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

**Dyddiad/Date: Wednesday 6 May 2026**

Dear Councillor,

## **ANNUAL MEETING OF COUNCIL**

The Annual Meeting meeting of Council will be held Hybrid in the Council Chamber - Civic Offices, Angel Street, Bridgend, CF31 4WB / remotely via Microsoft Teams on **Wednesday, 13 May 2026 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 Huw David**

4 **To elect the Mayor for the period to May 2027 in accordance with Section 23(1) of the Local Government Act 1972**

- The newly elected Mayor to announce their Consort

5 **To elect the Deputy Mayor for the period to May 2027 in accordance with Section 24(1) of the Local Government Act 1972**

- The newly elected Deputy Mayor to announce their Consort.

6 **To elect the Leader of Bridgend County Borough Council**

- 7 The Leader to inform Council of the members to be appointed to the Cabinet including the Deputy Leader and Cabinet Member portfolios
- 8 Appointments to the Council Committees and Other Council Bodies 3 – 34
- 9 Proposed Programme of Meetings of the Council and Council Committees 35 – 62
- 10 Representation on Outside Bodies & Other Committees 63 – 68
- 11 To invest the Mayor of Bridgend County Borough Council for 2026/2027
- 12 To invest the Mayor's Consort
- 13 To invest the Deputy Mayor of Bridgend County Borough Council for 2026/2027
- 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 Live streamed and available via the Council's internet site. If you would like to view this meeting live, please contact [cabinet\\_committee@bridgend.gov.uk](mailto: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

# Agenda Item 8

<b>Meeting of:</b>	<b>ANNUAL MEETING OF COUNCIL</b>
<b>Date of Meeting:</b>	<b>13 MAY 2026</b>
<b>Report Title:</b>	<b>APPOINTMENTS TO THE COUNCIL COMMITTEES AND OTHER COUNCIL BODIES</b>
<b>Report Owner: Responsible Chief Officer/ Cabinet Member:</b>	<b>MONITORING OFFICER</b>
<b>Responsible Officer:</b>	<b>RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER</b>
<b>Policy Framework and Procedure Rules:</b>	<b>The provisions and recommendations of the report accord with the Council's Procedure Rules as outlined in the Constitution.</b>
<b>Executive Summary:</b>	<b>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.</b>  <b>It also requests a reduction in the membership of the Development Control Committee, approval of amendments to the Governance and Audit Committee Terms of Reference and asks Council to note the following protocols:</b> <ul style="list-style-type: none"><li>• <b>Co-opted Member Protocol</b></li><li>• <b>Local Resolution Protocol</b></li></ul>

## 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;
- Agree a reduction in the membership of the Development Control Committee from 18 to 14 members;
- Approve amended Terms of Reference for the Governance and Audit Committee; and

- Note the Co-opted Member Protocol and the revised Local Resolution Protocol .

## 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).

- 3.2.3 A recent Internal Audit review has identified that whilst the Terms of Reference detail the separate functions of the Committee, there is not an explicit alignment with The Chartered Institute of Public Finance and Accountancy's Position Statement which would be considered best practice. It is therefore proposed to make minor amendments to the Terms of Reference as set out in **Appendix 1** and associated changes to the Council's Constitution.

### 3.3 Overview and Scrutiny Committees

- 3.3.1 The Local Government (Wales) Measure 2011 established procedures whereby Overview and Scrutiny Committee (OVSC) 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.

3.4.2 As a result of this restriction, it has proven difficult for some of the political groups to achieve their full allocation of members onto the Development Control Committee. In accordance with the Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017, the Committee must have no fewer than 11 and no more than 21 members. It is therefore proposed that the size of this committee be reduced from 18 to 14 members, with a quorum of 8 members. Should this proposal be agreed, it will require an amendment to the Council's Constitution and result in a change to the political balance of committees as outlined at paragraph 3.9 below.

### 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 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 Joint Negotiating Committee (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** and include proposed changes to the Terms of Reference for the Governance and Audit Committee and changes to the membership of the Development Control Committee.

### 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** and has been amended to reflect proposed changes to the Development Control Committee with the changes ensuring that the variance is no more or less than 1 seat. Members are requested to also note that the political balance shown reflects the position at the time of preparing this report; should this change following the Senedd elections, the Monitoring Officer will provide a verbal update at the Annual General Meeting.

### 3.10 Committee Structure

3.10.1 The proposed committee structure is shown at **Appendix 3** of the report and incorporates the proposed changes to the Development Control Committee.

### 3.11 Co-opted Member Protocol

3.11.1 At the Council meeting held on 11 March 2026, the Council adopted the Determinations of the Democracy and Boundary Commission Cymru and approved the revised Members' Schedule of Remuneration which incorporates payments to co-opted members. In line with the Schedule a protocol has been drafted to provide guidance to co-opted members on the claims they are able to make. The Protocol (**Appendix 4**) has been shared with co-opted members and is brought to Council for noting.

### 3.12 Local Resolution Protocol

3.12.1 Members will be aware that the formal route for complaints relating to the conduct of another Member under the Code of Conduct for Members would be for the complaint to be made directly to the Public Services Ombudsman for Wales (PSOW). In some circumstances there is an opportunity for lower level complaints to be dealt with informally through a Local Resolution Protocol (LRP).

3.12.2 In 2025, the PSOW carried out a review of the LRPs of each of the principal local authorities in Wales. The review identified a varied approach to local resolution in terms of:

- the type of complaints which were deemed to be 'low level'
- the role of the Standards Committee or members of it
- the inclusion of an agreement not to refer a matter to PSOW whilst the protocol is in operation
- reference to the statutory duties on Group Leaders in managing standards of conduct and
- the outcomes available when the protocols are used

3.12.3 As part of its review, the PSOW sought Counsel's opinion and established a working group of Monitoring Officers to assist in the review. The Group recommended that each local authority reviews their LRP in accordance with this recommendation and the Council's LRP has been reviewed and updated. The revised LRP was presented to the Standards Committee on 12 February 2026, and the Committee agreed the LRP for submission to Council.

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

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

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

5.1 The Act provides the basis for driving a different kind of public service in Wales, with 5 ways of working to guide how public services should work to deliver for people. The

following is a summary to show how the 5 ways of working to achieve the well-being goals have been used to formulate the recommendations within this report:

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

## **6. Climate Change and Nature Implications**

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

## **7. Safeguarding and Corporate Parent Implications**

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

## **8. Financial Implications**

8.1 There are no financial implications arising from this report. Payments associated with Chair and Vice-Chair appointments and Co-opted members are dealt with in the Members 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**; including approving changes to the Terms of Reference of the Governance and Audit Committee and a reduction in size of the

Development Control Committee from 18 to 14 members and the associated amendments to the Constitution;

- (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 which has been amended to reflect the proposed changes to the Development Control Committee;
- (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) Note the Co-opted Member Protocol attached at **Appendix 4**, which has been drafted in line with the Democracy and Boundary Commission Cymru's Annual Remuneration Report;
- (9) Note the revised Local Resolution Protocol attached at **Appendix 5**.

**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"> <li>• Disciplinary;</li> <li>• Grievance;</li> <li>• Management of Absence;</li> <li>• Dignity at Work;</li> <li>• Capability;</li> <li>• Redundancy and Redeployment</li> </ul>
Appointments Committee	The Appointments Committee is comprised of 8 Elected Member representatives: <ul style="list-style-type: none"> <li>• Leader (Chairperson)</li> <li>• Deputy Leader</li> <li>• Cabinet Member (of relevant portfolio to the post)</li> <li>• 1 x Labour Member</li> <li>• 2 x Bridgend County Independents Members</li> <li>• 2 x Democratic Alliance Members</li> </ul>	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 (A Lay Member shall not be appointed for more than two full terms of the Authority)	The Governance and Audit committee is a key component of Bridgend Council's corporate governance framework. It provides an independent and high-level resource to support good governance and strong public financial management. The purpose of the Governance and Audit Committee is to provide independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes of the Council. It oversees internal and external

Member Body	Membership	Functions
		<p>audit, making an important contribution to ensuring that effective assurance arrangements are in place. The Committee is established such that it is independent of executive decision making and able to provide objective oversight. Full Council is the body charged with governance, and whilst the below functions are delegated, the Committee is accountable to Full Council.</p> <ul style="list-style-type: none"> <li>• Review, scrutinise and issue reports and recommendations in relation to the Council's financial affairs;</li> <li>• Review, scrutinise and issue reports and recommendations on the appropriateness of the Council's risk management, internal control, arrangements to secure value for money and corporate governance arrangements in so far as it is acting in its capacity as a principal local authority.</li> <li>• To consider the report on the annual risk assessment, any interim reports and the Corporate Risk Management Policy</li> <li>• Oversee the Council's internal and external audit arrangements (including the performance of external providers of Internal Audit) and oversee its independence, objectivity, performance and conformance to professional standards</li> <li>• To approve the Internal Audit Charter</li> <li>• To approve the risk based internal audit plan and to approve significant interim changes to the risk based internal audit plan</li> <li>• To contribute to the Quality Assurance and Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years</li> <li>• To consider and approve the Head of Internal Audit's Annual Report and opinion, a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.</li> <li>• To consider and approve reports from Internal Audit on the adequacy of internal control</li> </ul>

Member Body	Membership	Functions
		<ul style="list-style-type: none"> <li>• To consider and approve reports dealing with the management and performance of the providers of internal audit services</li> <li>• To consider reports from Internal Audit on agreed recommendations not implemented within a reasonable timescale and approve necessary remedial action</li> <li>• To identify issues from the Annual Improvement Report by Audit Wales</li> <li>• To identify areas for examination by internal and external audit</li> <li>• To be responsible for ensuring effective scrutiny of the treasury management function and polices in accordance with the Treasury Statement and Management Indicators</li> <li>• To maintain an overview of the Council's Constitution in respect of the Financial Procedure Rules</li> <li>• To review any issue referred to it by the Chief Executive, the Monitoring Officer and Section 151 Officer</li> <li>• To monitor the Council's Anti Fraud and Bribery Strategy, Anti-Money Laundering Policy and Anti-Tax Evasion Policy</li> <li>• To review and approve the Council's Annual Governance Statement and Code of Corporate Governance to ensure that it properly reflects the risk environment and the actions required to improve it, and that it demonstrates how governance supports the achievement of the Council's objectives</li> <li>• To assess the Council's compliance with its own and other publish standards and controls</li> <li>• To review and approve the Annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council</li> <li>• To contribute to the operation if efficient and effective audit arrangements and to consider and approve the External Auditor's report in relation to those charged with governance on issues arising from the audit of the accounts</li> </ul>

Member Body	Membership	Functions
		<ul style="list-style-type: none"> <li>• To review and consider reports from the External Auditor on the Council's performance, financial probity and corporate governance and providing the opportunity for direct discussion with the auditor on these</li> <li>• To receive reports from the External Regulators as appropriate</li> <li>• To attend relevant training sessions in accordance with the Members Training Programme e.g Treasury Management</li> <li>• To review and assess the Council's ability to handle complaints effectively</li> <li>• To make reports and recommendations in relation to the Council's ability to handle complaints effectively</li> <li>• To review the Council's draft self-assessment report on its performance and if deemed necessary, make recommendations for changes to the conclusions</li> <li>• 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</li> <li>• At least once during the period between two consecutive ordinary elections of councillors to the Council, consider the panel performance assessment report into which the Council is meeting its performance requirements</li> <li>• To receive and review the Council's draft response to the report of the panel assessment and if deemed necessary, make recommendations for changes to the statements made in the draft response</li> <li>• To consider the assurance framework, including partnerships and collaboration arrangements for which the Council retains direct governance, financial or accountability responsibility.</li> <li>• To support the ethical framework of the Council.</li> <li>• The right of access to and constructive engagement with other committees/functions, such as the Overview and Scrutiny Committees.</li> </ul>
Democratic Services Committee	11 County Borough Councillors	1. To designate an officer as the Head of Democratic Services,

Member Body	Membership	Functions
		<ol style="list-style-type: none"> <li>2. To review the adequacy of provision of staff, accommodation and other resources to discharge democratic services functions, and</li> <li>3. To make reports and recommendations to Council, at least annually, in relation to such provision.</li> <li>4. At the request of the Council, review any matter relevant to the support and advice available to members of the Council, and the terms and conditions of office of those members.</li> <li>5. To make reports and recommendations to the Council following a review.</li> </ol>
Democratic Services Sub-Committee	3 County Borough Councillors that are members of the Democratic Services Committee	<p>A Panel constituted under The Family Absence for Members of Local Authorities (Wales) Regulations 2013.</p> <ol style="list-style-type: none"> <li>a) Determine a complaint made by a Member regarding cancellation of family absence by the authority</li> <li>b) The Sub-Committee may confirm a decision made or substitute its own decision as to the Member's entitlement to a period of family absence in accordance with the 2013 Regulations.</li> <li>c) Determine a complaint made by a Member on maternity absence or parental absence regarding a decision made by the chair of the authority as to the Member attending any meeting or performing any duty;</li> <li>d) The Sub-Committee may confirm the decision of the chair of the authority or substitute its own decision as to the Member attending any meeting or performing any duty;</li> <li>e) The decision of the Sub-Committee is final.</li> </ol>
Development Control Committee	14 County Borough Councillors	<ol style="list-style-type: none"> <li>1. To make recommendations to the Council in respect of Departure Applications which the Committee are minded to approve and Applications which accord with Council policy which the Committee are minded to refuse;</li> </ol>

Member Body	Membership	Functions
		<ol style="list-style-type: none"> <li>2. To determine applications for planning permission including applications by the Council for deemed planning permission other than Departure Applications which the Committee are minded to approve and Applications which accord with Council policy which the Committee are minded to refuse;</li> <li>3. To deal with all matters relating to or arising under the regulations for the time being in force governing the control of advertisements;</li> <li>4. To authorise the service of notices and the making of orders in accordance with the powers conferred upon the Council as local planning authority by Parts III, IV, VI, VII, VIII and XIII of the Planning (Listed Buildings and Conservation Areas) Act 1990;</li> <li>5. To discharge the Council's functions pursuant to Part I, Chapters II, III, IV and VI, Part II, Sections 72-75, Part III and Part IV of the Planning (Listed Buildings and Conservation Areas) Act 1990;</li> <li>6. To discharge the Council's functions pursuant to the Planning (Hazardous Substances) Act 1990;</li> <li>7. To deal with all matters relating to or arising under the regulations for the time being in force governing European Nature Conservation Sites;</li> <li>8. To discharge the Council's functions under the Building Regulations;</li> <li>9. To be responsible for: <ol style="list-style-type: none"> <li>a) The making of Tree Preservation Orders;</li> <li>b) The confirmation of Tree Preservation Orders in respect of which there are no subsisting objections or representations;</li> <li>c) The determination of all applications for consent under confirmed Tree Preservation Orders;</li> </ol> </li> </ol>

Member Body	Membership	Functions
		<p>d) The making of observations on tree felling licences proposed to be granted by National Resources Wales;</p> <p>e) The determination of applications under the Woodland Grant Scheme;</p> <p>10. To approve design briefs and advice notes relating to the control of development;</p> <p>11. To accept tenders for the execution of work, the performance of services or the supply of goods or materials in connection with the exercise of the functions of the Committee;</p> <p>12. To exercise those functions relating to town and country planning and development control specified:</p> <p>(a) In column (1) of Schedule 1 to the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2001; and</p> <p>(b) In Regulations 2(2), 2(3) or 2(4) of those Regulations; which are not specified in paragraphs 1 to 11 above, unless the responsibility for exercising any of those functions has been delegated by the Council to any other committee, sub-committee, panel or other body.</p>
Rights of Way Sub-Committee	6 County Borough Councillors (plus one observer from each: Ramblers' Association; the British Horse Society; and a Footpath Secretary.	<p>1. To approve the making of applications for and the making, modification or variation of orders relating to rights of way in pursuance of any provision contained in the following enactment (or any statutory modification, re-enactment or amendment thereof):</p> <p style="padding-left: 40px;">Town and Country Planning Act 1990;</p> <p>2. To confirm, where the Council has power to do so, any proposed Order made in accordance with paragraph 1 above to which there are no objections or in respect of which any objections made are withdrawn;</p> <p>3. Where the Council does not have power to determine any proposed Order to refer the proposed Order to such determining body (i.e. the National Assembly for Wales, the Magistrates' Court or the County Court) as is appropriate in the circumstances.</p>

Member Body	Membership	Functions
The Licensing Committee	14 County Borough Councillors	<ol style="list-style-type: none"> <li>1. To determine from time to time any standard conditions applicable to and detailed policies governing the issue of the following licences, permits and consents; to determine the amount of the fees to be charged from time to time in respect of those licenses, permits and consents; and to determine objections in relation to proposed fee revisions:               <ol style="list-style-type: none"> <li>a) Hackney Carriage and Private Hire Vehicle Licences, Drivers' Licences and Operators' Licences;</li> <li>b) Licences for Pleasure Boats and Vessels;</li> <li>c) Street Trading Licences and Consents;</li> <li>d) Sex Establishments;</li> <li>e) Street Collections;</li> <li>f) House to House Collections;</li> <li>g) Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987.</li> <li>h) Section 26(1)(bb) of the Marriage Act 1949, (as amended)</li> </ol> </li> <li>2. To prescribe guidelines, conditions, limitations or restrictions governing the grant of applications for Hackney Carriage and Private Hire Vehicle Drivers' Licences by Council officers under the power delegated to them;</li> <li>3. To resolve to designate any street within the County Borough under the street trading provisions contained in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 and to deal with any matter arising there from, including licence and consent issues.</li> </ol>
The Licensing Sub-Committee	Two Panels sitting on a rota basis each consisting of seven county borough councillors, and	<ol style="list-style-type: none"> <li>1. To hear and determine applications and to deal with all detailed matters (including the suspension and revocation of licences) relating to:</li> </ol>

Member Body	Membership	Functions
	chaired by the Chairperson and Vice Chairperson of the Licensing Committee	<ul style="list-style-type: none"> <li>a. Hackney Carriage and Private Hire Vehicle Licences, Drivers' Licences and Operators' Licences;</li> <li>b. Licences for Pleasure Boats and Vessels;</li> <li>c. Street Trading Licences and Consents;</li> <li>d. Sex Establishments;</li> <li>e. Street Collections;</li> <li>f. House to House collections;</li> </ul> <p>2. To determine any matters in relation to the Drivers Awareness Course for Hackney Carriage and Private Hire Vehicle Drivers, including the making of any charges deemed appropriate.</p> <p>3. To determine all applications in respect of both designated grounds and regulated stands and grounds under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987.</p> <p>4. To hear and determine applications for the grant or renewal of approvals of premises for the solemnisation of marriages in pursuance of Section 26(1)(bb) of the Marriage Act 1949, (as amended) or to revoke such approvals, 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</p>

Member Body	Membership	Functions
		and section 166 in respect of a resolution not to issue a casino license.
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"> <li>(a) Applications for personal licences (if police objection);</li> <li>(b) Applications for personal licences with unspent convictions;</li> <li>(c) Applications for premises licences/club premises certificates (if relevant representation made);</li> <li>(d) Applications for provisional statements (if relevant representation made);</li> <li>(e) Applications to vary premises licences/club premises certificates (if relevant representation made);</li> <li>(f) Applications to vary designated premises supervisor (if police objection);</li> <li>(g) Applications for transfer of premises licence (if police objection);</li> <li>(h) Applications for interim authorities (if police objection);</li> <li>(i) Applications to review premises licences/club premises certificate;</li> <li>(j) Whether to object when the authority is a consultee and not the relevant authority considering an application;</li> <li>(k) Determination of police objections (counter notices) to temporary event notices;</li> <li>(l) Revocations of licences where convictions come to light.</li> </ul> <p>2. To determine applications received in respect of the Legislative Reform (Minor variations to Premises Licences and Club Premises Certificates) Order 2009.</p>

Member Body	Membership	Functions
		<p>3. To determine applications received in respect of the Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls &amp;c.) Order 2009.</p> <p>4. To hear and determine or make decisions (as appropriate) under the Gambling Act 2005 regarding the following matters:</p> <ul style="list-style-type: none"> <li>(a) Applications for Premises Licence;</li> <li>(b) Application for variation of Premises License;</li> <li>(c) Application for transfer of Premises Licence;</li> <li>(d) Application for Provisional Statement;</li> <li>(e) Review of Premises License;</li> <li>(f) Application for Club Gaming / Club Machine permit;</li> <li>(g) Cancellation of Club Gaming / Club Machine permit;</li> <li>(h) Cancellation of Licensed Premises Gaming Machine permit;</li> <li>(i) Consideration of temporary use notice;</li> <li>(j) Decision to give counter notice to a temporary use notice;</li> <li>(k) Decision to refuse application for small lottery registration;</li> <li>(l) Decision to disapply s282 - automatic entitlement to gaming machines in licensed premises.</li> <li>(m) Other matters where the Council Officer to whom the power to determine or revoke has been delegated declines to exercise the delegated power.</li> </ul>
Standards Committee	5 Independent Members; 2 County Borough Councillors; 1 Town / Community Councillor	<p>1. Promoting and maintaining high standards of conduct by Councillors and co-opted Members of the Authority;</p> <p>2. Assisting the Councillors and co-opted Members to observe the Members' Code of Conduct;</p>

Member Body	Membership	Functions
		<ol style="list-style-type: none"> <li>3. Advising the Council on the adoption or revision of the Members' Code of Conduct;</li> <li>4. Monitoring the operation of the Members' Code of Conduct;</li> <li>5. Advising, training or arranging to train Councillors and co-opted Members on matters relating to the Members' Code of Conduct;</li> <li>6. Monitoring the operation of the Council's Whistleblowing Policy;</li> <li>7. To grant dispensations from the prohibitions contained in the Members' Code of Conduct in accordance with the Regulations;</li> <li>8. Consider reports submitted by the Public Services Ombudsman for Wales and the Council's Monitoring Officer;</li> <li>9. Monitoring compliance by leaders of political groups on the Council with their duties to promote and maintain high standards of conduct by the members of the group;</li> <li>10. Advising, training or arranging to train leaders of political groups on the Council about matters as outlined above.</li> </ol>
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			0.00	
Democratic Services Committee	11	6	54.55		3	27.27		1	9.09			0.00	
Development Control Committee	14	7	50.00	-2	4	28.57	-1	2	14.29	-1	1	7.14	
Licensing Committee & Act 2003 Committee	14	7	50.00		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		4	28.57		2	14.29			0.00	
Social Services, Health and Wellbeing	14	7	50.00		3	21.43		3	21.43			0.00	
Communities, Environment and Housing	14	7	50.00		3	21.43		2	14.29		1	7.14	
Corporate	14	7	50.00		4	28.57		3	21.43			0.00	
<b>Totals</b>	<b>142</b>	<b>73</b>	<b>51.41</b>		<b>36</b>	<b>25.35</b>		<b>22</b>	<b>15.49</b>		<b>3</b>	<b>2.11</b>	
<b>Councillors</b>	<b>51</b>	<b>26</b>	<b>50.98</b>		<b>13</b>	<b>25.49</b>		<b>8</b>	<b>15.69</b>		<b>1</b>	<b>1.96</b>	
<b>Variation as %</b>			<b>0.43</b>			<b>-0.14</b>			<b>-0.19</b>			<b>0.15</b>	
<b>Variation as Seats(1% = 1.42 seats)</b>	<b>1.42</b>		<b>0.61</b>			<b>-0.20</b>			<b>-0.27</b>			<b>0.22</b>	

Committee	Total	Independent			Independent			Restore Britain		
		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	
Democratic Services Committee	11		0.00		1	9.09			9.09	
Development Control Committee	14		0.00			0.00			0.00	
Licensing Committee & Act 2003 Committee	14		0.00			0.00		1	0.00	
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	
Corporate	14		0.00			0.00			0.00	
<b>Totals</b>	<b>142</b>	<b>3</b>	<b>2.11</b>		<b>2</b>	<b>1.41</b>		<b>3</b>	<b>2.11</b>	
<b>Councillors</b>	<b>51</b>	<b>1</b>	<b>1.96</b>		<b>1</b>	<b>1.96</b>		<b>1</b>	<b>1.96</b>	
<b>Variation as %</b>			<b>0.15</b>			<b>-0.55</b>			<b>0.15</b>	
<b>Variation as Seats(1% = 1.46 seats)</b>	<b>1.46</b>		<b>0.22</b>			<b>-0.81</b>			<b>0.22</b>	



**PROPOSED COMMITTEE STRUCTURE**

	<b><u>Size of Committee (or other body)</u></b>
Appeals Panel	12
Appointments Committee	8
Governance and Audit Committee (inc. 4 Lay Members)	12
Democratic Services Committee	11
Development Control Committee	14
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 Overview and Scrutiny Committee	14
Social Services, Health and Wellbeing Overview and Scrutiny Committee	14
Communities, Environment and Housing Overview and Scrutiny Committee	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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This protocol provides useful information to assist you in your roles with the Governance & Audit Committee, Education and Youth Services Overview and Scrutiny Committee and the Standards Committee.

## 1. Democracy and Boundary Commission Cymru (DBCC)

- 1.1 The DBCC set the rules and levels of remuneration across Wales for Councillors and Co-opted Members. The latest DBCC Annual Report may be viewed at: <https://www.dbcc.gov.wales/remuneration>
- 1.2 The Annual Report determines that there should be local flexibility for the Monitoring Officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate several short meetings, provided they are statutory Co-optees with voting rights.
- 1.3 The DBCC Payment Rates 2026-27 for Statutory Co-opted Members:

<b>Role</b>	<b>Hourly rate payment</b>	<b>Up to 4 hours payment rate</b>	<b>4 hours and over payment rate</b>
Chairs of Standards, & Governance & Audit Committees	£33.50	£134.00	£268.00
Ordinary Members of Standards Committees who also chair Standards Committees for Community and Town Councils	£29.75	£119	£238
Ordinary Members of Standards Committee; Education and Youth Services Overview and Scrutiny Committee; Governance & Audit Committee	£26.25	£105.00	£210.00
Community and Town Councillors sitting on Principal Council Standards Committees	£26.25	£105.00	£210.00

- 1.4 A half day meeting is defined as up to 4 hours. A full day meeting is defined as over 4 hours

## **2. Statutory Co-opted Member Payment – Claiming**

- 2.1 Claims must relate to attendance at Committees, Working Groups, Pre-Meetings with Officers present, Training and Attendance at Conferences. Attendance must be approved in advance by the Monitoring Officer.
- 2.2 All claims must be detailed and submitted using the appropriate form, attached at **Appendix 1**, and submitted to the Senior Democratic Services Officer – Support via the ‘membersbcbc’ email address:  
[membersbcbc@bridgend.gov.uk](mailto:membersbcbc@bridgend.gov.uk)

### **Meeting Claims**

- 2.3 The Council has approved the schedule of meetings which has Governance & Audit Committees and Education and Youth Services Overview and Scrutiny Committee scheduled for three hours. For the Standards Committee it will be confirmed in advance by the Monitoring Officer whether the meeting will likely be a half day or full day, for the purpose of claiming.

### **Other Claims**

- 2.4 **Any claims beyond those made for scheduled meetings are to be determined on an hourly basis.**

### **Preparation**

- 2.5 Based on the time allocated for the Governance and Audit Committee and the Education and Youth Services Overview and Scrutiny Committee, the Monitoring Officer has determined that 1.5 hours preparation time will be sufficient for most meetings.
- 2.6 There will be occasion where there will be a longer agenda which will require additional preparation, and this will be dealt with on a case-by-case basis.
- 2.7 For the Standards Committee, preparation time will be determined by the Monitoring Officer in advance of each meeting and will be dependent upon items on the agenda.

### **Travel time, Pre-meetings, Training, Working Groups, Officer Meetings etc.**

- 2.8 Claims for anything such as travelling, pre-meetings, training, working groups or any meetings with Officers will similarly be paid on an hourly basis, must be detailed in the claim form and will be subject to checks.

### **Capped Time**

- 2.9 Co-optees’ payments will be capped at the equivalent of 10 full days a year for each committee to which an individual may be co-opted. Any claim over this

cap must be agreed in advance and will be determined by the Monitoring Officer based on the reasons for the cap being exceeded.

### 3. Reimbursement of Travel Expenses for Official Business

- 3.1 The DBCC Annual Report has determined the mileage rates that can be claimed for travel shall be in line with HMRC rates:

45p per mile	Up to 10,000 miles in a year by car.
25p per mile	Over 10,000 miles in a year by car.
24p per mile	Motorcycles.
20p per mile	Bicycles.
5p per mile	Per passenger carried on authority business.

- 3.2 As a Co-opted Member you are entitled to make Travel Expenses claims.
- 3.3 All claims **must** be accompanied by a valid Fuel VAT receipt. **All claims must be made within 3 months of the date of the meeting.** Failure to do so in either case will result in no payment being made.

### 4. Contribution towards Costs of Care & Personal Assistance (CPA)

- 4.1 Co-opted members are entitled to a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) & for personal assistance needs:
- **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 hourly rates as defined by the **Living Wage Foundation** at the time the costs are incurred.
- 4.2 CPA must be for additional costs incurred by Members to enable them to carry out Official business or approved duties. Care costs cannot be paid to someone who is a part of a member's household and payment shall only be made on production of receipts from the care provider.

### 5. Code of Conduct

Co-opted Members are subject to Bridgend County Borough Council Code of Conduct.

### 6. Useful Links

- [Democracy and Boundary Commission Cymru Annual Remuneration Report 2026-27](#)

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## Bridgend County Borough Council Local Resolution Protocol

### General Principles

- This Protocol for self-regulation of Member conduct has been adopted in response to the Public Services Ombudsman for Wales guidance on the Code of Conduct for Members which states that “low level” complaints which are made by a Member against a fellow Member regarding alleged failures of the Code should be dealt with at a local level. The aim is to resolve matters at an early stage so as to avoid the unnecessary escalation of the situation which may damage personal relationships within the Council and the Council’s reputation.
- It should be noted that this Protocol does not replace the Code of Conduct rather it is intended to sit alongside it enabling complaints which may not reach the Ombudsman’s threshold to be dealt with.
- Members are not precluded from referring any complaint to the Ombudsman at any time if they so wish, however, it should be noted that the Ombudsman is likely to refer the matter back to the Monitoring Officer in the first instance so that the procedures set out in this Protocol are fully exhausted.
- If a complaint is referred to the Ombudsman, then the use of this Protocol will be stopped; and will only resume if the complaint is referred back to the Council for local resolution.
- All Members will work to ensure compliance with this Protocol and will commit to training and development in support of the Protocol and in compliance with Section 7 of the Local Government Measure 2011.
- This Protocol does not apply to complaints from members of the public (which should instead be raised directly with the Ombudsman) or complaints by Members about officers (which should instead be raised in accordance with the Protocol on Member / Officer Relations within the Constitution and may be investigated under the Disciplinary Policy).

### Criteria

For a complaint to fall within the remit of this Protocol, it should satisfy the following criteria:

- The complaint is made by a Member (or Co-Opted Member) of the Council and relates to a breach of the Code by a fellow Member or the complaint is made by an Officer of the Council and relates to a breach of the Code by a Member or Co-Opted Member of the Council.

- The complaint is “low level”. The Ombudsman has advised that, “typically these complaints will be about alleged failures to show respect and consideration for others as required by paragraph 4(b) of the Code or the duty not to make vexatious, malicious or frivolous complaints against other Members under paragraph 6(1)(d) of the Code”. Complaints which, in the opinion of the Monitoring Officer, potentially involve a serious breach of the Code shall be referred to the Ombudsman for consideration and expressly excluded (please see examples at Appendix 1).
- The complaint does not relate to repeated occurrences of similar conduct that has already been dealt with under this Protocol or by the Ombudsman. In the event that the complaint relates to such a “repeated offence” it is likely that it will be appropriate to refer the matter to the Ombudsman directly.
- If a Member or officer is unsure whether a matter they wish to complain about is “low level” or within the remit of this Protocol, they may wish to discuss with the Monitoring Officer (who may consult with the Ombudsman) to obtain further guidance.

### Procedure

- The Member seeking to make a complaint under this Protocol should in the first instance arrange to discuss the matter with the Monitoring Officer (or in their absence the Deputy Monitoring Officer who may assume the role of the Monitoring Officer under this Protocol). The purpose of doing so is to determine whether the matter should be dealt with under this Protocol or whether the complainant should be advised of the option to instead refer their complaint directly to the Ombudsman for investigation.
- The operation of this Protocol is subject to the agreement of both parties to participate in the process, as set out, and to comply with its agreed outcome.
- If the Monitoring Officer advises that the matter is suitable to be dealt with under this Protocol, and the complainant is content to use this Protocol, the Monitoring Officer will arrange a meeting of the Members concerned (either together or separately) with the aim of resolving the matter by conciliation at an early stage so as to avoid the unnecessary escalation of the situation.
- The Monitoring Officer will adopt such arrangements as he /she deems necessary in an attempt to resolve the complaint and may require the attendance of any Member or Officer at a meeting as he /she determines beneficial. This may involve reliance upon the Group

Leaders if initial attempts at resolution have not been successful by the Monitoring Officer, noting they have a statutory duty to take reasonable steps to promote and maintain high standards of conduct by the members of their group which may include supporting informal resolution procedures in the Council, and working with the Standards Committee and Monitoring Officer to achieve local resolution.

- The parties may agree that the matter has been satisfactorily resolved by those discussions or subject to: (a) any appropriate remedial action being taken; (b) the offer of an apology or apologies; and or (c) an agreement to attend any specific training. There can be no statutory determination of a breach of the Code of Conduct or the imposition of any sanction/s other than an invitation to take one or more of the options listed above.
- If the matter cannot be resolved by mutual resolution, the Member bringing the complaint may refer the matter to the Ombudsman.

## Appendix 1 – Outside the remit of this Protocol

Examples of the types of complaints which may be regarded as a serious breach of the Code of Conduct, and therefore outside the remit of the Protocol, include (but are not limited to):

- a) where it is alleged that the member deliberately sought personal gain for themselves or another person at the public expense
- b) where the circumstances of the breach are such that a member is alleged to have misused a position of trust or authority and caused harm to a person
- c) where the breach is alleged to be motivated by any form of discrimination against the victim's ethnic or national origin, gender, disability, age, religion or belief, sexual orientation or gender identity
- d) where there is evidence of previous similar behaviour, or the member has previously been found to have breached the Code by a standards committee or the Adjudication Panel for Wales
- e) where there is evidence of a course of conduct, the conduct is ongoing, or the misconduct is escalating
- f) where an investigation or referral to a standards committee or the Adjudication Panel for Wales is required to maintain public confidence in elected members in Wales
- g) where it is likely that the breach would lead to a sanction being applied to the Member and where the use of resources in carrying out an investigation or hearing by a standards committee or the Adjudication Panel for Wales would be regarded as proportionate when weighed against any likely sanction.

<b>Meeting of:</b>	<b>ANNUAL MEETING OF COUNCIL</b>
<b>Date of Meeting:</b>	<b>13 MAY 2026</b>
<b>Report Title:</b>	<b>PROPOSED PROGRAMME OF MEETINGS OF THE COUNCIL AND COUNCIL COMMITTEES</b>
<b>Report Owner: Responsible Chief Officer/Cabinet Member</b>	<b>MONITORING OFFICER</b>
<b>Responsible Officer:</b>	<b>MARK GALVIN – SENIOR DEMOCRATIC SERVICES - COMMITTEES</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no effect upon the policy framework and procedure rules.</b>
<b>Executive Summary:</b>	<b>To seek the approval of Annual Council on proposed dates of Council and Council Committees for the year 2026-2027.</b>

## 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 2026 – April 2027 for approval (**Appendix 1**) and to note the draft proposed Programme of Meetings for the municipal year 2027-2028 (**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 2026 - April 2027 is set out below. The programme includes the date of the meeting to consider the Council's annual Budget (24 February 2027). It should be noted, that the date of this meeting could be subject to change, depending on the timeline of the Welsh Government Final Local Government Settlement. Members will also note that in preparing the programme of meetings, care has been taken to avoid scheduling meetings during the pre-election period for the local government elections in May 2027, recognising the heightened sensitivity and restrictions that will apply at this time.

## 2026

24 Jun  
22 Jul  
23 Sept  
21 Oct  
18 Nov

## 2027

13 Jan  
3 Feb  
24 Feb  
10 Mar

- 3.2 In order to assist with future planning, a Programme of Meetings for the 2027-28 Municipal Year is attached at **Appendix 2** for noting. This programme is provisional and may be subject to further changes, prior to it being approved at next year's Annual Meeting of Council. There are no timings presently for these meetings, due to the fact that a Timings of Meetings survey will be undertaken with members of each Committee, shortly following the Local Government Elections in May 2027. The results of this survey will dictate the timing of particular Committees.
- 3.3 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 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. 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 and Nature Implications**
- 6.1 There are no Climate Change or Nature Implications arising from this report.
- 7. Safeguarding and Corporate Parent Implications**
- 7.1 There are no Safeguarding and Corporate Parent Implications arising 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 2026-2027 as set out in paragraph 3.1 of this report;
- b. Approve the proposed Programme of Meetings of Council Committees for 2026-2027, as also set out in **Appendix 1** to this report;
- c. Note the provisional Programme of Meetings of Council and Council Committees for 2027-2028, 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 2026 Planner**

**Appendix 1**

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

**June 2026 Planner**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
1  Education and Youth Services Overview and Scrutiny Committee 11:00	2	3  Cabinet Committee Equalities and Employee Relations 10:00	4	5
8  Social Services, Health and Wellbeing Overview and Scrutiny Committee 10:00	9	10	11  Development Control Committee 10:00	12
15  Communities, Environment and Housing Overview and Scrutiny Committee 16:00	16  Licensing Sub-Committee A 10:00	17	18  Governance and Audit Committee 10:00	19
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**

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Education and Youth Services Overview and Scrutiny Committee 11:00	3 Coychurch Crematorium Joint Committee 14:00
6 Town and Community Council Forum 16:00	7	8 Standards Committee 10:00	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 Governance and Audit Committee 10:00	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*	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**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	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 Social Services, Health and Wellbeing Overview and Scrutiny Committee 10:00	11
14	15	16 Cabinet Committee Corporate Parenting 10:00	17	18
21 Education and Youth Services Overview and Scrutiny Committee 11:00	22 Cabinet 14:30	23 Council 16:00	24 Governance and Audit Committee 10:00	25
28	29	30		

**October 2026 Planner**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
			1	2
<p align="center">5</p> <p align="center">Communities, Environment and Housing Overview and Scrutiny Committee 16:00</p>	<p align="center">6</p> <p align="center">Licensing Sub-Committee A 10:00</p>	<p align="center">7</p> <p align="center">Standards Committee 10:00</p>	<p align="center">8</p>	<p align="center">9</p>
<p align="center">12</p> <p align="center">Town and Community Council Forum 16:00</p>	<p align="center">13</p>	<p align="center">14</p>	<p align="center">15</p> <p align="center">Development Control Committee 10:00</p>	<p align="center">16</p>
<p align="center">19</p>	<p align="center">20</p> <p align="center">Cabinet 14:30</p>	<p align="center">21</p> <p align="center">Council 16:00</p>	<p align="center">22</p> <p align="center">Corporate Overview and Scrutiny Committee 10:00</p>	<p align="center">23</p>
<p align="center">26*</p>	<p align="center">27*</p>	<p align="center">28*</p>	<p align="center">29*</p>	<p align="center">30*</p>

**November 2026 Planner**

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

**December 2026 Planner**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	1	2	3	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 Council 16:00	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	7 Development Control Committee 10:00	8
11	12 Cabinet 14:30	13 Council 16:00	14	15
18 Town and Community Council Forum 16:00	19	20 Cabinet Committee Corporate Parenting 10:00	21 Corporate Overview and Scrutiny Committee 10:00	22
25	26	27	28 Governance and Audit Committee 10:00	29

**February 2027 Planner**

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

**March 2027 Planner**

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

April 2027 Planner

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

# May 2027 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14
17	18	19 Council (AGM)	20	21
24	25	26 Licensing Committee <b>followed by</b> Licensing Act 2003 Committee	27 Development Control Committee	28
31				

## June 2027 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Cabinet	2	3	4
7	8 Licensing Sub-Committee A	9	10	11
14	15	16 Standards Committee	17 Governance and Audit Committee	18
21	22 Cabinet	23 Council	24 Democratic Services Committee	25
28	29	30		

## July 2027 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 Coychurch Crematorium Joint Committee
5 Corporate Overview and Scrutiny Committee	6 Licensing Sub-Committee B	7 Cabinet Committee Equalities and Employee Relations	8 Development Control Committee	9
12 Communities, Environment and Housing Overview and Scrutiny Committee	13	14	15 Social Services, Health and Wellbeing Overview and Scrutiny Committee	16
19 Town and Community Council Forum	20 Cabinet	21 Council	22 Education and Youth Services Overview and Scrutiny Committee	23
26 Corporate Overview and Scrutiny Committee	27	28 Cabinet Committee Corporate Parenting	29 Governance and Audit Committee	30

# August 2027 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 Licensing Sub-Committee A	4	5	6
9	10	11	12	13
16	17	18	19 Development Control Committee	20
23	24	25	26	27
30	31 Licensing Sub-Committee B			

## September 2027 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 Coychurch Crematorium Joint Committee
6	7	8	9 Social Services, Health and Wellbeing Overview and Scrutiny Committee	10
13	14	15	16	17
20 Education and Youth Services Overview and Scrutiny Committee	21 Cabinet	22 Council	23 Governance and Audit Committee	24
27	28 Licensing Sub-Committee A	29 Cabinet Committee Equalities and Employee Relations	30 Development Control Committee	

## October 2027 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Communities, Environment and Housing Overview and Scrutiny Committee	5	6 Standards Committee	7	8
11	12	13 Cabinet Committee Corporate Parenting	14	15
18	19 Cabinet	20 Council	21 Corporate Overview and Scrutiny Committee	22
25	26 Licensing Sub-Committee B	27	28	29

## November 2027 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8 Social Services, Health and Wellbeing Overview and Scrutiny Committee	9	10 Licensing Committee	11 Development Control Committee	12
15	16 Cabinet	17 Council	18 Governance and Audit Committee	19
22 Education and Youth Services Overview and Scrutiny Committee	23 Licensing Sub-Committee A	24	25 Democratic Services Committee	26
29 Town and Community Council Forum	30			

## December 2027 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Cabinet Committee Equalities and Employee Relations	2	3
6 Communities, Environment and Housing Overview and Scrutiny Committee	7	8	9	10
13	14 Licensing Sub-Committee B Cabinet	15 Council	16 Development Control Committee	17
20	21	22	23	24
27	28	29	30	31

# January 2028 Planner

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

## February 2028 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 Cabinet Committee Corporate Parenting	3 Development Control Committee	4
7	8 Cabinet	9 Council	10 Social Services, Health and Wellbeing Overview and Scrutiny Committee	11
14 Education and Youth Services Overview and Scrutiny Committee	15 Licensing Sub-Committee B Cabinet (Budget)	16 Standards Committee	17	18
21 Communities, Environment and Housing Overview and Scrutiny Committee	22	23 Council (Budget)	24 Standards Committee	25
28 Town and Community Council Forum	29			

## March 2028 Planner

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Page 61			1	2	3 Coychurch Crematorium Joint Committee
	6 Education and Youth Services Overview and Scrutiny Committee	7 Cabinet	8 Council	9 Social Services, Health and Wellbeing Overview and Scrutiny Committee	10
	13	14 Licensing Sub-Committee A	15	16 Development Control Committee	17
	20	21	22	23 Corporate Overview and Scrutiny Committee	24
	27 Communities, Environment and Housing Overview and Scrutiny Committee	28	29 Cabinet Committee Equalities and Employee Relations	30	31

## April 2028 Planner

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Cabinet	5 Council	6	7
10	11 Licensing Sub-Committee B	12	13	14
17	18	19 Licensing Committee	20	21
24	25	26	27 Development Control Committee	28

<b>Meeting of:</b>	<b>THE ANNUAL MEETING OF COUNCIL</b>
<b>Date of Meeting:</b>	<b>13 MAY 2026</b>
<b>Report Title:</b>	<b>REPRESENTATION ON OUTSIDE BODIES &amp; OTHER COMMITTEES</b>
<b>Report Owner / Responsible Chief Officer/Cabinet Member:</b>	<b>REPORT OF THE MONITORING OFFICER</b>
<b>Responsible Officer:</b>	<b>RUTH RONAN, SENIOR DEMOCRATIC SERVICES OFFICER</b>
<b>Policy Framework and Procedure Rules:</b>	<b>The provisions and recommendations of the report accord with the Council's Procedure Rules as outlined in the Constitution.</b>
<b>Executive Summary:</b>	<b>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.</b>

## 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.

### **Memberships**

- 3.3 The Council has signed up as a Member of a number of organisations, some of which carry a subscription fee. It is proposed to delegate authority to the Monitoring officer to review these memberships to ascertain which are statutory. Consideration can then be given to whether any non-statutory memberships continues to offer benefits or value to the Council. Following this review the Monitoring Officer will report back to Group Leaders and if necessary, bring further reports back to Council / Cabinet for approval.

## **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 and Nature Implications**

- 6.1 There are no climate change and nature 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 the appointments indicated in Appendix 1.

## **9. Recommendations**

9.1 Council is recommended to:

- a) Receive nominations and appoint the requisite number of Members to the bodies and committees as shown in **Appendix 1**;
- b) Delegate authority to the Monitoring officer to review the Council's current organisational memberships as detailed at paragraph 3.3.

## **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"> <li>• 1 majority party</li> </ul>	<ul style="list-style-type: none"> <li>• 1 majority party</li> </ul>
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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