

## THE VALE OF GLAMORGAN COUNCIL

MINUTES of the Annual Meeting of the Council of The Vale of Glamorgan held at the Civic Offices, Holton Road, Barry on Wednesday, 17<sup>th</sup> May, 2006.

Present: Councillor Ms. M.E. Alexander (Mayor); Councillors R.J. Bertin, Mrs. M.E.J. Birch, Ms. R.M. Birch, Ms. L. Burnett, Mrs. J.E. Charles, P. Church, Mrs. C.V.L. Clay, J. Clifford, Miss J. Cole, G.A. Cox, R.F. Curtis, A.D. Dobbinson, S.C. Egan, A.M. Ernest, C.P. Franks, N.J. Gibbs, E. Hacker, A.D. Hampton, Mrs. V.M. Hartrey, M.R. Harvey, N.P. Hodges, H.J.W. James, T.H. Jarvie, G. John, F.T. Johnson, Mrs. M. Kelly Owen, G.C. Kemp, Mrs. A.J. Moore, N. Moore, C.L. Osborne, A.G. Powell, Mrs. A.J. Preston, Mrs. M. Randall, A.J. Readman, Mrs. S.I. Sharpe, B.I. Shaw, K.R. Stockdale, J.W. Thomas, W.C. Vaughan, S.T. Wiliam, Mrs. M.R. Wilkinson, A.C. Williams, A.J. Williams, C.J. Williams, E.T. Williams and M.R. Wilson.

### 1 DECLARATIONS OF INTEREST -

There were no declarations of interest.

### 2 ELECTION OF MAYOR -

It was moved by Councillor C.P. Franks, seconded by Councillor B.I. Shaw and

RESOLVED - T H A T Councillor N.P. Hodges be elected Mayor of the Council for the ensuing municipal year.

The newly-elected Mayor made and delivered to the Chief Executive the Statutory Declaration of Acceptance of Office, was invested by the outgoing Mayor with the Chain of Office and took the Chair.

### 3 APPOINTMENT OF DEPUTY MAYOR -

It was moved by Councillor C.P. Franks and seconded by Councillor B.I. Shaw that Councillor C.J. Williams be appointed Deputy Mayor. It was moved by Councillor R.F. Curtis and seconded by Councillor R.J. Bertin that Councillor Mrs. M.R. Wilkinson be elected Deputy Mayor. Upon being put to the vote it was

RESOLVED - T H A T Councillor C.J. Williams be appointed Deputy Mayor of the Council for the ensuing municipal year.

The newly-appointed Deputy Mayor made and delivered to the Chief Executive the Statutory Declaration of Acceptance of Office and was invested with the Chain of Office.

#### 4 VOTE OF THANKS TO RETIRING MAYOR -

The newly-elected Mayor, on behalf of the Council, thanked the retiring Mayor. The Mayor referred to the retiring Mayor having, together with her Consort, served the Council with pride, dignity and respect. He also alluded to the retiring Mayor having maintained the reputation of the Council and to the fairness with which Council meetings had been conducted.

In response, the retiring Mayor congratulated the Mayor on his appointment. She expressed her appreciation to the people of the Vale of Glamorgan for contributing to an extremely enjoyable year in office. Significant moments of her municipal year had included the celebration of the 100<sup>th</sup> anniversary of the birth of Grace Williams and the ongoing development of the Town Hall. The retiring Mayor referred to her honour in having become the first woman Mayor of the Council and she expressed her appreciation to Members, Council Officers, local businesses and friends. In particular, she thanked her retiring Deputy Mayor, her Consort, Vale Catering Services, the Chief Executive and staff within the Mayor's Office.

During her year in office, over £17,500 had been raised for charity.

#### 5 MAYOR'S ADDRESS -

The incoming Mayor thanked Councillors C.P. Franks and B.I. Shaw for nominating and seconding him for office. He was thrilled and excited at the prospect of becoming Mayor of the Vale of Glamorgan. Referring to being fortunate to represent the Baruc Ward, the incoming Mayor stated his intention to be a proponent for the people of the whole of the Vale of Glamorgan during his year in office. He thanked his Chaplain and wife for their continued support.

The Mayor's charities for the coming year would be Ty Hafan and Inroads.

#### 6 MINUTES -

RESOLVED - T H A T the minutes of the meeting held on 3<sup>rd</sup> May, 2006 be approved as a correct record.

#### 7 ANNOUNCEMENTS -

- (i) Councillor Mrs. J.E. Charles submitted a petition from residents of Park Crescent and the surrounding area referring to anti-social behaviour and requesting that consideration be given to the installation of CCTV equipment.

- (ii) The Leader congratulated the Mayor and Deputy Mayor on their appointment and expressed his appreciation to the outgoing Mayor and her Consort.
- (iii) The Leader referred to the forthcoming Festival of the Sea to be held in Fécamp in June 2006, to which he and the incoming Mayor had been invited.

## 8 LEADER AND CABINET -

Article 7 of the Constitution - "The Executive" provided as follows:

### "7.03 Leader

In accordance with Standing Orders, the Leader of the Council will be a councillor elected to the position of Leader of the Council. The Leader will hold office until:

- (a) he/she resigns from the office; or
- (b) he/she is suspended from being a councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or
- (c) he/she is no longer a councillor;
- (d) the next local government election save that the Council may remove the Leader from office at an earlier date, but only in the event of a vote of no confidence in the Leader or a change in political control of the Council."

Part 4(A) of the Constitution - "Council Procedure Rules" - provides that the annual meeting will be told by the Leader of the names of councillors he/she has chosen to be Deputy Leader and members of the Cabinet.

Article 7 of the Constitution - "The Executive" - provides that "The Executive will consist of the Executive Leader together with at least two, but not more than nine, councillors appointed to The Executive by the Executive Leader".

RESOLVED - T H A T, as advised by the Leader, it be noted that Councillor A.J. Williams would be the Deputy Leader and the undermentioned Members would comprise the Cabinet with the portfolios indicated:

### **Executive Leader – Councillor Jeffrey James**

#### **And Cabinet Member for Policy and Finance**

- Chief Executive's Office
- Strategic Policy and Corporate Plan
- Financial Services and Budget
- Land and Property Management

- Community Strategy
- Community Consultation
- Corporate Image and Communications
- Information and Communication Technology
- OneVale and E-Government
- Town Twinning
- Organisational Development and Motivation
- Consultancy Services
- Members Services Champion
- Risk Assessment
- Whole Authority Analysis
- Performance Monitoring
- Complaints Monitoring
- Customer Care
- Improvement Action Plans and Monitoring

NB Portfolios for the Executive should ideally cover every executive function as set out in the Constitution. The Government was unable, however, to define every executive function and I am adding the following additional item to each Executive Members Portfolio.

“Such other executive functions as are set out in the Constitution, as the Leader may allocate to each portfolio from time to time.”

### **Legal and Public Protection – Councillor Hunter Jarvie**

- Legal Services
  - Environmental Health and Pollution Control
  - Pest Control
  - Trading Standards
  - Licensing
  - Emergency Planning
  - Democratic Services
  - Births, Deaths and Marriages (including Coroner)
- “Such other executive functions as are set out in the Constitution, as the Leader may allocate to each portfolio from time to time.”

### **Regeneration, Tourism and Leisure – Councillor Michael Harvey**

- Inward Investment
- Barry Regeneration
- Employment Land and Buildings
- Business Support
- Town Centre Management and Development
- Economic Regeneration Projects
- Community Regeneration
- Countryside Strategy
- Country Parks
- Commons

- Heritage Coast
  - Arts and Entertainment
  - Community Centres
  - Heritage Services
  - Dyffryn House and Garden
  - Landscape Design
  - Tourist Information Centres
  - Woodland Management/Coed Cymru
  - Leisure Management (including Sports and Leisure Centres)
  - Tourism Development
  - Events
  - Marketing
  - Sports Development
  - Water Safety
- “Such other executive functions as are set out in the Constitution, as the Leader may allocate to each portfolio from time to time.”

### **Planning and Transportation – Councillor A J Williams**

- Development and Planning Policy
  - Unitary Development Plan
  - Mineral Policy
  - Conservation Issues
  - Building Preservation
  - Transport Plans (Local and Regional)
  - Public and School Transportation
  - School Crossing Patrols
  - Road Safety
  - Safer Routes to School
- “Such other executive functions as are set out in the Constitution, as the Leader may allocate to each portfolio from time to time.”

### **Education and Training – Cllr Anthony Hampton**

- Schools, Funding and Support
- School Improvement
- Special Educational Needs
- Inclusion and Access
- Education Welfare
- Admissions
- Early Years Education Provision
- Governor Support and Training
- Lifelong Learning
- Community Education
- Youth Service
- Adult Training
- Education Strategic Planning

- Library and Information Service
- Pupil Referral Unit (EBD unit and Amelia Trust unit)
- Vale Consortium for Education and Training (VLN)
- “Such other executive functions as are set out in the Constitution, as the Leader may allocate to each portfolio from time to time.”

### **Social and Care Services – Councillor Gordon Kemp**

- Children Services
- Adult Services
- Family Support
- Advice and Assessment
- Services for People with Disabilities/Impairment
- Early Years
- Special Needs
- Mental Health
- Elderly Persons Homes and Champion
- Home Care
- Community Care
- Voluntary Sector Inclusion
- Health Liaison
- YOT
- Catering
- “Such other executive functions as are set out in the Constitution, as the Leader may allocate to each portfolio from time to time.”

### **Housing and Community Safety – Councillor John Thomas**

- Housing Investment
- Allocations
- Specialist Services
- Housing Benefits and Rent Rebates
- Homelessness and Travellers (including sites)
- Private Sector Housing
- Tenant Services
- Identification of Housing Need and Accommodation
- Social Housing Responsibilities
- Housing Strategy
- Community Safety (including Section 17 responsibilities)
- Home Office related issues
- Liaison with Probation Service
- Crime and Disorder Audit Strategy
- “Such other executive functions as are set out in the Constitution, as the Leader may allocate to each portfolio from time to time.”

## **Human Resources – Councillor Clive Williams**

- Human Resources Strategy
  - Recruitment and Retention
  - Equalities
  - Employee Relations
  - Sickness and Absenteeism
  - Health and Safety
  - Flexitime
  - Staff and Member Development
  - Training
  - Improvement Plan
- “Such other executive functions as are set out in the Constitution, as the Leader may allocate to each portfolio from time to time.”

## **Visible Services – Councillor Geoff Cox**

- Waste Collection
  - Waste Transfer and Disposal
  - Recycling
  - Civic Amenity Sites
  - Fly Tipping
  - Graffiti Strategy
  - Parks and Grounds Maintenance
  - Play Areas
  - Grass Verge and roundabout maintenance
  - Dyffryn Gardens (grounds maintenance)
  - Tree Services
  - Engineering Design
  - Traffic Management
  - Highway Maintenance
  - Highway Development
  - Highway Structures including Bridges
  - Street Lighting
  - Cleansing
  - Public Toilets
  - Car Parks
  - Coastal protection
  - Beach Management
  - Street Care
- “Such other executive functions as are set out in the Constitution, as the Leader may allocate to each portfolio from time to time.”

## **Building Maintenance – Councillor Anthony Ernest**

- Building Maintenance
- Fleet Management

- Fleet maintenance
- Building Cleaning
- Security
- “Such other executive functions as are set out in the Constitution, as the Leader may allocate to each portfolio from time to time.”

## 9 APPOINTMENT OF SCRUTINY COMMITTEES -

It was moved by the Leader, and seconded by Councillor A.J. Williams, that the existing four Scrutiny Committees, together with their current terms of reference and membership be reappointed.

RESOLVED - T H A T the following Scrutiny Committees, with their membership and terms of reference as indicated, be appointed for the ensuing municipal year:

### (a) **Scrutiny (Community Wellbeing and Safety)** -

Conservative: Councillors Mrs. J.E. Charles, P. Church, J. Clifford, C.L. Osborne, Mrs. A.J. Preston, Mrs. S.I. Sharpe and W.C. Vaughan.

Labour: Councillors R.J. Bertin, Mrs. M.E.J. Birch, Ms. R.M. Birch, R.F. Curtis S.C. Egan, and Mrs. M.R. Wilkinson.

Plaid Cymru: Councillors Mrs. M. Randall, K.R. Stockdale and C.J. Williams.

Independent: Councillor A.J. Readman.

1 representative, in a co-opted non-voting capacity, of each of the following organisations:

Shakespeare Residents Association  
 Colcot Residents Association  
 Gibbonsdown Residents Board  
 Vale Housing and Homelessness Forum  
 Vale Housing Federation  
 Vale Council Residents Forum  
 Shelter Cymru.

### (b) **Scrutiny (Corporate Resources)** -

Conservative: Councillors Mrs. J.E. Charles, P. Church, Mrs. C.V.L. Clay, J. Clifford, Mrs. M. Kelly Owen, C.L. Osborne and Mrs. A.J. Preston.

Labour: Councillors Ms. M.E. Alexander, Ms. L. Burnett, A.D. Dobbinson, N. Moore, A.G. Powell and M.R. Wilson.

Plaid Cymru: Councillors N.P. Hodges, B.I. Shaw and C.J. Williams.

Independent: Councillor G. John.

**(c) Scrutiny (Economy and Environment) -**

Conservative: Councillors P. Church, J. Clifford, Mrs. M. Kelly Owen, Mrs. A.J. Preston, Mrs. S.I. Sharpe, W.C. Vaughan and E.T. Williams.

Labour: Councillors Ms. L. Burnett, Miss J. Cole, R.F. Curtis, N.J. Gibbs, Mrs. A.J. Moore and M.R. Wilson.

Plaid Cymru: Councillors Mrs. V.M. Hartrey, N.P. Hodges and S.T. Wiliam.

Independent: Councillor G. John.

**(d) Scrutiny (Lifelong Learning) -**

Conservative: Councillors Mrs. C.V.L. Clay, J. Clifford, Mrs. M. Kelly Owen, C.L. Osborne, Mrs. S.I. Sharpe, W.C. Vaughan and E.T. Williams.

Labour: Councillors Mrs. M.E.J. Birch, Ms. R.M. Birch, S.C. Egan, F.T. Johnson, A.G. Powell and Mrs. M.R. Wilkinson.

Plaid Cymru: Councillors C.P. Franks, Mrs. V.M. Hartrey and B.I. Shaw.

Independent: Councillor E. Hacker.

Co-opted Members:

1 representative each from:  
Roman Catholic Church  
Church in Wales  
Parent Governors - Primary Sector  
Parent Governors - Secondary Sector

Non-voting observers:

1 representative each from:  
Primary  
Secondary  
Special  
Headteachers  
Free Churches.

**Overview and Scrutiny Committees**

**Terms of reference**

The Council will appoint the Scrutiny Committees set out in the left hand column of the table below to discharge the functions conferred by section 21 of the Local Government Act 2000 in relation to the matters set out in the right hand column of the same table :

<b>Scrutiny Committee</b>	<b>Scope</b>
Community Wellbeing and Safety	Housing Community Safety Social Services

Corporate Resources	Corporate Policy and Communications Finance, ICT and Property Legal and Regulatory Human Resources Key Projects, including Surplus Land and Property, Capital Schemes and Revenue Proposals over £50,000
Economy and Environment	Economic Development, Leisure and Tourism Services, Countryside and Environmental Projects Visible Services (Waste Management and Cleansing, Highway Maintenance, Engineering Design and Procurement, Parks and Ground Maintenance) Public Works and Highways Planning and Transportation Building and Visible Services
Lifelong Learning	Schools (Pupil Support, School Improvement and School Support) Post 16 Education and Training Libraries Community Education and Youth Service

### **General role**

Within their terms of reference, Scrutiny Committees will:

- i) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions, but with the exception of any matter which is specifically identified in the terms of reference of any other Scrutiny Committee
- ii) make reports and/or recommendations to the full Council and/or the Executive in connection with the discharge of any functions;
- iii) consider any matter affecting the area or its inhabitants; and
- iv) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive

In undertaking the above, Scrutiny Committees shall, in particular, include and have regard to :

- Compliance with Council policy
- Consideration of the need for changes to policy and/or practice
- Best Value

## **Specific functions**

### **(a) Policy development and review.**

Scrutiny Committees may:

- i) assist the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues;
- ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- iv) question members of the Executive and/or committees and Chief Officers about their views on issues and proposals affecting the area; and
- v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

### **(b) Scrutiny.**

Scrutiny Committees may:

- i) review and scrutinise the decisions made by, and performance of, the Executive and/or committees and council officers, both in relation to individual decisions and over time;
- ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- iii) question members of the Executive and/or committees and Chief Officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- iv) make recommendations to the Executive and/or appropriate committee and/or Council arising from the outcome of the scrutiny process;
- v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Scrutiny Committee and local people about their activities and performance; and
- vi) question and gather evidence from any person (with their consent).

### **(c) Finance**

Scrutiny Committees may exercise overall responsibility for the finances made available to them.

**(d) Annual Report.**

Scrutiny Committees must report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

**(e) Officers.**

Scrutiny Committees may exercise overall responsibility for the work programme of the officers employed to support their work; it being noted that officers supporting the scrutiny function also undertake non-scrutiny related duties.

**Proceedings of Scrutiny Committees**

Scrutiny Committees will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in **Part 4** of the Constitution.

## 10 QUASI- JUDICIAL COMMITTEES AND OTHER BODIES: APPOINTMENT, TERMS OF REFERENCE AND MEMBERSHIP -

It was moved by the Leader, and seconded by Councillor A.J. Williams, that the list of committees, together with their existing membership and terms of reference, be reappointed subject to the changes tabled at the meeting. Councillors J.W. Thomas and A.D. Dobbinson also moved that the Allocations and Homelessness Appeals Committee and the Housing Options Task and Finish Group respectively be not reappointed. This was duly agreed.

RESOLVED - T H A T the following quasi-judicial committees and other bodies, together with their terms of reference and membership, be reappointed for the ensuing municipal year:

**(a) Planning Committee (19 Members)**

Membership: Councillors R.J. Bertin, Mrs. M.E.J. Birch, Ms. R.M. Birch, G.A. Cox, A.D. Dobbinson, E. Hacker, A.D. Hampton, Mrs. V.M. Hartrey, M.R. Harvey, N.P. Hodges, F.T. Johnson, Mrs. M. Kelly Owen, G.C. Kemp, A.G. Powell, Mrs. A.J. Preston, Mrs. M. Randall, W.C. Vaughan, A.J. Williams and M.R. Wilson.

Terms of Reference:

- (1) With delegated powers to deal with all matters relating to development control, including planning applications.
- (2) Delegated powers to deal with all matters relating to building control, including dangerous and dilapidated buildings and structures, and trees.
- (3) To consider and determine applications made under Section 53 of the Wildlife and Countryside Act 1981 for modification of the Definitive Map.
- (4) To determine Traffic Orders.

**(b) Licensing Committee (15 Members)**

Membership: Councillors Mrs. C.V.L. Clay, Mrs. J.E. Charles, J. Clifford, Miss J. Cole, S.C. Egan, N.J. Gibbs, E. Hacker, A.D. Hampton, Mrs. V.M. Hartrey, A.G. Powell, Mrs. A.J. Preston, Mrs. M. Randall, A.J. Readman, J.W. Thomas and Mrs. M.R. Wilkinson.

Terms of Reference:

To determine all matters regulated by the Licensing Act 2003, in accordance with the provisions of and the scheme of delegation set out in the Council's Statement of Licensing Policy.

To determine all other licensing matters, including applications for Hackney Carriage, Private Hire Vehicles, Dangerous Wild Animals, Street Trading Licences, Charitable Collections and any other matters of a licensing nature. (All non Licensing Act 2003 matters will be considered by the full Licensing Committee exercising plenary powers meeting on such specific occasions as necessary).

The Licensing Committee shall be empowered to adopt or modify any such rules of procedure as may be required in order to facilitate the determination of any matters considered by them.

With delegated powers:

- (1) To set up Sub-Committees to determine licences under the Licensing Act 2003 and
- (2) To make arrangements for the discharge of the statutory registration and licensing functions of the Council, except where such matters fall within the purview of another Committee.

**(c) Appeals Committee (7 Members)**

Membership : Councillors Mrs. M.E.J. Birch, Mrs. J.E. Charles, Miss J. Cole, N.P. Hodges, C.L. Osborne, A.J. Readman and A.J. Williams.

Terms of Reference:

With delegated powers:

- (1) To determine appeals against decisions on disciplinary proceedings instituted against employees.
- (2) To determine the matters relating to employees' grievances.
- (3) To determine appeals arising from local government reorganisation.
- (4) To consider and make recommendations on all matters relating to the re-grading of all employees with the exception of school based employees.
- (5) To determine all appeals against decisions on disciplinary/grievance issues relating to Chief Officers.

**(d) Investigating Committee (7 Members)**

Membership : Councillors Ms. R.M. Birch, G.A. Cox, S.C. Egan, A.D. Hampton, Mrs. M. Kelly Owen, G.C. Kemp and S.T. Wiliam.

Terms of Reference:

With delegated powers

- (1) To act in accordance with the procedures laid down by the JNC Conditions of Service for Chief Officers in all matters of discipline and capability.
- (2) To determine such matters as appropriate with delegated powers on behalf of the Council.
- (3) The “second hearing” as referred to within the Chief Officers’ Hand Book shall be a referral to the Appeals Committee in accordance with ACAS guidelines.

**(e) Social Services Appeals Committee (7 Members)**

Membership : Councillors R.J. Bertin, Mrs. J.E. Charles, S.C. Egan, G.C. Kemp, A.J. Readman, Mrs. S.I. Sharpe and S.T. Wiliam.

Terms of Reference:

With delegated powers

- (1) To hear and determine requests for consents to abortions for children in care.
- (2) To hear and determine unresolved complaints from parents, guardians or custodians for children in care on questions of access other than cases where access was refused altogether which will be dealt with by way of application by the parent to the Juvenile Court.
- (3) To hear and determine appeals on grounds of hardship and requirement of special consideration against financial assessments made under the NHS and the Community Care Act 1990.
- (4) To hear and determine appeals against proposals to cancel registrations or refuse registrations under the Registered Homes Act 1984 as recommended.
- (5) To hear and determine appeals against proposals to cancel registrations or refuse registrations or re-registrations of nurseries, play groups and childminders under the Children Act 1989.
- (6) To hear and determine appeals against decisions relating to the level of service provided to individuals.

**(f) Redundancy Appeals Committee (7 Members, none of whom should be members of the Early Retirement/Redundancy Committee)**

Membership: Councillors P. Church, Miss J. Cole, N.J. Gibbs, E. Hacker, H.J.W. James, Mrs. M. Randall and Mrs. S.I. Sharpe.

Terms of Reference:

With delegated powers to:

- (1) hear and determine appeals against the redundancy of Council employees issued with redundancy notification.
- (2) hear and determine appeals against the redundancy of “school based” employees following notice of school closure.

**(g) Standards Committee (8 Members including 4 independent members; 3 councillors other than the Leader and not more than 1 member of the Executive; and 1 member of a town/community council wholly or mainly in the Council’s area)**

Membership : Councillors N.J. Gibbs, Mrs. V.M. Hartrey and T.H. Jarvie; Mr. G. Ellis, Mr. P. Langmaid, Mr. D. Perkins and Mr. C.D. Samuel (independent members); Councillor Mrs. A. Pryer (Town and Community Council representative).

Terms of Reference:

- (1) Promoting and maintaining high standards of conduct by councillors, co-opted members and church and parent governor representatives.
- (2) Assisting councillors, co-opted members and church and parent governor representatives to observe the Members’ Code of Conduct.
- (3) Advising the Council on the adoption or revision of the Members’ Code of Conduct.
- (4) Monitoring the operation of the Members’ Code of Conduct.
- (5) Advising, training or arranging to train councillors, co-opted members and church and parent governor representatives on matters relating to the Members’ Code of Conduct.
- (6) Granting dispensations to councillors, co-opted members and church and parent governor representatives from requirements relating to interests set out in the Members’ Code of Conduct.
- (7) Dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Local Commissioner in Wales.

- (8) The exercise of (1) to (7) above in relation to the community councils wholly or mainly in its area and the members of those community councils.
- (9) Overview of the Whistle Blowing Policy.
- (10) Overview of complaints handling and Ombudsman investigations.

**(h) Discretionary Housing Payments Review Committee (7 Members)**

Membership: Councillors Mrs. M.E.J. Birch, Miss J. Cole, S.C. Egan, A.D. Hampton, Mrs. V.M. Hartrey, Mrs. S.I. Sharpe and J.W. Thomas.

Terms of Reference:

With delegated powers to determine reviews made under Regulation 8 of the Discretionary Financial Assistance Regulations 2001 in the light of guidance on the operation of Discretionary Housing Payments issued by the Department of Social Security under the new scheme from 2<sup>nd</sup> July, 2001.

**COMMITTEES/SUB-COMMITTEES/PANELS**

**(i) Audit Committee (7 Members)**

Membership: Councillors J. Clifford, A.D. Dobbinson, N.P. Hodges, G. John, Mrs. M. Kelly Owen, N. Moore and C.L. Osborne.

(The meeting of the Audit Committee on 2<sup>nd</sup> May, 2006 recommended that no Member of the Executive be appointed to the Audit Committee).

Terms of Reference:

- (1) To consider the head of internal audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.
- (2) to consider summaries of special internal audit reports as requested.
- (3) To consider reports dealing with the management and performance of the providers of internal audit services.
- (4) To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.
- (5) To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.

- (6) To consider specific reports as agreed with the external auditor.
- (7) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- (8) To commission work from internal and external audit.
- (9) To maintain an overview of contract procedure rules, financial regulations and officers' codes of conduct and behaviour.
- (10) To review any issue referred to it by the Chief Executive, or a Director, or any Council body.
- (11) To monitor the effective development and operation of risk management and corporate governance in the Council.
- (12) To monitor Council policies on "Raising Concerns at Work" and the anti-fraud and anti-corruption strategy and the Council's complaints procedure.
- (13) To oversee the production of the Council's Statement on Internal Control and to recommend its adoption.
- (14) To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.
- (15) To review 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.
- (16) To consider the external auditor's report to those charged with governance on issues arising from the audit of accounts.

**(j) Community Liaison Committee (13 Members)**

Membership: Councillors R.J. Bertin, Mrs. J.E. Charles, J. Clifford, R.F. Curtis, A.D. Dobbinson, A.M. Ernest, Mrs. V.M. Hartrey, G. John, G.C. Kemp, Mrs. A.J. Preston, K.R. Stockdale, Mrs. M.R. Wilkinson and E.T. Williams.

Terms of Reference:

One representative, or nominated substitute, from each Town/Community Council, and from any other organisation considered appropriate, to attend to discuss local government matters of mutual concern.

**(k) Early Retirement/Redundancy Committee (7 Members)**

Membership: Councillors Ms. M.E. Alexander, S.C. Egan, A.D. Hampton, Mrs. V.M. Hartrey, Mrs. A.J. Preston, A.C. Williams and A.J. Williams.

Terms of Reference:

With delegated powers to:

- (1) determine individual applications for Early Retirement/Voluntary Redundancy;
- (2) determine compulsory redundancies from schools and other areas of the Council where statutory payments are prescribed.

**(l) Joint Consultative Forum (7 Members)**

Membership: Councillors S.C. Egan, E. Hacker, N. Moore, Mrs. A.J. Preston, Mrs. M. Randall, A.C. Williams and A.J. Williams.

Terms of Reference:

- (1) To consider any relevant matter referred to it by a Committee, Elected Member or the Chief Executive of the Council or by the Employees' Group.
- (2) To make recommendations to the Cabinet on the above and on the application of the terms and conditions of service and the education, training and welfare of employees of the Council.
- (3) To discharge any other functions specifically assigned to the Forum.

**(m) Senior Management Appointment Panel (7 Members)**

Membership: Councillors Ms. M.E. Alexander, R.F. Curtis, C.P. Franks, H.J.W. James, G.C. Kemp, A.J. Readman and A.J. Williams with the Cabinet Member with portfolio responsibilities for the service involved invited to attend.

Terms of Reference:

With delegated powers to select for and to interview and appoint to the Management Structure.

**(n) Trust Committee (7 Members)**

Membership: Councillors J. Clifford, Miss J. Cole, F.T. Johnson, A.G. Powell, Mrs. S.I. Sharpe, S.T. Wiliam and E.T. Williams.

Terms of Reference:

With delegated powers to consider and deal with matters in which the Council acts as Trustee, except those matters within the terms of reference of the Welsh Church Act Estate Committee.

**(o) Voluntary Sector Joint Liaison Committee (11 plus 10 voluntary sector representatives)**

Membership: Councillors Ms. L. Burnett, Miss J. Cole, G.A. Cox, Mrs. V.M. Hartrey, H.J.W. James, Mrs. M. Kelly Owen, A.G. Powell, A.J. Readman, S.T. Wiliam, Mrs. M.R. Wilkinson and A.C. Williams.

Terms of Reference:

- (1) To advise the Council of the needs of views and concerns of the Voluntary Sector.
- (2) To report on the work of those organisations grant aided by the Council, either in full or in part.
- (3) To act as a consultative forum where the Voluntary Sector and the Council may, in partnership, put forward policy proposals for discussion and decision.
- (4) To facilitate and promote joint working between the Council and the Voluntary Sector.
- (5) To assist the Council in developing a strategy for the voluntary sector; to participate in the monitoring and valuation of that strategy.
- (6) To refer, as appropriate, reports to the Cabinet.
- (7) The Chairman and Vice-Chairman to be appointed by the Committee from amongst the eleven members of the Council; an honorary Vice-Chairman to be appointed by the committee from amongst the ten representatives from the Voluntary Sector.
- (8) In accordance with the statutory provisions, only members of the Council will have voting rights. However, where there is no consensus this will be reported in the minutes and placed before the Council prior to a decision being taken.
- (9) To review the Partnership Agreement and Action Plan and to monitor and report on progress made towards achieving the targets contained within the Agreement and the Plan.
- (10) To consider reports of the Cabinet and other Committees of the Council which have a bearing and impact on the Voluntary Sector.
- (11) To consider and recommend grant awards under the Council's Voluntary Action Scheme and other appropriate funding schemes.

**(p) Welsh Church Act Estate Committee (7 Members)**

Membership: Councillors Mrs. M.E.J. Birch, E. Hacker, F.T. Johnson, Mrs. M. Kelly Owen, C.L. Osborne, W.C. Vaughan and S.T. Wiliam.

Terms of Reference:

- (1) Delegated authority to administer and manage the Welsh Church Act Estate as vested in the Council.
- (2) Authority to negotiate with other authorities and the National Assembly for Wales to rationalise the ownership of Welsh Church Act properties administered by other authorities but actually located within the Vale of Glamorgan.
- (3) To ensure that Best Value is obtained in all areas of the Committee's responsibility.

**(q) Appointment of LEA Governors Advisory Panel (7 Members)**

Membership: Councillors J. Clifford, C.P. Franks, F.T. Johnson, G.C. Kemp, Mrs. M.R. Wilkinson, M.R. Wilson and Cabinet Member for Education and Training.

Terms of Reference:

The Advisory Panel for the Appointment of LEA Governors will comprise 3 Conservative (including the Cabinet Member for Education and Training who will Chair the Panel), 3 Labour and 1 Plaid Cymru Elected Members. A representative of the Vale Governors' Association (AVAGO), as determined by the management committee of that Association, will be invited to attend the Panel in an advisory capacity (i.e. without voting rights). In the event of any of the seven members or the AVAGO representative being unable to attend, named substitutes will be eligible to take their place to ensure that all these groups are adequately represented when the Panel meets.

The Advisory Panel for the Appointment of LEA Governors will be responsible for making recommendations to the Cabinet regarding the appointment and removal of LEA governors in line with the approved criteria contained within this policy. If the Cabinet do not endorse any recommendations of the Panel regarding any LEA governor appointments they will refer them back to the Panel in the first instance stating appropriate reasons for doing so. In the event of failure by the Panel to recommend an appointment, that appointment will then be made by the Cabinet, so as to ensure that the Council meets its obligation to fill vacancies within 6 months of their notification.

**OTHER BODIES (INCLUDING JOINT BODIES)****(r) Adoption Panel (3 Members)**

Membership: Councillors Mrs. M.E.J. Birch, Mrs. M. Kelly Owen and E.T. Williams.

Terms of Reference:

With delegated powers

Part of the process of functioning as an Adoption Agency involves the establishment of an Adoption Panel. The issues that the Adoption Panel are asked to consider include approval of applicants as adoptive parents, the appropriateness of adoption for particular children and matching children who need placement with approved adopters.

**(s) Residential Special Schools Panel (7 Members)**

Membership: Councillors Mrs. M.E.J. Birch, Mrs. J.E. Charles, S.C. Egan, C.P. Franks, A.D. Hampton, A.J. Readman and E.T. Williams.

Terms of Reference:

To carry out inspections and facilitate reports as required by the Care Standards Inspectorate in accordance with the CSIW National Minimum Standards for Residential Special Schools: Standard 33.

**(t) Glamorgan Heritage Coast Advisory Group (9 Members)**

Membership: Councillors Ms. L. Burnett, J. Clifford, N.J. Gibbs, E. Hacker, Mrs. V.M. Hartrey, M.R. Harvey, Mrs. A.J. Preston, W.C. Vaughan and M.R. Wilson.

One representative from each of the following: Countryside Council for Wales; Friends of the Glamorgan Heritage Coast; One Voice Wales; Bridgend County Borough Council; National Farmers Union/Farmers Union of Wales/Farming and Wildlife Advisory Group; Glamorgan Wildlife Trust; Dunraven Estates; Country Landowners Association; Merthyr Mawr Estates and Crown Estates Commissioners.

Terms of Reference:

- (1) to act as a forum for discussion twice yearly with major interest groups and appropriate organisations;
- (2) to promote awareness and interest in the Heritage Coast; and
- (3) to report discussions to the Cabinet and to advise on relevant matters.

**(u) Vale of Glamorgan Local Health Board (7 Members)**

Membership: Councillors Ms. L. Burnett, Mrs. J.E. Charles, Mrs. C.V.L. Clay, R.F. Curtis, G.C. Kemp, Mrs. M. Randall and A.J. Readman.

Terms of Reference:

With delegated powers to facilitate member level input into the Vale of Glamorgan Local Health Group.

**(v) Vale of Glamorgan Conservation Area Advisory Group (2 elected Members)**

Membership: Chairman and Vice-Chairman of Planning Committee.

One member each from the Royal Town Planning Institute, Royal Society of Architects in Wales, Penarth Society, Bonvilston Civic Trust, St. Nicholas Society, Cowbridge and District Local History Society, Llantwit Major History Society, Llancarfan Society, Victorian Society, Barry Preservation Society, Pride in Barry, Campaign for the Protection of Rural Wales and Wenvoe History Group.

One member each from the Barry Chamber of Trade, Cowbridge Chamber of Trade, Llantwit Major Chamber of Trade and Penarth Chamber of Trade.

One voting representative from relevant Town/Community Councils to be invited to meetings when an application affected, or might affect that particular area; with Town/Community Council representatives permitted to speak and vote only on applications relevant to their area.

Terms of Reference:

- (1) To consider applications for planning approval in respect of development which, in the opinion of the Local Planning Authority, would affect the character or appearance of the conservation area and to make recommendations to the Planning Committee.
- (2) At the request of the Council, to suggest proposals for the preservation and enhancement of the conservation area.

**(w) Equalities Consultative Forum (7 Members)**

Membership: Councillors Mrs. M.E.J. Birch, Ms. L. Burnett, Mrs. A.J. Preston, Mrs. M. Randall, A.J. Readman and E.T. Williams and Cabinet Member for Human Resources.

Plus 1 representative from each of the undermentioned organisations:

Vale Council for Voluntary Services  
Vale Youth Forum  
Wales Assembly of Women (Vale Branch)  
Muslim Welfare Association  
Permanent Waves

Cardiff and Vale Coalition of Disabled People  
 Race Equality First  
 Cardiff Gypsy Sites Group  
 Cardiff and the Vale Parents Federation  
 South Wales Police  
 Vale Gay and Lesbian Community.

Terms of Reference:

1. To act as a consultative forum in relation to the Best Value process adopted by the Council and service departments.
2. To advise the Council on (and review as appropriate), a policy framework to ensure equality of opportunity in service delivery and employment.
3. To act as a consultative forum and to facilitate the promotion of best practice in equal opportunities and the elimination of discrimination both within the Council and the wider community.
4. To consider reports from Departments and representative organisations on equalities related subjects and new initiatives; and to advise the Cabinet on changes to policies and procedures in order to eliminate discrimination.
5. To advise the Cabinet of the issues, views and concerns of equality organisations and the people whose views they represent.
6. To facilitate and promote joint working between the Cabinet and equality organisations.

11 DATES OF ORDINARY COUNCIL MEETINGS -

RESOLVED - T H A T it be noted that ordinary meetings of the Council would be held on the following dates in the current municipal year, it also being noted that the meeting in May 2007 may need to be re-arranged given that it was scheduled for the day before the Welsh Assembly Government elections:

28<sup>th</sup> June, 2006  
 4<sup>th</sup> October, 2006  
 6<sup>th</sup> December, 2006  
 7<sup>th</sup> February, 2007  
 5<sup>th</sup> March, 2007  
 2<sup>nd</sup> May, 2007.

## 12 ELECTION OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES -

RESOLVED - T H A T Chairmen and Vice-Chairmen of Committees be appointed as set out below for the ensuing municipal year:

<u>Planning:</u>	Chairman:	Councillor A.D. Dobbinson
	Vice-Chairman:	Councillor Mrs. R.M. Birch
<u>Licensing:</u>	Chairman:	Councillor Mrs. V.M. Hartrey
	Vice-Chairman:	Councillor Mrs. A.J. Preston
<u>Audit:</u>	Chairman:	Councillor N.P. Hodges
	Vice-Chairman:	Councillor N. Moore
<u>Community Liaison</u>	Chairman:	Councillor E.T. Williams
	Vice-Chairman:	Councillor Ms. M.E. Alexander
<u>Trust</u>	Chairman:	Councillor F.T. Johnson
	Vice-Chairman:	Councillor A.G. Powell
<u>Welsh Church Act Estate</u>	Chairman:	Councillor F.T. Johnson
	Vice-Chairman:	Councillor Mrs. M.E.J. Birch
<u>Voluntary Sector Joint Liaison</u>	Chairman:	Councillor Miss J. Cole
	Vice-Chairman:	Councillor Ms. L. Burnett