

VALE OF GLAMORGAN COUNCIL

Minutes of the Annual Meeting held on 13th May, 2015.

Present: Councillor Howard Hamilton (Mayor); Councillors Anthony Bennett, Janice Birch, Rhiannon Birch, Jonathan Bird, Bronwen Brooks, Lis Burnett, Philip Clarke, Claire Curtis, Rob Curtis, Pamela Drake, John Drysdale, Kate Edmunds, Stuart Egan, Christopher Elmore, Christopher Franks, Eric Hacker, Val Hartrey, Keith Hatton, Nic Hodges, Jeff James, Hunter Jarvie, Gwyn John, Fred Johnson, Dr. Ian Johnson, Peter King, Kevin Mahoney, Anne Moore, Neil Moore, Andrew Parker, Bob Penrose, Anthony Powell, Audrey Preston, Rhona Probert, Gwyn Roberts, John Thomas, Rhodri Traherne, Margaret Wilkinson, Christopher Williams, Clive Williams, Edward Williams and Mark Wilson.

1 APOLOGIES FOR ABSENCE -

These were received from Councillors Richard Bertin, Geoff Cox, Maureen Kelly Owen and Ray Thomas.

2 DECLARATIONS OF INTEREST -

No declarations were received.

3 ELECTION OF MAYOR -

It was moved by the Leader, seconded by the Deputy Leader and

RESOLVED - T H A T Councillor Fred Johnson be elected Mayor of the Council for the ensuing Municipal Year.

The newly-elected Mayor made and delivered to the Managing Director the Statutory Declaration of Acceptance of Office, was invested by the out-going Mayor with the Chain of Office and took the Chair.

4 APPOINTMENT OF DEPUTY MAYOR -

It was moved by the Leader, seconded by the Deputy Leader and

RESOLVED - T H A T Councillor Margaret Wilkinson be appointed Deputy Mayor of the Council for the ensuing Municipal Year.

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

5 MAYOR'S ADDRESS -

The newly-elected Mayor thanked the Leader and Deputy Leader for nominating and seconding him for the position of Mayor. He thanked them and Members of the Council for the confidence placed in him in electing him as the Council's Civic Head.

He was looking forward to representing the Vale of Glamorgan and to a busy year of engagements. During his year in office, he would be representing the Council at numerous events, such as Town Twinning. He informed Members that his first civic occasion would be to represent the Council at a forthcoming Classic Car Rally, to be held at the Sully Sports and Social Club on 25th May, 2015.

The Mayor's charities for the year would be:

- Royal National Lifeboat Association
- St. Vincent De Paul Society.

The Civic Service would be held on 19th July, 2015 at St. Helen's Roman Catholic Church, Barry and would be followed by a reception at Dyffryn Gardens.

6 VOTE OF THANKS TO RETIRING MAYOR -

The newly-elected Mayor, on behalf of the Council, thanked the retiring Mayor and Mayoress for the manner in which they had represented the Council during the year. He extended his very best wishes to them both for the future.

In response, the outgoing Mayor indicated that both he and his wife had had a wonderful year and been proud to represent the Council and the Vale of Glamorgan. They had both enjoyed the whole experience and had many happy memories of their time in office.

The outgoing Mayor referred to having met many interesting and lovely people and that it had been humbling to experience the generosity and kindness of everyone. During the year in office, he and the Mayoress had met four 100 year old residents of the Vale of Glamorgan. They had also represented the Council at many events held to commemorate the 100th anniversary of the beginning of World War I.

One of the highlights of the year had been meeting His Royal Highness The Prince of Wales and the President of the United States at the Wales NATO Summit held at the Celtic Manor Resort.

He and the Mayoress had worked hard for their nominated charities and they had received considerable support from the Barry Beavers Disabled Swimming Club and Wales Air Ambulance in their work. He was pleased to announce that the total amount raised for his charities was over £11,300. He thanked all those who had supported the fundraising efforts.

The outgoing Mayor thanked his wife Carol for being his Mayoress and for supporting him throughout the year. He also thanked the incoming Mayor who had been the Deputy Mayor for the preceding year and expressed the wish that he, too, had an enjoyable year as Mayor. He also thanked his Chaplain, Reverend Malcolm Davies.

He had appreciated the support of the staff in the Mayor's Office and referred in particular to the Mayor's Secretary, Carole Alexander, who was about to retire from the Council. He thanked Carole for the support he had received and paid tribute to her many years of service with the Council and to the dignity with which she had undertaken her role. He felt sure that former Chairmen or Mayors of the Council who were present would like to pay their own tribute. Councillors Audrey Preston, Nic Hodges, Clive Williams, Eric Hacker and Margaret Wilkinson as former Mayors and Councillor Anthony Powell, a former Chairman of the Council, all expressed their own appreciation for the support they had personally received from Carole during their time in office. The Leader also thanked Carole for her many years of service with the Council.

In conclusion, the outgoing Mayor thanked all Members for the honour and privilege of being allowed to hold the position.

7 EXECUTIVE ARRANGEMENTS: CABINET MEMBER PORTFOLIOS AND PAYMENT OF SENIOR SALARIES (MD) -

Part 4(A) of the Constitution - "Council Procedure Rules" - provided that the Annual Meeting would be told by the Leader of the names of councillors he/she had chosen to be Deputy Leader and members of the Cabinet.

Article 7 of the Constitution - "The Executive" - provided 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".

Under the provisions of the 2014 report of the Independent Remuneration Panel for Wales, the Council was able to pay up to a maximum of 18 Senior Salaries to Members in those positions agreed by the Council to receive such. The figure of 18 did not include Civic Salaries able to be paid to a Mayor and Deputy Mayor.

Including Cabinet Members, it was proposed that the Council continue to pay a total of 16 Senior Salaries, together with Civic Salaries to the Mayor and Deputy Mayor, as set out below:

- Cabinet Members - 6
- Group Leaders (in respect of Groups comprising 10% or more of the total membership of the Council) - 3
- Scrutiny Committee Chairmen - 5
- Chairman of Planning Committee
- Chairman of Licensing Committee
- Mayor
- Deputy Mayor.

Full details of the relevant payments, together with basic allowances for all Members, would be incorporated within the Council's Constitution.

The Leader had confirmed that, as part of their portfolios, Cabinet Members would continue to be designated as the Council's "Champions" with regard to the areas indicated below:

Anti-Poverty Champion – Leader
 Armed Forces' Champion – Cabinet Member for Visible and Leisure Services
 Biodiversity Champion – **to be determined (formerly Cabinet Member for Environment and Visible Services)**
 Carers' Champion – Cabinet Member for Adult Services
 Diversity Champion – Cabinet Member for Housing, Building Maintenance and Community Safety
 Equalities Champion – Leader
 Older People's Champion – Cabinet Member for Adult Services
 Safeguarding Champion – Cabinet Member for Children's Services and Schools
 Superfast Broadband Champion – Cabinet Member for Regeneration.

It was recommended that the role of the following Champions continue to be undertaken by the position holder indicated:

Scrutiny Champion – Chairman of the Scrutiny Committee Chairmen and Vice-Chairmen Group
 Member Development Champion – Chairman of the Democratic Services Committee.

RESOLVED -

(1) T H A T, as advised by the Leader, it be noted that Councillor S.C. Egan would be Deputy Leader and that the following Members would comprise the Cabinet, with the portfolios indicated:

Councillor Neil Moore - Executive Leader and Cabinet Member for Corporate Resources

- Managing Director's Office
- Community Consultation
- Community Strategy
- Complaints Monitoring
- Consultancy Services
- Corporate Image and Communications
- Customer Care
- Democratic Services
- Employee Relations
- Employee Training
- Employment Land and Buildings

- Equalities
- Financial Services and Budget
- Housing Benefits and Rent Rebates
- Human Resources Strategy
- Improvement Plan, Action Plans and Monitoring
- Information and Communication Technology
- Land and Property Management
- Legal Services
- Member Development
- Members' Services
- OneVale and E-Government
- Organisational Development and Motivation
- Performance Monitoring
- Recruitment and Retention
- Registration Service
- Risk Assessment
- Sickness and Absenteeism
- Strategic Policy and Corporate Plan
- Sustainable Development
- Town Twinning

Councillor Stuart Egan - Deputy Leader and Cabinet Member for Adult Services

- Adult Services
 - Adult Training
 - Adults Advice and Assessment
 - Adult Community Care
 - Catering
 - Community Education
 - Elderly Persons' Homes
 - Family Support
 - Health Liaison
 - Home Care
 - Library and Information Service
 - Lifelong Learning
 - Mental Health Services for Adults
 - Services for Adults with Disabilities / Impairment
 - Special Needs
 - Vale Consortium for Education and Training (VLN)
 - Voluntary Sector Inclusion – for Adults
- Such other executive functions as are set out in the Constitution, as the Leader may allocate to each portfolio from time to time.”

Councillor Bronwen Brooks – Cabinet Member for Housing, Building Maintenance and Community Safety

- Allocations
- Building Maintenance
- Building Cleaning
- Community Safety (including Section 17 responsibilities)
- Crime and Disorder Audit Strategy
- Environmental Health and Pollution Control
- Emergency Planning
- Health and Safety
- Home Office Related Issues
- Homelessness and Travellers (including sites)
- Housing Investment
- Housing Strategy
- Identification of Housing Need and Accommodation
- Licensing
- Private Sector Housing
- Pest Control
- Probation Service Liaison
- Social Housing Responsibilities
- Security
- Specialist Services
- Trading Standards
- Tenant Services

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

Councillor Lis Burnett – Cabinet Member for Regeneration

- Arts Culture and Heritage
- Barry Regeneration
- Business Support and Innovation
- Community Regeneration
- Commons
- Country Parks
- Countryside Services
- Conservation Issues
- Development Management and Building Control
- Economic Development
- Ecology
- Events
- Heritage Coast
- Inward Investment
- Local Development Plan
- Landscape Design

- Marketing
- Planning Policy
- Public and School Transportation
- Public Rights of Way
- Road Safety
- Rural Regeneration
- Regeneration Projects
- St. Athan and Cardiff Airport Enterprise Zone
- Sustainable Transport and Active Travel
- Tourism and Visitor Information
- Town Centre Management and Development
- Transport Plans (Local and Regional)

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

Councillor Chris Elmore – Cabinet Member for Children’s Services and Schools

- Children’s Services
- Children’s Community Care
- Education Advice and Assessment
- Early Years Education Provision
- Education Strategic Planning
- Education Welfare
- Governor Support and Training
- Inclusion and Access
- Mental Health Services for Children
- Pupil Referral Unit (EBD unit and Amelia Trust unit)
- School Funding and Support
- School Improvement
- School Admissions
- Services for Children with Disabilities / Impairment
- Special Educational Needs
- Special Needs
- Voluntary Sector Inclusion for Children
- Youth Offending Team (YOT)
- Youth Service

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

Councillor Gwyn John - Cabinet Member for Visible and Leisure Services

- Beach Management
- Car Parks

- Community Centres
 - Engineering Design
 - Fleet Maintenance
 - Flood Risk Management and Coastal Protection
 - Grass Verge and Roundabout Maintenance
 - Highway Development
 - Highway Maintenance
 - Highway Structures, including Bridges
 - Highway Tree Services
 - Highway Waste Management
 - Leisure Management (including Sports and Leisure Centres)
 - Parks and Grounds Maintenance (Including Sports Grounds)
 - Play Areas
 - Public Toilets
 - Recycling
 - Sports Development
 - Street Lighting
 - Traffic Management
 - Waste Transfer and Disposal
 - 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.”

(2) T H A T the Chairman of the Scrutiny Committee Chairmen and Vice-Chairmen Group and Chairman of the Democratic Services Committee continue to be designated as the Council’s Scrutiny and Member Development Champions respectively.

(3) T H A T the Council's payments of Senior Salaries and Civic Salaries for 2015/16 be as follows:

Senior Salaries

- Cabinet Members - 6
- Group Leaders (in respect of Groups comprising 10% or more of the total membership of the Council) - 3
- Scrutiny Committee Chairmen - 5
- Chairman of Planning Committee
- Chairman of Licensing Committee

Civic Salaries

- Mayor
- Deputy Mayor.

8 NON-EXECUTIVE ARRANGEMENTS: APPOINTMENT OF SCRUTINY COMMITTEES, MEMBERSHIP, TERMS OF REFERENCE AND ALLOCATION OF CHAIRMEN POSITIONS (MD) -

As a result of the recent Llantwit Major by-election, various adjustments to membership of Committees were required as a result of changes in the various Groups' entitlement to seats in accordance with political balance requirements. Appendix A to the report set out in detail the proposed process to be followed with regard to the allocation of seats to Groups and the adjustments which would be necessary in order to achieve, as far as practicable, political balance across committees as a whole.

Appendix B to the report was the calculation relating to the political balance requirement for Committees in accordance with the Local Government and Housing Act 1989. The Regulatory Services Joint Committee had not been included in the list as Full Council previously appointed two specific Members to be the Council's representatives.

Attached at Appendix C to the report was Article 6 of the Constitution which set out the terms of reference, general role and specific functions of the Scrutiny Committees.

The allocation of Scrutiny Committee Chairmen positions was governed by the provisions of the Local Government (Wales) Measure 2011. In essence, any Group, or Groups, represented on the Executive were entitled (when taken together) to a proportion of Scrutiny Committee Chairmen positions equivalent to their total number of seats (when taken together) on the Council. Once this calculation had been done, the remaining Scrutiny Committee Chairmen positions become the "property" of the non-executive Groups (again, to be allocated proportionate to the total number of seats held by the respective Groups on the Council).

In calculating the above, the figure relating to Groups represented on the Executive must, in all cases, be rounded down. The figure for non-executive allocations was to be rounded up, or down, as appropriate to the nearest whole number.

As such, the allocation for the appointment of the five Scrutiny Committee Chairmen positions was as follows:

Labour / Llantwit First (when taken together) – 2
 Conservative – 1
 Plaid Cymru – 1
 Independent – 1.

Paragraph 8 of Part 4(E) of the Constitution : Overview and Scrutiny Procedure Rules provided that:

“8. WHO CHAIRS SCRUTINY COMMITTEE MEETINGS?”

Chairmen of Scrutiny Committees / sub-committees / task and finish groups will be drawn from among the councillors sitting on the relevant committee /

sub-committee / task and finish group, and subject to this requirement the committee / sub-committee / task and finish group may appoint such a person as it considers appropriate.

In the case of Scrutiny Committees, the appointment of the Chairman of each Committee will take place at the Annual Meeting of the Council and will reflect the requirements, under the Local Government (Wales) Measure 2011 regarding the allocation of Scrutiny Committee Chairmen positions. “

The Group Leaders had confirmed that the take-up of the various Groups' entitlement to Chairmen positions was as follows :

- Labour / Llantwit First Independent (2)
 - Corporate Resources - Councillor Mark Wilson
 - Economy and Environment - Councillor Anne Moore
- Conservative (1)
 - Social Care and Health - Councillor Rhodri Traherne
- Plaid Cymru (1)
 - Lifelong Learning - Councillor Nic Hodges
- Independent (1)
 - Housing and Public Protection - Councillor Chris Williams.

Referring to the proposed process regarding the allocation of seats, as set out in Appendix A to the report, Councillor Penrose, Leader of the Independent Group referred to having requested a meeting of Group Leaders to discuss the matter, but to no such meeting having been arranged. In response, the Leader indicated he had been unaware of any such request. However, he considered the process as set out to be equitable.

Upon being put to the vote, it was

RESOLVED -

(1) **T H A T** the process to be followed to determine the allocation of seats on Scrutiny Committees be as set out in Appendix A to the report.

(2) **T H A T** the Council endorse the allocation of specific Scrutiny Committee Chairmen, as notified by the relevant Group Leaders, as follows:

- Scrutiny Committee (Corporate Resources) - Councillor Mark Wilson (Labour)
- Scrutiny Committee (Economy and Environment) - Councillor Anne Moore (Labour)
- Scrutiny Committee (Housing and Public Protection) - Councillor Christopher Williams (Independent)
- Scrutiny Committee (Lifelong Learning) - Councillor Nic Hodges (Plaid Cymru)
- Scrutiny Committee (Social Care and Health) - Councillor Rhodri Traherne (Conservative).

(3) T H A T the following Scrutiny Committees, together with their Membership (which includes the changes notified by relevant Group Leaders **and various, adjustments required to be made as part of overall political balance calculations**) and Terms of Reference be appointed for the ensuing Municipal Year:

(a) **Scrutiny Committee (Corporate Resources) - 10 Members**

Councillors Pamela Drake, Howard Hamilton, Keith Hatton, Jeff James, Peter King, Robert Penrose, Gwyn Roberts, Clive Williams, Edward Williams and Mark Wilson.

(N.B. This allocation reflects adjustments made at the Annual Meeting 2015 as part of overall political balance calculations)

(b) **Scrutiny Committee (Economy and Environment) - 10 Members**

Councillors Antony Bennett, Philip Clarke, Geoff Cox, Pamela Drake, Maureen Kelly Owen, Peter King, Anne Moore, Anthony Powell, Gwyn Roberts and Steffan Wiliam.

(N.B. This allocation reflects adjustments made at the Annual Meeting 2015 as part of overall political balance calculations)

(c) **Scrutiny Committee (Housing and Public Protection) - 10 Members**

Councillors Antony Bennett, Jonathan Bird, Claire Curtis, John Drysdale, Val Hartrey, Rhona Probert, Ray Thomas, Margaret Wilkinson, Christopher Williams and Edward Williams.

(N.B. This allocation reflects adjustments made at the Annual Meeting 2015 as part of overall political balance calculations)

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

Shelter Cymru
Vale Housing and Homelessness Forum

plus 4 Representatives from Tenant Working Group/Panel

(d) **Scrutiny Committee (Lifelong Learning) - 10 Members**

Councillors Janice Birch, Rhiannon Birch, Claire Curtis, Christopher Franks, Nic Hodges, Hunter Jarvie, Andrew Parker, Robert Penrose, Audrey Preston and Rhona Probert.

(N.B. This allocation reflects adjustments made at the Annual Meeting 2015 as part of overall political balance calculations)

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
 Welsh Medium Education
 Free Churches

(e) Scrutiny Committee (Social Care and Health) - 10 Members

Councillors Richard Bertin, Janice Birch, Rhiannon Birch, Eric Hacker, Howard Hamilton, Ian Johnson, John Thomas, Rhodri Traherne, Steffan Wiliam and Margaret Wilkinson.

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 :

Scrutiny Committee	Scope
Corporate Resources	Corporate Policy and Communications Finance, ICT and Property Legal Democratic Human Resources Cabinet decisions on Key Projects that impact on more than one service area Surplus Land and Property Capital Schemes Revenue Proposals over £300,000
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 Fleet Management, Cleaning and Security
Housing and Public Protection	Public Housing Public Protection including: Regulatory Services Private Housing Community Safety

	Building Maintenance Crime and Disorder Matters (as required under the Police and Justice Act 2006 and the Local Government and Public Involvement in Health Act 2007)
Lifelong Learning	Schools (Pupil Support, School Improvement and School Support) Post 16 Education and Training Libraries Community Education and Youth Service
Social Care and Health	Adult Services Children and Young People's Services Strategy and Business Innovation

General Role

Within their terms of reference, Scrutiny Committees will:

- (a) 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;
- (b) make reports and / or recommendations to the full Council and / or the Executive in connection with the discharge of any functions;
- (c) consider any matter affecting the area or its inhabitants; and
- (d) 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;
- Continuous Improvement.

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 this Constitution.

9 QUASI-JUDICIAL COMMITTEES AND OTHER BODIES: APPOINTMENT, TERMS OF REFERENCE AND MEMBERSHIP (MD) -

As a result of the recent Llantwit Major by-election, various adjustments to membership of Committees were required as a result of changes in the various Groups' entitlement to seats in accordance with political balance requirements. Appendix A to the report set out in detail the process to be followed with regard to the allocation of seats to Groups and the adjustments which would be necessary in order to achieve, as far as practicable, political balance across committees as a whole.

Attached at Appendix B to the report was a list of Quasi-Judicial Committees and other bodies, together with existing terms of reference and details of Groups' entitlement to seats, **before** the above adjustments were made by the relevant Groups.

Appendix C to the report was the calculation relating to the political balance requirement for Committees in accordance with the Local Government and Housing Act 1989. The Regulatory Services Joint Committee had not been included in the list as Full Council previously appointed two specific Members to be the Council's representatives.

In outlining the report, the Leader referred to the process as being as set out for consideration during the previous agenda item regarding Scrutiny Committees.

Certain changes to the terms of reference of the Equalities Consultative Forum were proposed.

The Forum currently met on a scheduled quarterly basis. Membership consisted of six Elected Members, plus one representative from each of twenty one individual organisations that represented protected characteristic groups such as Age Concern, Atal y Fro, Diverse Cymru and Race Equality First.

The issues of the frequency of meetings and membership of the Forum were areas where greater flexibility was considered desirable.

The proposed changes would provide the greater flexibility required to ensure that new and additional organisations could be invited to become members of the Forum

at any time, in consultation with the Chair. This would allow the Forum to become more inclusive and representative of protected characteristic groups. Additionally, by revising the frequency it would allow meetings to be scheduled when there were relevant issues to discuss and when participation could be maximised.

Councillor Penrose, whilst having no issues regarding the process in terms of Scrutiny Committees, expressed concern regarding the fact that as the largest Group, the Labour Group Leader had indicated the Group's intention to take up an additional seat (resulting in the Independent Group losing a seat) on the Planning Committee in order to reach its overall entitlement of 94 seats. Referring to the political balance calculations set out in Appendix C to the report, Councillor Penrose indicated he had taken advice regarding the matter and "would follow due process". The Leader referred to the process as being the same as set out and agreed in respect of Scrutiny Committees under the previous agenda item. He also explained the rationale behind the intention regarding the Planning Committee.

Councillor Franks, Leader of the Plaid Cymru Group referred to amendments to the information he had previously provided to Democratic Services (and which had been tabled at the meeting) regarding the seats to be given up by the Group. Those seats would, in fact, be on the Appeals committee, Early Retirement / Redundancy Committee, Trust Committee and the Discretionary Housing Payments Review Committee.

Upon being put the vote, it was

RESOLVED -

- (1) T H A T the process to be followed to determine the allocation of seats on quasi-judicial committees and other bodies be as set out in Appendix A to the report.
- (2) T H A T the following Quasi-Judicial Committees and Other Bodies, together with their Terms of Reference and Membership (including any changes notified by Group Leaders) be reappointed for the ensuing Municipal Year:

(a) Planning Committee (21 Members)

Membership:

Councillors: Janice Birch, Rhiannon Birch, Jonathan Bird, Pamela Drake, John Drysdale, Christopher Franks, Eric Hacker, Howard Hamilton, Val Hartrey, Nic Hodges, Jeff James, Fred Johnson, Andrew Parker, Robert Penrose, Anthony Powell, Audrey Preston, Rhona Probert, Gwyn Roberts, Margaret Wilkinson, Clive Williams and Mark Wilson.

(N.B. This allocation reflects adjustments made at the Annual Meeting 2015 as part of overall political balance calculations)

Terms of Reference:

With delegated powers

- (1) To deal with all matters relating to development control, including planning applications.
- (2) To deal with all matters relating to building control, including dangerous and dilapidated buildings and structures, and trees.
- (3) To consider and determine applications for modification of the Definitive Map and Statement made under Section 53 of the Wildlife and Countryside Act 1981 and any statutory modifications made thereunder.

N.B. The Planning Committee have delegated some of these functions to the Public Rights of Way Sub-Committee and resolved that responsibility for Rights of Way / Highway related functions contained in the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) (Amendment) Regulations 2009, other than those allocated to the Planning Committee or the Public Rights of Way Sub-Committee, be delegated to the Director of Development Services, as set out in Appendix A to the report to the Planning Committee on 20th May, 2010, and that

- (i) In all the sub-sections contained in Appendix A, pre-order consultation shall always include Local Ward Members.
- (ii) In all the sub sections contained in Appendix A, pre-order consultation with Local Ward Members would afford Members the right to request that the matter be reported to the relevant Committee / Sub-Committee.

(b) Public Rights of Way Sub-Committee (5 Members)

Membership: To be appointed by the Planning Committee

Labour: 2; Conservative: 1; Plaid Cymru: 1; Independents: 1

Terms of Reference:

- (1) To consider and determine under delegated powers applications for Footpath Orders made under Sections 25, 26, 118 and 119 of the Highways Act 1980 and Orders made under Sections 53(3)(b), 53(3)(c) and 54 of the Wildlife and Countryside Act 1981 in respect of modifications of the Definitive Map.
- (2) To consider and determine under delegated powers applications for Footpath and Bridleway Orders affected by development under Section 257 of the Town and Country Planning Act 1990 where opposition which has been raised as a result of pre-order consultation remains unresolved.

(N.B. See also terms of reference of the Planning Committee above.)

(c) Licensing Committee (15 Members)Membership:

Councillors Philip Clarke, Geoff Cox, Pamela Drake, Eric Hacker, Howard Hamilton, Val Hartrey, Keith Hatton, Anne Moore, Neil Moore, Anthony Powell, Audrey Preston, Rhona Probert, John Thomas, Ray Thomas and Margaret Wilkinson.

Terms of Reference:

- (1) To determine all matters regulated by the Licensing Act 2003, and the Gambling Act 2005 and any statutory modifications made thereunder in accordance with the provisions of, and the scheme of delegation set out, in the Council's Statement of Licensing Policy.
- (2) 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.

N.B. All non-Licensing Act 2003 and Gambling Act 2005 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 Gambling Act 2005 and any statutory modifications made thereunder.
- (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.
- (3) In cases where authorised officers consider refusal, revocation or variation of a Scrap Metal Licence, and where representations are received, to consider, and determine, the matter.

(d) Appeals Committee (6 Members, none of whom should be members of either the Early Retirement / Redundancy Committee or the Investigating Committee)Membership:

Councillors Janice Birch, Eric Hacker, Kevin Mahoney, Andrew Parker, Rhona Probert and Gwyn Roberts.

(N.B. This allocation reflects adjustments made at the Annual Meeting 2015 as part of overall political balance calculations)

Terms of Reference:

With delegated powers:

- (1) To hear and determine appeals against decisions on disciplinary proceedings instituted against Chief Officers (excluding the Head of Paid Service, Monitoring Officer, Chief Finance Officer and Head of Democratic Services).
- (2) To hear and determine matters relating to grievance appeals from Chief Officers.
- (3) To hear and determine appeals arising from local government reorganisation.
- (4) To consider and make recommendations to Cabinet on all matters relating to re-grading appeals by all Chief Officers.
- (5) To hear and determine appeals against the redundancy of Council employees issued with redundancy notification.
- (6) To hear and determine appeals against the redundancy of employees employed by school governing bodies following notice of school closure.

N.B. Where in the case of the dismissal of

- a Chief Officer
- a Deputy Chief Officer

a committee or sub-committee is discharging the function of the dismissal, at least one member and not more than half of the members of that committee or sub-committee are to be members of the Executive.

Separate mechanisms are in place to deal with dismissal and disciplinary issues affecting the Head of Paid Service, Monitoring Officer, Chief Finance Officer and Head of Democratic Services.

(e) Investigating Committee (7 Members, none of whom should be members of the Appeals Committee)

Membership:

Councillors Jonathan Bird, Philip Clarke, Howard Hamilton, Nic Hodges, Fred Johnson, Anne Moore and Rhodri Traherne.

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 and in accordance with the Local Authorities (Standing Orders) (Wales) Regulations 2006 and the Local Authorities (Standing Orders) (Wales) Regulations (Amendment) Regulations 2014 and

any statutory modifications made thereunder in all matters of discipline and capability.

- (2) To determine such matters as appropriate with delegated powers on behalf of the Council in relation to non-statutory Chief Officers and statutory Chief Officers, with the exception of the Head of Paid Service, Monitoring Officer, Chief Finance Officer and Head of Democratic Services.
- (3) To recommend, where considered appropriate, in the case of the Head of Paid Service, Monitoring Officer, Chief Finance Officer and the Head of Democratic Services referral of the issue to an independent person in accordance with the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2006 and the Local Authorities (Standing Orders) (Wales) Regulations (Amendment) Regulations 2014 and any statutory modifications made thereunder.

***N.B. The “second hearing” as referred to within the Chief Officers’ Hand Book in respect of non-statutory Chief Officers and statutory Chief Officers, with the exception of the Head of Paid Service, Monitoring Officer, Chief Finance Officer and Head of Democratic Services, shall be a referral to the Appeals Committee in accordance with ACAS guidelines.**

(f) Standards Committee (9 Members including 5 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 Keith Hatton, Maureen Kelly Owen and Anne Moore.

Independent Members:

Mr. A.G. Hallett (Chairman)

Mr. A. Lane (Vice-Chairman)

Mr. J.F. Baker

Mr. D. Carsley

Mrs. M.J. Pearce

Town and Community Council Representative

Councillor M. Cuddy.

Terms of Reference:

- (1) To promote and maintain high standards of conduct by councillors, co-opted members and church and parent governor representatives.
- (2) To assist councillors, co-opted members and church and parent governor representatives to observe the Members’ Code of Conduct.
- (3) To advise the Council on the adoption or revision of the Members’ Code of Conduct.
- (4) To monitor the operation of the Members’ Code of Conduct.

- (5) To advise, train or arrange to train councillors, co-opted members and church and parent governor representatives on matters relating to the Members' Code of Conduct.
- (6) To grant 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) To deal 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 Public Services Ombudsman.
- (8) To exercise (1) to (7) above in relation to the community councils wholly or mainly in its area and the members of those community councils.
- (9) To overview the Whistle Blowing Policy.
- (10) To overview complaints handling and Ombudsman investigations.

(g) Standards Committee Appointment Panel (1 Community Councillor, 1 Lay Person (to be appointed by the Monitoring Officer) and 1 Vale of Glamorgan Councillor from each political group (who is not a member of the Standards Committee)

Membership:

As above.

Terms of Reference:

To consider applications to fill Independent Member vacancies on the Standards Committee and make recommendations to the Appointments Committee.

(h) Standards Committee Appointments Committee (3 Members)

Membership:

The Elected Members who sit on the Standards Committee

Terms of Reference:

To appoint the Independent Members to the Standards Committee having regard to the Appointment Panel's recommendations and to deal with other matters requiring a decision for the appointment of a non-Council member of the Standards Committee.

(i) Discretionary Housing Payments Review Committee (7 Members)

Membership:

Councillors Jonathan Bird, Pamela Drake, Kate Edmunds, Howard Hamilton, Kevin Mahoney, Andrew Parker and Edward Williams.

(N.B. This allocation reflects adjustments made at the Annual Meeting 2015 as part of overall political balance calculations)

Terms of Reference:

With delegated powers to determine reviews made under the Discretionary Financial Assistance Regulations 2001 as amended by the Discretionary Financial Assistance Regulations 2008 and any statutory modifications made thereunder in the light of guidance on the operation of Discretionary Housing Payments issued by the Department for Work and Pensions under the Discretionary Housing Payments Scheme.

(j) Audit Committee (7 Members plus 1 Lay Member)

Membership:

Councillors Jonathan Bird, Pamela Drake, John Drysdale, Keith Hatton, Kevin Mahoney, Clive Williams and Mark Wilson.

Mr. P. Lewis (Lay Member)

Composition

The membership of the Audit Committee is to be determined by Council subject to:

- (a) At least two thirds of the members must be Vale of Glamorgan Councillors of whom no more than one member may be a member of the Cabinet who must not be the Leader.
- (b) Up to one third of the members may be from outside the Council and at least one member must be a lay member.

Chairing the Committee

The Audit Committee shall be chaired by a person elected by its members. The Chairman may be a Vale of Glamorgan Councillor or a Lay Member but must not be a member of any Group which has members on the Executive.

Voting

All Audit Committee members, including lay members, have the right to vote on any issue considered by the Committee.

Frequency of meetings

The Committee must meet at least once a year.

Terms of Reference:

- (1) To consider the external auditor's annual report and other relevant reports; and to make recommendations on their implementation to Cabinet and/or Council as appropriate.
- (2) To consider specific reports as agreed with the external auditor and to make recommendations on their implementation to Cabinet and/or Council as appropriate.
- (3) To maintain an overview of Contract Procedure Rules, Financial Regulations; and officers' Codes of Conduct and behaviour and to make recommendations to Cabinet and/or Council as appropriate.
- (4) To monitor Council policies on "Raising Concerns at Work" and the anti-fraud and bribery strategy and the Council's complaints procedure and to make recommendations to Cabinet and/or Council as appropriate.
- (5) To oversee the production of the Council's Annual Governance Statement and to recommend its adoption.
- (6) 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.

With delegated powers:

- (1) To approve the Internal Audit Charter.
- (2) To approve the risk-based Internal Audit Plan and to approve significant interim changes to the risk-based Internal Audit Plan.
- (3) To oversee the Council's Internal Audit arrangements (including the performance of the providers of Internal Audit).
- (4) 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.
- (5) To consider and approve 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 risk management, internal control and corporate governance arrangements.
- (6) To consider and approve summaries of special internal audit reports as requested.
- (7) To consider and approve reports dealing with the management and performance of the providers of internal audit services.
- (8) To consider reports from internal audit on agreed recommendations not implemented within a reasonable timescale and approve necessary remedial action.
- (9) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- (10) To commission work from internal and external audit.
- (11) To review and determine on any issue referred to it by the Head of Paid Service, Section 151 Officer, Monitoring Officer or by a Director, or any Council body.
- (12) To approve measures to ensure the effective development and operation of risk management and corporate governance in the Council.

- (13) To consider the Council's arrangements for corporate governance and to approve necessary actions to ensure compliance with best practice.
- (14) To approve the external auditor's report to those charged with governance on issues arising from the audit of accounts.

(k) Community Liaison Committee (13 Members)

Membership:

Councillors Richard Bertin, Bronwen Brooks, Claire Curtis, Rob Curtis, Christopher Elmore, Val Hartrey, Nic Hodges, Jeff James, Gwyn John, Rhona Probert, Ray Thomas, Rhodri Traherne and Mark Wilson.

Terms of Reference:

- (1) To discuss local government matters of mutual concern in attendance with one representative, or nominated substitute, from each Town / Community Council, and from any other organisation considered appropriate.
- (2) To refer, as appropriate, reports / recommendations to Cabinet.

N.B. Only Members of the Vale of Glamorgan Council will have voting rights. However, if requested by Town and Community Councillors, a vote will be obtained from Town and Community Councillors as an indication of their views which will be reported in the minutes and, if the Committee requests, included in any related report/recommendations referred to Cabinet.

(l) Democratic Services Committee (10 Members)

Membership:

Councillors Antony Bennett, Richard Bertin, Bronwen Brooks, John Drysdale, Nic Hodges, Gwyn Roberts, John Thomas, Rhodri Traherne, Edward Williams and Mark Wilson.

To comprise of Councillors only – to be politically balanced with no more than 1 executive Member, who cannot be the Leader.

Full Council to appoint Chairman, who must not be a member of any political group on the Executive.

Terms of Reference:

- (1) To designate the Head of Democratic Services.
- (2) To keep under review the provision by the Authority of adequate resources to discharge Democratic Services functions.
- (3) To make reports and recommendations in respect of (2) above to Full Council at least annually.
- (4) To have regard to Welsh Ministerial guidance when exercising its functions.

- (5) To be responsible for overseeing the Council's approach to Member Development.

Frequency of Meetings

The Committee must meet at least once a year.

(m) Democratic Services Sub-Committee (3 Members)

Membership: To be appointed by the Democratic Services Committee.

Labour: 1; Conservative: 1; Plaid Cymru: 1

Terms of Reference

To hear and determine any complaints from Members regarding a refusal by the Head of Democratic Services to grant family absence under the Family Absence for Elected Members of Local Authorities (Wales) Regulations 2013.

(n) Early Retirement / Redundancy Committee (7 Members - none of whom should be members of the Appeals Committee)

Membership:

Councillors Philip Clarke, Pamela Drake, Stuart Egan, Jeff James, Gwyn John, Maureen Kelly Owen and Anne Moore.

(N.B. This allocation reflects adjustments made at the Annual Meeting 2015 as part of overall political balance calculations)

Terms of Reference:

With delegated powers:

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

(o) Joint Consultative Forum (7 Members)

Membership:

Councillors Keith Hatton, Fred Johnson, Maureen Kelly Owen, Anthony Powell, Audrey Preston, Gwyn Roberts and Christopher Williams.

Terms of Reference:

- (1) To consider any relevant matter referred to it by a Committee, Elected Member or the Head of Paid Service 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.

(p) Senior Management Appointment Committee (6 Members)

Membership:

Leader and Deputy Leader plus Councillors Lis Burnett, Christopher Franks, Robert Penrose and John Thomas.

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 and to appoint the Lay Member to the Audit Committee.

(q) Trust Committee (7 Members)

Membership:

Councillors Howard Hamilton, Hunter Jarvie, Gwyn John, Fred Johnson, Kevin Mahoney, Andrew Parker and Anthony Powell.

(N.B. This allocation reflects adjustments made at the Annual Meeting 2015 as part of overall political balance calculations)

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.

(r) Voluntary Sector Joint Liaison Committee (10 Members plus 8 voluntary sector and 2 Cardiff and Vale University Health Board (Health Sector) representatives)

Membership:

Councillors Rhiannon Birch, Lis Burnett, Geoff Cox, Kate Edmunds, Ian Johnson, Maureen Kelly Owen, Neil Moore, Rhodri Traherne, Christopher Williams and Edward Williams.

Representatives of the Voluntary Sector and Cardiff and Vale University Health Board:

Ms. Kay Quinn (Atal y Fro) (Honorary Vice-Chairman); Ms. Teresa Burris (Age Connects Cardiff and the Vale), Ms. Caroline Chapman (MIND in the Vale of Glamorgan), Ms. Rachel Connor (Vale Centre for Voluntary Services), Mr. Anthony Hearn (Llamau), Ms. Alison Steere (Vale Volunteer Bureau), Ms. Jane Weeks (Action for Children), Ms. Abigail Harris and Ms. Linda Donovan (Cardiff and Vale University Health Board) plus one vacancy from Voluntary Sector.

Terms of Reference:

- (1) To refer, as appropriate, reports and recommendations to the Cabinet.
- (2) To appoint a Chairman and Vice-Chairman from amongst the ten members of the Council and an honorary Vice-Chairman from amongst the ten representatives from the Voluntary and Health Sectors.
- (3) To advise the Council of the needs, views and concerns of the Voluntary and Health Sectors.
- (4) To report on the work of those organisations grant aided by the Council, either in full or in part.
- (5) To act as a consultative forum where the Voluntary Sector, Health Sector and the Council may, in partnership, put forward policy proposals for discussion and decision.
- (6) To facilitate and promote joint working between the Council, the Voluntary Sector and the Health Sector.
- (7) To assist the Council in developing a strategy for the Voluntary and Health Sectors; to participate in the monitoring and evaluation of that strategy.
- (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 Cabinet 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 and / or Health Sectors.
- (11) To consider and recommend grant awards under the Council's Voluntary Action Scheme and other appropriate funding schemes.

(s) Welsh Church Act Estate Committee (7 Members)Membership:

Councillors Geoff Cox, Christopher Franks, Howard Hamilton, Fred Johnson, Kevin Mahoney, Anthony Powell and Ray Thomas.

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 Welsh Government 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 the Wales Programme for Improvement is observed in all areas of the Committee's responsibility.

(t) Appointment of Local Authority Governors Advisory Panel (6 Members - to be chaired by the Cabinet Member for Children's Services and Schools)Membership:

Cabinet Member (Children's Services and Schools) – Councillor Chris Elmore plus Councillors Philip Clarke, Christopher Franks, Hunter Jarvie, Fred Johnson and Margaret Wilkinson.

Terms of Reference:

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 six 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 Local Authority Governors will be responsible for making recommendations to the Cabinet regarding the appointment and removal of Local Authority Governors in line with the approved criteria contained within this policy. If the Cabinet do not endorse any recommendations of the Panel regarding any Local Authority 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.

(u) Glamorgan Heritage Coast Advisory Group (7 Members)Membership:

Councillors Lis Burnett, Rob Curtis, John Drysdale, Val Hartrey, Audrey Preston, Ray Thomas and Christopher Williams.

One representative from each of the following:

Natural Resources 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.
- (3) To report discussions to the Cabinet and to advise on relevant matters.

(v) Equalities Consultative Forum (6 Members - to be Chaired by the Cabinet Member for Corporate Resources)Membership:

Cabinet Member for Corporate Resources – Councillor Neil Moore plus Councillors Janice Birch, Lis Burnett, Nic Hodges, Gwyn John and Maureen Kelly Owen

(N.B. This allocation reflects adjustments made at the Annual Meeting 2015 as part of overall political balance calculations)

Terms of Reference:

- (1) To act as a consultative forum in relation to the equalities policy and procedures developed by the Council.
- (2) To facilitate the promotion of equal opportunities and the elimination of discrimination both within the Council and the wider community.
- (3) To consider reports from Departments and representative organisations on equalities related subjects and new initiatives; and to make recommendations to the Council on changes to policies and procedures where appropriate.
- (4) To advise the Council of the views and concerns of equality organisations and of the residents of the Vale.
- (5) To facilitate and promote joint working between the Council and equality organisations.

Composition of the Forum

The Forum will be chaired by the Cabinet Member for Corporate Resources. In her or his absence, a Chair will be nominated for each particular meeting by the members of the Forum in attendance.

In addition to the Chair, membership will consist of 5 Elected Members as determined by the Annual Meeting of Council.

The membership of external organisations on the Forum will be reviewed on an on-going basis by the Head of Performance and Development in consultation with the Chair, to ensure that all equality strands are represented wherever possible.

Frequency of Meetings

As required, but as a minimum once every six months.

(w) Central South Consortium Joint Education Service Joint Committee (1 Member)

The revised Governance Model for the Consortium included a streamlined Joint Committee, which consisted of a reduced number of Leaders or nominated representatives. Each constituent Local Authority appointed one Member, which (according to the National Model) should be the Leader or nominated representative.

Representative - Cabinet Member for Children's Services and Schools.

(x) Shared Regulatory Services Joint Committee (2 Members)

The Council's two existing representatives were the Cabinet Member for Housing, Building Maintenance and Community Safety and the Chairman of the Licensing Committee. The Joint Working Agreement provided for each of the three constituent Authorities to also appoint substitutes for its two named Members (see next Agenda Item below).

10 SHARED REGULATORY SERVICES JOINT COMMITTEE: MEMBERSHIP AND APPOINTMENT OF DEPUTIES (MD) -

The Joint Working Agreement for the Shared Regulatory Services provided for each of the three constituent Authorities to appoint substitutes for its two main members. The Council's two existing representatives were the Cabinet Member for Housing, Building Maintenance and Community Safety and the Chairman of the Licensing Committee.

RESOLVED - T H A T the Leader and the Vice-Chairman of the Licensing Committee be appointed as substitutes for the Cabinet Member for Housing, Building

Maintenance and Community Safety and the Chairman of the Licensing Committee respectively.

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:

- 24th June, 2015
- 28th September, 2015
- 16th December, 2015
- 2nd March, 2016
- 27th April, 2016.

12 ELECTION OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES (MD) -

It was proposed that the Committees for which Chairmen and Vice-Chairmen would be appointed at the Annual Meeting would, in future, include all the bodies in the political balance table (which could be found in Agenda Items 7 and 8), with the exception of those shown below (where legislative provisions, or alternative, specific arrangements currently applied). The Joint Consultative Forum was added to the list set out in the original report for the reason indicated.

Name	Reason
All Scrutiny Committees	The formula for the election of Chairmen is prescribed within the Local Government (Wales) Measure 2011. The allocation of Chairmen positions to the respective Groups will, therefore, apply in accordance with the formula and will be unchanged. Vice-Chairmen will be appointed at the first meeting of each committee.
Democratic Services Sub-Committee	As a sub-committee, it would be expected to determine its own Chairman at the first meeting.
Public Rights of Way Sub-Committee	As a sub-committee, it would be expected to determine its own Chairman at the first meeting.
Standards Committee	There is a legislative requirement that the Chairman be an independent member.

Audit Committee	The Local Government (Wales) Measure 2011 requires the Committee to appoint the Chairman.
Appointment of Local Authority Governor's Advisory Panel	Chaired by the Cabinet Member (Children's Services and Schools).
Equalities Consultative Forum	Chaired by the Cabinet Member (Corporate Resources).
Joint Consultative Forum	<p>The Forum's Constitution provides, that :</p> <p>“5.3 The Chairperson of the Forum will be elected at the first meeting of the Joint Consultative Forum following the local government elections for the duration of the current administration.</p> <p>5.4 The Vice Chairperson of the Forum will be elected by the Trade Unions representatives and will chair the Forum in the absence (and at the request) of the Chairperson.”</p>

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

Appeals: Chairman: Councillor Gwyn Roberts
Vice-Chairman: Councillor Eric Hacker

Community Liaison: Chairman: Councillor Christopher Elmore
Vice-Chairman: Councillor Gwyn John

Democratic Services: Chairman: Councillor Nic Hodges
Vice-Chairman: Councillor John Thomas

Discretionary Housing Payments Review: Chairman: Councillor Pamela Drake
Vice-Chairman: Councillor Howard Hamilton

Early Retirement/Redundancy: Chairman: Councillor Stuart Egan
Vice-Chairman: Councillor Pamela Drake

Glamorgan Heritage

Coast Advisory: Chairman: Councillor Audrey Preston
 Vice-Chairman: To be appointed
 (N.B. Whilst Councillor Eric Hacker was nominated and seconded as Vice-Chairman, due to the late changes to the adjustments of seats on Committees notified by the Plaid Cymru Group during the meeting, the Llantwit First Independent Group (of which Councillor Hacker is a member) do not, in fact, have a seat on the Committee).

Investigating: Chairman: Councillor Anne Moore
 Vice-Chairman: Councillor Fred Johnson

Licensing: Chairman: Councillor Anthony Powell
 Vice-Chairman: Councillor Howard Hamilton

Planning: Chairman: Councillor Fred Johnson
 Vice-Chairman: Councillor Margaret Wilkinson

Senior Management

Appointment: Chairman: Leader
 Vice-Chairman: Deputy Leader

Trust: Chairman: Councillor Fred Johnson
 Vice-Chairman: Councillor Howard Hamilton

Voluntary Sector

Joint Liaison: Chairman: Councillor Edward Williams
 Vice-Chairman: Councillor Lis Burnett

Welsh Church Act Estate: Chairman: Councillor Fred Johnson
 Vice-Chairman: Councillor Anthony Powell