protected by anti-discrimination legislation, (including: gender, marital status, age, race, disability, Welsh language, religion, belief and sexual orientation). • To monitor and assess the Authority's performance against the Equality Improvement Framework. • To report annually to Cabinet on the Authority's progress against the objective set out in the Corporate Equality Scheme and Welsh language scheme in line with the Wales Programme for Improvement. • To make recommendations to Cabinet for improvement in performance in fulfilment of the Authority's statutory duties. • To monitor, review and amend staffing policies and practices to ensure they contribute effectively to the overall delivery of the corporate strategy. • To request and receive information and statistical monitoring reports about the authority's workforce related to absence management, recruitment, retention, appraisals

		<p>and other HR related performance statistics.</p> <ul style="list-style-type: none"> • To consider and review the Health and Wellbeing resources available to employees and receive statistical information on engagement with the services. • To receive update reports on the Apprenticeship / Graduate schemes. • To receive reports on Organisational Development and staff training opportunities • To receive annual feedback from recognised Trade Unions to facilitate the development of strong industrial relations. • To receive reports on the staff survey. Review, monitor and evaluate its performance and contribute to development of further surveys to maximise involvement, engagement and participation.
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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 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' fee with a provision for full day, half day or hourly 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. The Monitoring Officer can also determine that an hourly rate be applied where it is sensible to aggregate a number of short meetings.
- 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, half day and hourly fees for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel, are set out in **Schedule 1**.
- 11.9 The daily, half day and hourly fees for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel, are 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-imbursement 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 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 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-imbursement 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 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 2025-2026**

MEMBERS ENTITLED TO BASIC SALARY	ANNUAL AMOUNT OF BASIC SALARY
All non senior/civic salary holders:	£19,771

SENIOR SALARIES ENTITLEMENTS

	ROLE	MEMBER	ANNUAL AMOUNT OF SENIOR SALARY
1.	Leader		£66,727
2.	Deputy Leader and Cabinet Member for Social Services, Health & Wellbeing		£46,709
3.	Cabinet Member for Finance & Performance		£40,036
4.	Cabinet Member for Education & Youth Services		£40,036
5.	Cabinet Member for Regeneration, Economic Development and Housing		£40,036
6.	Cabinet Member for Climate Change and the Environment		£40,036
7.	Cabinet Member for Resources		£40,036
8.	Chairperson Corporate Overview and Scrutiny Committee		£29,657
9.	Chairperson Education and Youth Services Overview and Scrutiny Committee		£29,657
10.	Chairperson Social Services, Health and Wellbeing Overview and Scrutiny Committee		£29,657
11.	Chairperson Communities, Environment and Housing Overview and Scrutiny Committee		£29,657
12.	Chairperson of Development Control Committee		£29,657
13.	Chairperson of Licensing Committee		£29,657
14.	Leader Of The Largest Opposition Group		£29,657
15.	Leader of an opposition group with at least 10% of the membership of the Council		£23,726
16.	Not currently used		
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

ROLE	MEMBER	ANNUAL AMOUNT OF CIVIC SALARY
Civic Head (Mayor)		£29,657
Deputy Civic Head (Deputy Mayor)		£23,726

ENTITLEMENT AS STATUTORY CO-OPTTEES

ROLE	MEMBER	AMOUNT OF CO-OPTTEES ALLOWANCES
Chairperson Of Standards Committee		£268 Daily Fee £134 ½ Day Fee £33.50 Hourly Fee
Chairperson of Audit Committee		£268 Daily Fee £134 ½ Day Fee £33.50 Hourly Fee
Statutory Co-optees - Standards Committee, Scrutiny Committee – subject 1, Audit Committee, Crime and Disorder OVSC	<u>Standards:</u> <u>Scrutiny</u> <u>Audit</u>	£210 Daily Fee £105 ½ Day Fee £26.25 Hourly Fee
Statutory Co-optees -ordinary members of Standards Committee who also chair Standards Committees for Community Councils		£238 Daily Fee £119 ½ Day Fee £29.75 Hourly Fee
Lay Chairs of CJC Committees		£268 Daily Fee £134 ½ Day Fee £33.50 Hourly Fee
Ordinary Lay Members with Voting Rights of CJC Committees		£238 Daily Fee £119 ½ Day Fee £29.75 Hourly Fee

MEMBERS ELIGIBLE TO RECEIVE COSTS OF CARE (Dependents/Personal Assistance)

All Members

- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.
- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred.

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 2023-24**

	MILEAGE RATES
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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 2023/24

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-imbursement 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 no 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 no 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.

Meeting of:	ANNUAL MEETING OF COUNCIL
Date of Meeting:	14 MAY 2025
Report Title:	PROPOSED PROGRAMME OF MEETINGS OF THE COUNCIL AND COUNCIL COMMITTEES
Report Owner / Corporate Director:	CHIEF OFFICER – LEGAL AND REGULATORY SERVICES, HR AND CORPORATE POLICY
Responsible Officer:	MARK GALVIN – SENIOR DEMOCRATIC SERVICES - COMMITTEES
Policy Framework and Procedure Rules:	There is no effect upon the policy framework and procedure rules.
Executive Summary:	To seek the approval of Annual Council on proposed dates of Council and Council Committees for the year 2025-2026.

1. Purpose of Report

- 1.1 The purpose of this report is to propose a Programme of ordinary meetings of the Council and Council Committees for May 2025 – April 2026 for approval (**Appendix 1**) and to note the draft proposed Programme of Meetings for the municipal year 2026-2027 (**Appendix 2**).

2. Background

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

3. Current situation / proposal

- 3.1 The proposed Programme of ordinary Meetings of Council for May 2025 - April 2026 is set out below. The programme includes the date of the meeting to consider the Budget (25 February 2025). It should be noted, that the date of the Budget Council meeting could be subject to change, depending on the timeline of the Welsh Government Local Government Settlement. Any changes to the date of the Budget Council or any other Council meeting, including any cancellation of meetings that are included, for example, within any pre-election periods, will be approved by the Mayor, following consultation with the Group Leaders and the Monitoring Officer, or reported verbally to Council by way of an announcement:

2025

25 Jun
23 Jul
24 Sept
22 Oct
19 Nov

2026

14 Jan
4 Feb
25 Feb
11 Mar
8 Apr

- 3.2 Provisional appointments will be placed in the Members electronic calendar and expanded as necessary to all individual Members' calendars when the schedule is approved.
- 3.3 In order to assist with future planning, a Programme of Meetings for the 2026-27 Municipal Year is attached at **Appendix 2** for noting. This programme is currently in draft format and therefore, may be subject to some further amendments, prior to it being approved at next year's Annual Meeting of Council.
- 3.4 Council is asked to note the meeting dates for Cabinet, Cabinet Committees, and the Coychurch Crematorium Joint Committee, which are included within the appendices for the sake of completeness.
- 4. Equality implications (including Socio-economic Duty and Welsh Language)**
- 4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. This is an information report, therefore it is not necessary to carry out an Equality Impact assessment in the production of this report. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.
- 5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives**
- 5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.
- 6. Climate Change Implications**
- 6.1 There are no Climate Change Implications from this report.
- 7. Safeguarding and Corporate Parent Implications**
- 7.1 There are no Safeguarding and Corporate Parent Implications from this report.
- 8. Financial Implications**
- 8.1 There are no financial implications in relation to this report.

9. Recommendations:

9.1 Council is recommended to:-

- a. Approve the proposed Programme of Council meetings for 2025-2026 as set out in paragraph 3.1 of this report;
- b. Approve the proposed Programme of Meetings of Council Committees for 2025-2026, as also set out in **Appendix 1** to this report;
- c. Note the provisional draft Programme of Meetings of Council and Council Committees for 2026-2027, 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 within the appendices for information purposes.

Background documents:

None

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May 2025 Planner

Appendix 1

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Monday	Tuesday	Wednesday	Thursday	Friday
			1 Social Services, Health and Wellbeing Overview and Scrutiny Committee 10:00	2
5	6	7 Cabinet Committee Corporate Parenting 10:00	8 Education and Youth Services Overview and Scrutiny Committee 11:00	9
12	13 Licensing Sub-Committee A 10:00 Cabinet 14:30	14 Council 16:00 (AGM)	15	16
19	20	21 Licensing Committee 09:30	22	23
26*	27*	28*	29* Development Control Committee 10:00	30*

June 2025 Planner

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

July 2025 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3 Education and Youth Services Overview and Scrutiny Committee 11:00	4
7	8	9 Social Services, Health and Wellbeing Overview and Scrutiny Committee 10:00	10 Development Control Committee 10:00	11
14 Communities, Environment and Housing Overview and Scrutiny Committee 16:00	15 Licensing Sub-Committee A 10:00	16	17 Governance and Audit Committee 10:00	18
21*	22* Cabinet 14:30	23* Council 16:00	24* Corporate Overview and Scrutiny Committee 10:00	25*
28*	29*	30*	31*	

August 2025 Planner

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

September 2025 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 Cabinet Committee Equalities and Employee Relations 10:00	4	5 Coychurch Crematorium Joint Committee 14:00
8	9 Licensing Sub-Committee A 10:00	10	11 Corporate Overview and Scrutiny Committee 10:00	12
15 Education and Youth Services Overview and Scrutiny Committee 11:00	16	17 Cabinet Committee Corporate Parenting 10:00	18	19
22	23 Cabinet 14:30	24 Council 16:00	25 Social Services, Health and Wellbeing Overview and Scrutiny Committee 10:00	26
29 Communities, Environment and Housing Overview and Scrutiny Committee 16:00	30			

October 2025 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Development Control Committee 10:00	3
6	7 Licensing Sub-Committee B 10:00	8	9	10
13 Education and Youth Services Overview and Scrutiny Committee 11:00	14	15	16 Standards Committee 10:00	17
20	21 Cabinet 14:30	22 Council 16:00	23 Corporate Overview and Scrutiny Committee 10:00	24
27*	28*	29*	30* Governance and Audit Committee 10:00	31*

November 2025 Planner

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Monday	Tuesday	Wednesday	Thursday	Friday
<p>3</p> <p>Communities, Environment and Housing Overview and Scrutiny Committee 16:00</p>	<p>4</p> <p>Licensing Sub-Committee A 10:00</p>	<p>5</p> <p>Cabinet Committee Equalities and Employee Relations 10:00</p>	<p>6</p> <p>Social Services, Health and Wellbeing Overview and Scrutiny Committee 10:00</p>	<p>7</p>
<p>10</p>	<p>11</p>	<p>12</p> <p>Licensing Committee 09:30</p>	<p>13</p> <p>Development Control Committee 10:00</p>	<p>14</p>
<p>17</p>	<p>18</p> <p>Cabinet 14:30</p>	<p>19</p> <p>Council 16:00</p>	<p>20</p> <p>Democratic Services Committee 10:00</p>	<p>21</p>
<p>24</p> <p>Education and Youth Services Overview and Scrutiny Committee 11:00</p>	<p>25</p>	<p>26</p>	<p>27</p> <p>Governance and Audit Committee 10:00</p>	<p>28</p>

December 2025 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
1 Town and Community Council Forum 16:00	2 Licensing Sub-Committee B 10:00	3	4 Social Services, Health and Wellbeing Overview and Scrutiny Committee 10:00	5
8 Communities, Environment and Housing Overview and Scrutiny Committee 16:00	9	10	11 Corporate Overview and Scrutiny Committee 10:00	12
15	16 Cabinet 14:30	17	18 Development Control Committee 10:00	19
22*	23*	24*	25*	26*
29*	30*	31*		

January 2026 Planner

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Monday	Tuesday	Wednesday	Thursday	Friday
			1*	2*
5	6 Licensing Sub-Committee A 10:00	7 Cabinet Committee Corporate Parenting 10:00	8	9
12	13 Cabinet 14:30	14 Council 16:00	15 Corporate Overview and Scrutiny Committee 10:00	16
19	20	21 Cabinet Committee Equalities and Employee Relations 10:00	22	23
26	27 Corporate Overview and Scrutiny Committee 10:00	28	29 Governance and Audit Committee 10:00	30

February 2026 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 Licensing Sub-Committee B 10:00 Cabinet 14:30	4 Council 16:00	5 Development Control Committee 10:00	6
9 Education and Youth Services Overview and Scrutiny Committee 10:00	10	11	12 Standards Committee 10:00	13
16*	17* Cabinet 14:30 (Budget)	18	19*	20*
23 Communities, Environment and Housing Overview and Scrutiny Committee 16:00	24 Licensing Sub-Committee A 10:00	25 Council 16:00 (Budget)	26	27

March 2026 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4 Cabinet Committee Equalities and Employee Relations 10:00	6	6 Coychurch Crematorium Joint Committee 14:00
9	10 Cabinet 14:30	11 Council 16:00	12 Social Services, Health and Wellbeing Overview and Scrutiny Committee 10:00	13
16 Education and Youth Services Overview and Scrutiny Committee 11:00	17	18	19 Development Control Committee 10:00	20
23	24 Licensing Sub-Committee B 10:00	25	26 Corporate Overview and Scrutiny Committee 10:00	27
30*	31*			

April 2026 Planner

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Monday	Tuesday	Wednesday	Thursday	Friday
		1*	2*	3*
6*	7*	8*	9*	10*
13 Town and Community Council Forum 16:00	14 Cabinet 14:30	15 Council 16:00	16	17
20 Communities, Environment and Housing Overview and Scrutiny Committee 16:00	21 Licensing Sub-Committee A 10:00	22 Cabinet Committee Equalities and Employee Relations 10:00	23 Governance and Audit Committee 10:00	24
27 Social Services, Health and Wellbeing Overview and Scrutiny Committee 10:00	28	29 Cabinet Committee Corporate Parenting 10:00	30 Development Control Committee 10:00	

May 2026 Planner

Appendix 2

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4*	5	6	7	8
11	12 Cabinet 14:30	13 Council (AGM) 16:00	14	15
18	19	20 Licensing Committee 09:30 Licensing Act 2003 Committee 10:00	21	22
25*	26 Licensing Sub-Committee B 10:00	27	28 Cabinet Committee Corporate Parenting 10:00	29

June 2026 Planner

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Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 Cabinet Committee Equalities and Employee Relations 10:00	4	5
8	9	10	11 Development Control Committee 10:00	12
15	16 Licensing Sub-Committee A 10:00	17 Standards Committee 10:00	18 Governance and Audit Committee 10:00	19 Coychurch Crematorium Joint Committee 14:00
22	23 Cabinet 14:30	24 Council 16:00	25 Democratic Services Committee 10:00	26
29 Corporate Overview and Scrutiny Committee 10:00	30			

July 2026 Planner

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Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Education and Youth Services Overview and Scrutiny Committee 11:00	3
6	7	8	9 Social Services, Health and Wellbeing Overview and Scrutiny Committee 10:00	10
13 Communities, Environment and Housing Overview and Scrutiny Committee 16:00	14 Licensing Sub-Committee B 10:00	15	16	17
20*	21* Cabinet 14:30	22* Council 16:00	23* Development Control Committee 10:00	24*
27* Corporate Overview and Scrutiny Committee 10:00	28*	29*	30* Governance and Audit Committee 10:00	31*

August 2026 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
3*	4*	5*	6*	7*
10*	11* Licensing Sub-Committee A 10:00	12*	13*	14*
17*	18*	19*	20*	21*
24*	25*	26*	27*	28*
31*				

September 2026 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 Cabinet Committee Equalities and Employee Relations 10:00	3 Development Control Committee 10:00	4 Coychurch Crematorium Joint Committee 14:00
7	8 Licensing Sub-Committee B 10:00	9	10 Corporate Overview and Scrutiny Committee 10:00	11
14 Education and Youth Services Overview and Scrutiny Committee 11:00	15	16 Cabinet Committee Corporate Parenting 10:00	17 Social Services, Health and Wellbeing Overview and Scrutiny Committee 10:00	18
21	22 Cabinet 14:30	23 Council 16:00	24 Governance and Audit Committee 10:00	25
28 Communities, Environment and Housing Overview and Scrutiny Committee 16:00	29	30		

October 2026 Planner

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Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6 Licensing Sub-Committee A 10:00	7 Standards Committee 10:00	8	9
12 Town and Community Council Forum 16:00	13	14	15 Development Control Committee 10:00	16
19 Education and Youth Services Overview and Scrutiny Committee 11:00	20 Cabinet 14:30	21 Council 16:00	22 Corporate Overview and Scrutiny Committee 10:00	23
26*	27*	28*	29*	30*

November 2026 Planner

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Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>Communities, Environment and Housing Overview and Scrutiny Committee 16:00</p>	<p>3</p> <p>Licensing Sub-Committee B 10:00</p>	<p>4</p> <p>Cabinet Committee Equalities and Employee Relations 10:00</p>	<p>5</p> <p>Social Services, Health and Wellbeing Overview and Scrutiny Committee 10:00</p>	<p>6</p>
<p>9</p>	<p>10</p>	<p>11</p> <p>Licensing Committee 09:30</p>	<p>12</p> <p>Democratic Services Committee 10:00</p>	<p>13</p>
<p>16</p>	<p>17</p> <p>Cabinet 14:30</p>	<p>18</p> <p>Council 16:00</p>	<p>19</p> <p>Governance and Audit Committee 10:00</p>	<p>20</p>
<p>23</p> <p>Education and Youth Services Overview and Scrutiny Committee 11:00</p>	<p>24</p>	<p>25</p>	<p>26</p> <p>Development Control Committee 10:00</p>	<p>27</p>
<p>30</p>				

December 2026 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3 Social Services, Health and Wellbeing Overview and Scrutiny Committee 10:00	4
7 Communities, Environment and Housing Overview and Scrutiny Committee 16:00	8 Licensing Sub-Committee A 10:00	9	10 Corporate Overview and Scrutiny Committee 10:00	11
14	15 Cabinet 14:30	16	17	18
21*	22*	23*	24*	25*
28*	29*	30*	31*	

January 2027 Planner

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

February 2027 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
1 Communities, Environment and Housing Overview and Scrutiny Committee 16:00	2 Licensing Sub-Committee A 10:00	3	4 Social Services, Health and Wellbeing Overview and Scrutiny Committee 10:00	5
8*	9* Cabinet 14:30	10* Council 16:00	11*	12*
15 Education and Youth Services Overview and Scrutiny Committee 11:00	16 Cabinet (Budget) 14:30	17 Standards Committee 10:00	18 Development Control Committee 10:00	19
22	23	24 Council (Budget) 16:00	25	26

March 2027 Planner

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Monday	Tuesday	Wednesday	Thursday	Friday
1	2 Licensing Sub-Committee B 10:00	3 Cabinet Committee Equalities and Employee Relations 10:00	4 Communities, Environment and Housing Overview and Scrutiny Committee 16:00	5 Coychurch Crematorium Joint Committee 14:00
8	9 Cabinet 14:30	10 Council 16:00	11 Social Services, Health and Wellbeing Overview and Scrutiny Committee 10:00	12
15 Education and Youth Services Overview and Scrutiny Committee 11:00	16	17	18 Corporate Overview and Scrutiny Committee 10:00	19
22*	23*	24*	25*	26*
29*	30* Licensing Sub-Committee A 10:00	31*		

April 2027 Planner

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Monday	Tuesday	Wednesday	Thursday	Friday
			1* Development Control Committee 10:00	2*
5	6 Cabinet 14:30	7 Council 16:00	8	9
12	13	14	15	16
19 Town and Community Council Forum 16:00	20	21 Cabinet Committee Equalities and Employee Relations 10:00	22 Governance and Audit Committee 10:00	23
26	27 Licensing Sub-Committee B 10:00	28	29 Cabinet Committee Corporate Parenting 10:00	30

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Meeting of:	ANNUAL MEETING OF COUNCIL
Date of Meeting:	14 MAY 2025
Report Title:	REPRESENTATION ON OUTSIDE BODIES & OTHER COMMITTEES
Report Owner / Corporate Director:	REPORT OF THE MONITORING OFFICER
Responsible Officer:	RUTH RONAN, SENIOR DEMOCRATIC SERVICES OFFICER
Policy Framework and Procedure Rules:	The provisions and recommendations of the report accord with the Council's Procedure Rules as outlined in the Constitution.
Executive Summary:	To appoint and nominate the requisite number of Elected Members to outside bodies and joint committees as detailed. This is required on an annual basis.

1. Purpose of Report

- 1.1 The purpose of this report is to seek Council's approval for the appointment of Members to the South Wales Police and Crime Panel, the South East Wales Corporate Joint Committee - Joint Overview and Scrutiny Committee, the South East Wales Strategic Planning Group, the South East Wales Corporate Joint Committee Governance and Audit Sub-Committee and the South East Wales Corporate Joint Committee Standards Sub-Committee as set out in **Appendix 1**.

2. Background

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

3. Current situation/ proposal

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

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

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

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

- 5.1 The following is a summary of the implications to show how the 5 ways of working have been used to formulate the recommendation:
- Long-term - The approval of this report will assist in the long term planning of the business of the Council by the continuation of effective relationships with other organisations.
 - Prevention - Continued and relevant representation supports the Council by enhancing its current and future relationships.
 - Integration - The report supports all the well-being objectives.
 - Collaboration - This report supports partnership working with other organisations both locally and regionally.
 - Involvement - This report will maintain a relationship with other organisations through effective partnership working.

6. Climate Change Implications

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

7. Safeguarding and Corporate Parent Implications

- 7.1 There are no safeguarding implications associated with these appointments.

8. Financial Implications

- 8.1 There are no financial implications associated with these appointments.

9. Recommendation

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

Background documents

None

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Outside Bodies/Committees

ORGANISATION	REQUISITE REPRESENTATION	PROPOSED REPRESENTATION
South East Wales Corporate Joint Committee - Joint Overview and Scrutiny Committee	1 Member 1 Deputy Member	1 Member 1 Deputy Member
South Wales Police and Crime Panel	1 Member comprising <ul style="list-style-type: none"> 1 majority party 	<ul style="list-style-type: none"> 1 majority party
South East Wales Strategic Planning Group	1 Member	Chairperson Development Control Committee
South East Wales Corporate Joint Committee Governance and Audit Sub-Committee	1 Non-Executive Member	1 Non-Executive Member
South East Wales Corporate Joint Committee Standards Sub-Committee	1 Non-Executive Member	1 Non-Executive Member

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