

Meeting of:	ANNUAL MEETING OF COUNCIL
Date of Meeting:	13 MAY 2026
Report Title:	APPOINTMENTS TO THE COUNCIL COMMITTEES AND OTHER COUNCIL BODIES
Report Owner: Responsible Chief Officer/ Cabinet Member:	MONITORING OFFICER
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:	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • Co-opted Member Protocol • Local Resolution Protocol

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:

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| • 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