

## THE VALE OF GLAMORGAN COUNCIL

Minutes of the Annual Meeting held on 20<sup>th</sup> May, 2019.

Present: Councillor Leighton Rowlands (Mayor); Councillors Julie Aviet, Vincent Bailey, Rhiannon Birch, Jonathan Bird, Bronwen Brooks, Lis Burnett, George Carroll, Christine Cave, Janice Charles Millie Collins, Geoff Cox, Robert Crowley, Andrew Davies, Pamela Drake, Vincent Driscoll, Stewart Edwards, Ben Gray, Owen Griffiths, Stephen Griffiths, Sally Hanks, Nic Hodges, Hunter Jarvie, Gwyn John, Dr. Ian Johnson, Gordon Kemp, Peter King, Kevin Mahoney, Kathryn McCaffer, Anne Moore, Neil Moore, Michael Morgan, Jayne Norman, Rachel Nugent-Finn, Andrew Parker, Bob Penrose, Sandra Perkes, Andrew Robertson, , Ruba Sivagnanam, John Thomas, Neil Thomas, Margaret Wilkinson, Edward Williams, Mark Wilson and Marguerita Wright.

### 1 APOLOGIES FOR ABSENCE –

These were received from Councillors A.D. Hampton and S.T. Wiliam.

### 2 DECLARATIONS OF INTEREST –

No declarations were received.

### 3 ELECTION OF MAYOR –

It was moved by Councillor B.T. Gray and seconded by Councillor R. Crowley that Councillor Mrs. C.A. Cave be elected Mayor. There were no other nominations.

Upon being put to the vote, it was

**RESOLVED – T H A T** Councillor Mrs. C.A. Cave 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 outgoing Mayor with the Chain of Office and took the Chair.

### 4 APPOINTMENT OF DEPUTY MAYOR –

It was moved by Councillor G. John and seconded by Councillor Mrs. S.M. Hanks that Councillor Mrs. J.M. Norman be elected Deputy Mayor. There were no other nominations.

Upon being put to the vote, it was

RESOLVED – T H A T Councillor Mrs. J.M. Norman 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 –

As the new Mayor for the Vale of Glamorgan, Councillor Cave was proud and honoured indicating it was a great privilege and responsibility and thanked all present in advance for their support. She thanked her family, friends and fellow Councillors for their support as a Councillor and in her previous role as the Deputy Mayor over the past year. She dedicated a special thanks to her husband who had been her Consort for the last year, and who would continue to be her Consort for her Mayoral year. Together they were committed to serving the people of the Vale of Glamorgan to the best of their ability.

The Mayor also wanted to continue to develop the work started by the last Mayor, Councillor Leighton Rowlands, in establishing the Mayor's Foundation. With this in mind, she intended to engage with local businesses and others with an interest in supporting the Mayor's Foundation and looked forward to working with each and every Councillor so that innovative ways could be identified to both raise funds and provide grant funding opportunities for the continued improvement of all communities in the Vale.

## 6 VOTE OF THANKS TO RETIRING MAYOR –

The retiring Mayor congratulated Councillor Mrs. Cave and her Consort on becoming Mayor for 2019-20, being a privileged and honoured position, requiring the attendance at various events and meeting many different people. He also congratulated the Deputy Mayor on her appointment.

Alluding to the Mayor's Foundation which he had successfully established to help local charities and local organisations, he hoped that the new Mayor would continue in the same vein putting her own ideas to develop the Foundation further. He thanked all the charities which had supported him during his term of office. He also thanked all the Elected Members who had supported him, offered advice and who had also attended his Civic Service.

The retiring Mayor also felt that with the recent uncertain times within the Council, residents of the Vale of Glamorgan could look to the Mayor of the Council to offer stability and was sure that Councillor Mrs. Cave would do a good job of this no matter what came her way.

He hoped that she would enjoy her year as much as he had and on behalf of all past Mayors before himself, wished her the best of luck within her year.

## 7 EXECUTIVE ARRANGEMENTS: ELECTION OF THE LEADER –

It was moved by Councillor L. Burnett and seconded by Councillor G. John that Councillor N. Moore be elected Leader.

It was moved by Councillor G.D.D. Carroll and seconded by Councillor Mrs. J.E. Charles that Councillor V.J. Bailey be elected Leader.

It was moved by Councillor N.P. Hodges and seconded by Councillor Miss. A.M. Collins that Councillor Dr. I.J. Johnson be elected Leader.

Councillor Bailey felt it was important that the public heard his Group's positive case for the Vale of Glamorgan Council going forward and set out why he should be elected Leader of the Council based on his plan.

Referring to the deal between Labour and the "so-called" Independents which made it unlikely that a Conservative Minority Administration would prevail, he firmly believed that his plan was what the public wanted the Council to deliver.

He made reference to the Local Government elections held in 2017 and reminded Council that 23 Conservatives were elected on a very similar manifesto and the only reason that it was unlikely to see a Conservative Administration was due to eight of those Members who had, for their own reasons, chosen to prop up a Labour Party that had been resoundingly rejected by the people of the Vale in that election.

Confessing that he never imagined that he would look across the Chamber to a Labour Group and see it working hand in hand with centuries of accumulated Conservative Party membership, he hoped that Councillor Moore if elected, would have greater success than he had had in persuading his former colleagues of the virtues of policies that (until a few days ago at least) he felt sure that they shared a common cause.

Turning to his Group's six-point plan and their proposals for the Vale, but also reminding Councillors in the Chamber that they would have to explain to voters where they stood on those issues – especially those who had switched sides to find cause with the Labour Party, referred to the following matters:

Car parking charges – He considered the current proposals were flawed and would do huge damage to struggling town centres in the Vale. If elected Leader he would take this back to the drawing board and come up with a strategy which was based on improving capacity and turnover – but not just a cash cow for the Council coffers. He believed that there were no more than eight Councillors in the Chamber who believed that the current proposals were up to the job and any new strategy for car parking should be drafted with local traders and with the local community in mind.

He also believed that the Council should be doing all that it could to protect and preserve rural schools and hoped that this was another area where the Labour Group and his Group remained on common ground and that whoever took control of

the Authority would deliver on promises to the local community and save Llancarfan Primary School from closure.

Councillor Bailey also reminded Members of his Group's previous pledge to do all that could be done to deliver the Dinas Powys Bypass. The Conservative Group had made progress, but efforts needed to be redoubled to improve links between Barry and Cardiff. Unfortunately, the top priority had been Junction 34 and plans which could see homes in Pendoylan affected and an erection of a viaduct that would decimate the Ely Valley. He believed it was possible to improve that part of the road network by upgrading existing infrastructure and assumed that the Labour Group shared this view.

He reaffirmed existing Conservative Group policy to review the LDP at the earliest opportunity and considered that the Vale was at risk of being further overdeveloped because the Welsh Labour Government has set an excessive target to build 10,000 houses.

Turning his attention to the Barry Incinerator which his Group opposed, he suggested that the matter required dealing with quickly.

In concluding, Councillor Bailey raised the issue of Council Tax and to all Councillors awareness that the Vale was unfairly underfunded by the Labour Party in Government and that Members could not balance the books by increasing the tax burden on residents.

Referring to manifesto pledges to keep Council Tax bills down and yet year-on-year residents were being asked to pay more, whilst receiving less in services. As an Administration in waiting, he would ensure that Council Tax was fair, and his Group would do all that it could to stop inflation-busting annual rises.

He urged fellow Councillors to support his nomination and back a plan the public wanted delivered and an Administration that would put the Vale first.

A Recorded Vote then took place on the nominations before Council.

<b>Members</b>	<b>N. Moore</b>	<b>V.J. Bailey</b>	<b>I.J. Johnson</b>	<b>Abstain</b>
Julie Aviet	√			
Vince Bailey		√		
Rhiannon Birch	√			
Jonathan Bird	√			
Bronwen Brooks	√			
Lis Burnett	√			
George Carroll		√		
Christine Cave		√		
Janice Charles		√		

Millie Collins			√	
Geoff Cox	√			
Robert Crowley		√		
Andrew Davies		√		
Pamela Drake	√			
Vince Driscoll		√		
Stewart Edwards		√		
Ben Gray	√			
Owen Griffiths	√			
Stephen Griffiths		√		
Sally Hanks	√			
Nic Hodges			√	
Hunter Jarvie	√			
Gwyn John	√			
Ian Johnson			√	
Gordon Kemp		√		
Peter King	√			
Kevin Mahoney				√
Kathryn McCaffer	√			
Anne Moore	√			
Neil Moore	√			
Michael Morgan	√			
Jayne Norman	√			
Rachel Nugent-Finn		√		
Andrew Parker	√			
Bob Penrose				√
Sandra Perkes	√			
Andy Robertson		√		
Leighton Rowlands		√		
Ruba Sivagnanam	√			
John Thomas	√			
Neil Thomas	√			
Margaret Wilkinson	√			
Edward Williams	√			

Mark Wilson	√			
Marguerita Wright		√		
<b>TOTAL</b>	<b>26</b>	<b>14</b>	<b>3</b>	<b>2</b>

RESOLVED – T H A T Councillor Neil Moore be elected Leader of the Council.

## 8 LEADER'S ANNOUNCEMENT –

Councillor N. Moore, newly elected Leader of the Council, firstly congratulated the Mayor and Deputy Mayor on their appointments and hoped they would have a good year in office.

Secondly, he thanked those Councillors who supported his appointment as Leader of the Council albeit at this turbulent time.

When he had been approached to take on the Leadership again, he did have to consider the request seriously, as it had come as a shock. However, on talking to people he respected and of course his long suffering wife, he decided that he would be prepared to do so – the only reason was that since 1988 when first elected as Leader he wanted to serve the community and still wanted to. He would do this within the new Coalition and with the knowledge that all those Members agree that this Council had to make the right and proper decisions for the benefit of the residents of the Vale of Glamorgan.

Referring to his comments made at the previous Council meeting, “no one accepts the role as Leader for glory or praise”, he was well aware of the problems that lay ahead. Councillors would have to take some difficult decisions and those decisions had to be made for the good of the many and not the few.

He thanked Councillor John Thomas for his work as Leader over the previous two years and for his support on the night and over the last week or so. He alluded to the challenges when he led the Council for five years previously stating that he did not take the responsibility lightly.

Referring to the then Leader's comments made at the last meeting that it had not been easy to protect Council services amid the cuts to Local Government funding and that he did not take up the position of Leader to be popular or further his own political ambitions, but instead to ensure Vale residents get the 'best possible services', Councillor Moore echoed those sentiments.

It was clear to Councillor Moore that all Councillors must remember that there were many vulnerable members of our society who rely on our services and we must protect them at all costs. This he stated would be his aim as we move forward.

## 9 EXECUTIVE ARRANGEMENTS: CABINET MEMBERSHIP AND PORTFOLIOS AND PAYMENT OF SENIOR SALARIES –

Section 4.10.1(f) of the Council's Constitution – "Council Procedure Rules – Annual Meeting of the Council" – provided that the Annual Meeting would be told by the Leader of the names of Councillors he / she has chosen to be Deputy Leader and the number and names of Members to be appointed to the Executive and their portfolios / responsibilities.

Section 5.2 of the Council's Constitution – "Form and Composition of the Executive" – provided that the Executive would consist of the Leader of the Council (the "Leader") and at least two, but not more than nine, other Councillors appointed to the Executive by the Leader.

Under the provisions of the 2019 Annual Report of the Independent Remuneration Panel for Wales, the Vale of Glamorgan 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 the Mayor and Deputy Mayor.

Including Cabinet Members, it was proposed that, as currently, the Council continued to pay a total of 15 Senior Salaries, together with Civic Salaries to the Mayor and Deputy Mayor, as set out below:

- Cabinet Members – 7;
- Group Leaders (in respect of Groups comprising 10% or more of the total membership of the Council) – 1;
- 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, were incorporated within the Council's Constitution.

Details of Cabinet Portfolios, together with the Leader's confirmation that, as part of their portfolios, Cabinet Members would be designated as the Council's "Champions" with regard to various areas, were circulated prior to the meeting.

It was recommended that the role of the following "Champions" continued 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 Lis Burnett would be Deputy Leader and the following Members would comprise the Cabinet, with the portfolios indicated:

**Councillor Neil Moore –  
Executive Leader and Cabinet Member for Performance and Resources  
(Leader – Labour Group)**

**Resources, including:**

- Managing Director's Office
- Cabinet Support Office
- Strategic Policy and Corporate Planning
- Public Services Board
- Performance Monitoring and Improvement Planning
- Communications
- Customer Care
- Human Resources Strategy and Implementation
- Organisational Development and Training
- Employee Relations and Equalities
- Recruitment, Retention and Management of Attendance
- Corporate Health and Safety
- Democratic Services, Member Development and Support
- Financial Services, Financial Planning and Budget
- Information and Communication Technology
- Land, Property and Asset Management
- Procurement and Contracts
- Risk Management
- Reshaping Services
- Local Government modernisation, collaboration and wellbeing agenda
- Cardiff Airport and St. Athan Enterprise Zone
- Inward Investment

**Cardiff Capital Region City Deal**

**Councillor Lis Burnett –  
Deputy Leader and Cabinet Member for Education and Regeneration (Labour Group)**

**Education, including:**

- Education Strategic Planning
- Adult Community Learning
- Early Years Education Provision
- Education Welfare, Advice and Assessment
- Governor Support and Training



- Education Inclusion and Access, including Pupil Referral
- School Admissions
- School Funding and Support
- School Improvement and Challenge, including Central South Consortium
- Special Educational Needs
- Catering Service
- Library and Information Services

**Regeneration, including:**

- Countryside Services, including Public Rights of Way, Country Parks, Heritage Coast and Landscape Services
- Biodiversity Policy and Implementation
- Economic Development and Business Support
- Employment Land and Buildings
- Urban and Rural Regeneration
- Private Sector Housing Renewal and Improvements
- Communities First
- Tourism and Events
- Town Centre development and promotion
- Regeneration projects

**Councillor Eddie Williams –  
Cabinet Member for Legal, Regulatory and Planning Services (Llantwit First Independents Group)**

**Legal Services, including:**

- Community Legal Services
- Property and Contracts
- Litigation
- Electoral Services

**Registration Services  
Record Management and Information Services  
Regulatory Services, including:**

- The Shared Regulatory Service

**Planning, including:**

- Development Management
- Building Control
- Planning Policy and Local Development Plan

**Civil Protection and Emergency Planning, including:**

- Community Safety and Crime and Disorder (including Section 17 responsibilities)

**Councillor Margaret Wilkinson –  
Cabinet Member for Housing and Building Services (Labour Group)**

**Public Sector Housing, including:**

- Elderly Persons' Homes
- Home Office Related Issues
- Homelessness and Travellers (including sites)
- Housing Strategy and Investment
- Identification of Housing Need and Accommodation
- Social Housing Responsibilities
- Housing Allocations
- Tenant Services
- Specialist Housing Services
- Housing Policy and Implementation
- Welsh Housing Quality Standards Delivery

**Building Services, including:**

- Building Maintenance
- Building Cleaning
- Building Security

**Councillor Ben Gray –  
Cabinet Member for Social Care and Health (Leader – Vale Independents  
Group)**

**Social Care and Health, including:**

- Adoption Service
- Adult and Children's Services
- Adults Advice and Assessment
- Adult and Children Community Care
- Home Care Provision
- Health Liaison
- Mental Health Services for Adults and Children
- Services for Adults and Children with Disabilities / Impairment
- Family Support and Liaison
- Health and Social Care Integration and Collaboration
- Adult and Children Voluntary Sector Inclusion
- Social Services Special Needs

- Social Services Business Support and Innovation
- Collaboration with the Health Board on social care and health integration

**Councillor Kathryn McCaffer –  
Cabinet Member for Leisure, Arts and Culture (Vale Independents Group)**

**Leisure Services, including:**

- Community Centres
- Leisure Strategy
- Leisure Management (including Sports and Leisure Centres)
- Strategic Investment – Leisure
- Sport Development and Play

**Youth Engagement, including:**

- Youth Offending Team (YOT)
- Youth Service

**Arts, Culture and Heritage, including:**

- Welsh Language Services and Provision

**Councillor Peter King –  
Cabinet Member for Neighbourhood Services and Transport (Labour Group)**

**Operational Neighbourhood Services, including:**

- Highway Maintenance
- Parks and Grounds Maintenance
- Beach Management
- Water Safety
- Waste Management
- Recycling Policy and Implementation
- Environmental Enforcement
- Public Toilets
- Street Lighting

**Highway Engineering Services, including:**

- Adverse Weather and Winter Maintenance
- Highway Engineering, Design and Development
- Highway and Highway Structures Maintenance
- Highway Tree Management
- Traffic Management
- Car Parking Provision and Management
- Road Safety, including Safe Routes in Communities

- Flood Risk Management and Coastal Protection

**Transportation, including:**

- Active Travel and Sustainable Transport
- Local and Regional Transport Plans
- METRO Delivery
- Public Transport
- Home to School Transport Policy and Provision
- Community Transport
- Fleet Acquisition and Leasing
- Garage Services and Fleet Maintenance
- Pool Car Management

(2) T H A T the following Members be designated “Member Champions” as shown:

<b>Title</b>	<b>Cabinet Member / Member</b>
Anti-Poverty Champion	Councillor S. Sivagnanam
Armed Forces Champion	Councillor E. Williams
Biodiversity Champion	Councillor J.C. Bird
Carers Champion	Councillor L. Burnett
Diversity Champion	Councillor S. Sivagnanam
Domestic Violence Champion	Councillor S.D. Perkes
Equalities Champion	Councillor S. Sivagnanam
L.G.B.T Champion	Councillor O. Griffiths
Older Peoples Champion	Councillor B.T. Gray
Safeguarding Champion	Councillor B.T. Gray
Superfast Broadband Champion	Councillor J.C. Bird
Time to Change Wales Champion	Councillor K.F. McCaffer
Veterans Champion	Councillor E. Williams
Youth Champion	Councillor K.F. McCaffer

(3) 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 the Council’s Scrutiny and Member Development Champions respectively.

(4) T H A T the Council's payments of Senior Salaries for 2019/20 be as follows:

- Cabinet Members – 7;
- Group Leaders (in respect of Groups comprising 10% or more of the total membership of the Council) – 1;
- Scrutiny Committee Chairmen – 5;
- Chairman of Planning Committee;
- Chairman of Licensing Committee;
- Mayor;
- Deputy Mayor.

#### 10 NON-EXECUTIVE ARRANGEMENTS: SCRUTINY COMMITTEES: APPOINTMENT, MEMBERSHIP, TERMS OF REFERENCE AND ALLOCATION OF CHAIRMEN POSITIONS –

The procedure to be used to determine the allocation of seats across Committees was agreed at the Annual Meeting in 2015, a summary of which was attached at Appendix A to the report.

A requirement existed, under the Local Government (Wales) Measure 2011, regarding the allocation of Scrutiny Committee Chairmen positions. 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 has 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). The calculation relating to political balance was circulated prior to the meeting.

Section 7 of the Council's Constitution sets out the Terms of Reference, general role and specific functions of the Scrutiny Committees, a copy of which was attached at Appendix B to the report.

In calculating the above, the Measure provided that the figure relating to a Group, or 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, including zero.

The calculation / allocations shown below reflected the above, taking into account the understanding that the Labour, Vale Independents and Llantwit First Independents Groups were forming a coalition. The eight former Members of the Conservative Group had formally registered themselves as a Group in accordance with the provisions of the Local Government (Committees and Political Groups) Regulations 1990, namely Vale Independents. As such, the allocation for the appointment of the five Scrutiny Committee Chairmen positions was as follows:

- Conservative – 31.91% = 1.59 = (rounded up) 2
  - Labour – 29.79%
  - Vale Independents – 17.02%
  - Llantwit First Independents – 8.51%
  - Plaid Cymru – 8.51% = 0.43 = (rounded down) 0
- } = 55.32% = 2.77 = (rounded down) 2

It could be seen from the above that one of the five Scrutiny Committee Chairmen positions therefore currently stood unallocated. The Welsh Government Statutory Guidance on the Local Government (Wales) Measure 2011 (issued in June 2012) provided for such a situation. The Statutory Guidance provided that, should there be any unallocated Chairs following the use of the formula to calculate entitlement, then the position was to be appointed by the Members of that Committee. That would need to be done at the first meeting of the respective Committee following the Annual Meeting.

Members were requested to note that “true” entitlement to seats on Scrutiny Committees for each Group in 2019/20 is:

- Conservative – 15.95 (rounded up to 16)
- Labour – 14.90 (rounded up to 15)
- Vale Independents – 8.50 (rounded up to 9)
- Llantwit First Independents – 4.25 (rounded down to 4)
- Plaid Cymru – 4.25 (rounded down to 4)
- Councillor Mahoney – 1.05 (rounded down to 1)
- Councillor Penrose – 1.05 (rounded down to 1)

The apportionment of seats in 2019/20 would, therefore, be as follows:

- Conservative – 16
- Labour – 15
- Vale Independents – 9
- Llantwit First Independents – 4
- Plaid Cymru – 4
- Councillor Mahoney – 1
- Councillor Penrose – 1.

In essence, the Plaid Cymru and Llantwit First Independents Groups would each be required to “give up” a seat on one Scrutiny Committee (to arrive at their “true” entitlement). Both Group Leaders had confirmed that they would each give up a seat on the Healthy Living and Social Care Scrutiny Committee. Both of these seats would fall to Councillors Mahoney and Penrose to allow them to arrive at their true entitlement on Scrutiny Committees.

The Leader of the Conservative Group had indicated that he would be taking his remaining seat entitlement on the Homes and Safe Communities Scrutiny Committee. This would come from the Vale Independents Group, which would bring both Groups to their “true” entitlement.

Once the above process had been completed, certain variations would exist across the remaining allocations in the overall political balance table. As indicated above, Council therefore agreed the process by which the various Groups would take up any unallocated seats (the process being set out in full in the report before the Annual Meeting in 2015 and was agreed by Council).

The current overall political table was attached as Appendix A to the supplementary information tabled at the meeting.

As indicated in paragraph 2.1 of the original report contained in the agenda previously circulated, the Group Leader of the Coalition had indicated that it was his intention to take their allocation of two Scrutiny Committee Chairmen and to be Chaired as follows:

- Corporate Performance and Resources – Councillor M.R. Wilson
- Environment and Regeneration – Councillor Ms. B.E. Brooks.

The Leader of the Conservative Group had indicated his intention to take their allocation of two Scrutiny Committee Chairmen and to be Chaired as follows:

- Healthy Living and Social Care – Councillor Mrs. R. Nugent-Finn
- Learning and Culture – Councillor G.C. Kemp.

The election of the Chairman of the Homes and Safe Communities Scrutiny Committee would be undertaken at its first meeting following the Annual Meeting.

Political Groups, and where relevant the individual Member, had indicated their membership of Scrutiny Committees would be as follows:

RESOLVED –

(1) T H A T the allocation of specific Scrutiny Committee Chairmen as notified by the relevant Group Leaders be endorsed as follows:

- Coalition (2)  
Corporate Performance and Resources – **Councillor M.R. Wilson**  
Environment and Regeneration – **Councillor Ms. B.E. Brooks.**
- Conservative (2)  
Healthy Living and Social Care – **Councillor Mrs. R. Nugent-Finn**  
Learning and Culture – **Councillor G.C. Kemp.**

(2) T H A T the one remaining Committee Chairmen position be determined at the first meeting of the Homes and Safe Communities Scrutiny Committee.

(3) T H A T the following Scrutiny Committees, together with their membership and Terms of Reference, be appointed for the ensuing Municipal year:

(a) **Corporate Performance and Resources Scrutiny Committee – (10 Members) –**

Councillors G.D.D. Carroll, G. Cox, R. Crowley, V.P. Driscoll, O. Griffiths, G. John, Dr. I.J. Johnson, Ms. S. Sivagnanam, J.W. Thomas and M.R. Wilson.

(b) **Environment and Regeneration Scrutiny Committee – (10 Members) –**

Councillors V.J. Bailey, Ms. B.E. Brooks, Mrs. P. Drake, V.P. Driscoll, G. John, M.J.G. Morgan, A.R. Robertson, L.O. Rowlands, Ms. S. Sivagnanam and S.T. Wiliam

**(N.B. One seat gained by Conservative Group on Environment and Regeneration Scrutiny at the expense of the Vale Independents Group, bringing both Groups to their true entitlements on Scrutiny Committees)**

(c) **Healthy Living and Social Care Scrutiny Committee – (10 Members) –**

Councillors Ms. J. Aviet, Mrs. J.E. Charles, O. Griffiths, S. Griffiths, T.H. Jarvie, K.P. Mahoney, Mrs. R. Nugent-Finn, R.A. Penrose, J.W. Thomas and N.C. Thomas

**(N.B. One seat gained each by Councillors Mahoney and Penrose on Healthy Living and Social Care Scrutiny Committee as a result of the Plaid Cymru and Llantwit First Independent Groups being required to give up a seat on Scrutiny Committees. This brings both Groups and both Members to the true entitlement.)**

(d) **Homes and Safe Communities Scrutiny Committee – (10 Members) –**

Councillors Ms. J. Aviet, J.C. Bird, Ms. B.E. Brooks, Mrs. C.A. Cave, Miss. A.M. Collins, S. Griffiths, Mrs. S.M. Hanks, A.C. Parker, Mrs. S.D. Perkes and L.O. Rowlands

1 representative, in a co-opted non-voting observer capacity, of the following organisation:

Citizens Advice Cardiff and Vale

plus 4 Representatives from Tenant Working Group / Panel.

(e) **Learning and Culture Scrutiny Committee – (10 Members) –**

Councillors Ms. R.M. Birch, A.R.T. Davies, S. Griffiths, N.P. Hodges, T.H. Jarvie, G.C. Kemp, Mrs. J.M. Norman, A.C. Parker, Mrs. S.D. Perkes and N.C. Thomas



Also invited to attend as co-opted members:

Roman Catholic Church  
 Church in Wales  
 Parent Governor – Secondary Sector  
 (Parent Governor – Primary Sector)

Also invited to attend as non-voting observers:

Welsh Medium Education  
 Secondary  
 Vale Youth Forum  
 Vale Youth Forum  
 Primary  
 Special  
 Headteachers  
 Free Churches

**Role, Scope and Terms of Reference**

The role, scope and terms of reference of the Scrutiny Committees are described in the table below as per the Council's Constitution:

<b>Committee Title</b>	<b>Scope</b>	
	<b>Corporate Plan Outcomes and Objectives</b>	<b>Council Functions</b>
Corporate Performance and Resources	Overall monitoring of Corporate Health	<ul style="list-style-type: none"> <li>• Corporate Policy and Performance</li> <li>• Communications</li> <li>• Customer Relations</li> <li>• Corporate Performance</li> <li>• Finance</li> <li>• ICT</li> <li>• Property</li> <li>• Legal</li> <li>• Democratic</li> <li>• Human Resources</li> <li>• Surplus Land and Property</li> <li>• Capital Schemes</li> <li>• Revenue Proposals over £300,000</li> <li>• Public Services Board</li> </ul>
Environment and Regeneration	An Environmentally Responsible and Prosperous Vale. <ul style="list-style-type: none"> <li>• Promoting regeneration, economic growth and employment.</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Development</li> <li>• Tourism</li> <li>• Countryside</li> <li>• Regeneration</li> <li>• Waste Management and Cleansing, Highways &amp; Engineering and Grounds Maintenance</li> </ul>

Environment and Regeneration	<ul style="list-style-type: none"> <li>Promoting sustainable development and protecting our environment.</li> </ul>	<ul style="list-style-type: none"> <li>Planning</li> <li>Transportation</li> <li>Fleet Management, Cleaning and Security</li> </ul>
Homes and Safe Communities	<p>An Inclusive and Safe Vale.</p> <ul style="list-style-type: none"> <li>Reducing poverty and social exclusion.</li> <li>Providing decent homes and safe communities.</li> </ul>	<ul style="list-style-type: none"> <li>Public Housing</li> <li>Public Housing Maintenance</li> <li>Public Protection including all Shared Regulatory Services functions</li> <li>Community Safety</li> <li>Private Sector Housing and Renewal Areas</li> <li>Crime and Disorder Matters (as required under the Police and Justice Act 2006 and the Local Government and Public Involvement in Health Act 2007)</li> <li>Families First, Flying Start and Communities First</li> </ul>
Learning and Culture	<p>An Aspirational and Culturally Vibrant Vale.</p> <ul style="list-style-type: none"> <li>Raising overall standards of achievement.</li> <li>Valuing culture and diversity.</li> </ul>	<ul style="list-style-type: none"> <li>Schools (Pupil Support, School Improvement and School Support)</li> <li>Post 16 Education and Training</li> <li>Libraries</li> <li>Community Education and Youth Service</li> <li>Equalities</li> <li>Welsh Language</li> <li>Arts Development</li> </ul>
Healthy Living and Social Care	<p>An Active and Healthy Vale.</p> <ul style="list-style-type: none"> <li>Encouraging and promoting active and healthy lifestyles.</li> <li>Safeguarding those who are vulnerable and promoting independent living.</li> </ul>	<ul style="list-style-type: none"> <li>Adult Services</li> <li>Children and Young People's Services</li> <li>Social Services Business Management and Innovation</li> <li>Leisure, Parks, Sport and Play</li> </ul>

## Specific Functions

### Policy Development and Review

The Scrutiny Committees may:

- (a) assist the Council and the Executive in the development of its Budget and Policy Framework by in-depth analysis of policy issues;
- (b) conduct research, community and other consultation in the analysis of policy issues and possible options;

- (c) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (d) question Members of the Executive and/or Committees and Chief Officers from the Council about their views on issues and proposals affecting the area;
- (e) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and
- (f) consider the impact of policies to assess if they have made a difference.

### Scrutiny

The Scrutiny Committees may:

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

### Finance

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

### Annual Report

The Scrutiny Committees must report annually to the Full Council on their workings, with recommendations for their future Work Programmes and amended working methods if appropriate.

### 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.

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

The procedure agreed at the Annual Meeting in 2015 to determine the allocation of seats across Committees was summarised in Appendix A to the report.

Members were also reminded of the need to pay particular regard to legislation which came into force on 5<sup>th</sup> May, 2017 governing the size and composition of Planning Committees.

The Size and Composition of Local Planning Authorities Committees (Wales) Regulations 2017 (which came into effect on 5<sup>th</sup> May, 2017) brought into effect, and provided the detailed interpretation for, Section 39 of the Planning (Wales) Act 2015, so far as it relates to the size and composition of Committees discharging functions.

The calculation relating to the political balance requirement for Committees in accordance with the Local Government and Housing Act 1989 was circulated prior to the meeting. For clarity, the Public Protection Licensing Committee would be included as done previously, the Statutory Licensing Committee would not as it did not need to be politically balanced (although it could be and, in fact, was) as it did not constitute a Committee created under the Local Government Act 1972. Furthermore, the membership of both Committees was the same and, as such, only one need count in terms of the overall political balance calculations.

Attached at Appendix B to the report was a list of Quasi-Judicial Committees and other bodies, together with existing terms of reference.

The Regulations required Local Authority Planning Committees in Wales to be structured and operated in accordance with the following requirements:

- The Planning Committee must contain no fewer than 11 Members and no more than 21 Members, but no more than 50% of the Authority Members (rounded up to the nearest whole number);
- Where Wards have more than one Elected Member, only one Member may sit on the Planning Committee, in order to allow other Ward Members to perform the representative role for local community interests.

Whilst the second bullet point above did not apply to a Local Authority that comprised solely of multiple Member Wards (due to the need to maintain political balance on the Committee), the Vale of Glamorgan Council was one of the Councils to which both of the above provisions did apply. Failure to adhere to the requirements of the Regulations would affect the validity of decisions taken by the Planning Committee. It was therefore necessary for the Regulations to be taken into account in appointing the Planning Committee.

In addition to the above, the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2017 also came into force on 5<sup>th</sup> May, 2017. These Regulations provided that:

- Each meeting of the Planning Committee must have a quorum of 50% to make decisions.
- The use of substitute Members was prohibited.

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, taking into account the need to comply with The Size and Composition of Local Planning Authorities Committees (Wales) Regulations 2017 in determining the size and composition of the Planning Committee:

**(a) Planning Committee (17 Members)**

Councillors J.C. Bird, L. Burnett, Mrs. C.A. Cave, Mrs. P. Drake, V.P. Driscoll, S.T. Edwards, B.T. Gray, N.P. Hodges, Dr. I.J. Johnson, G.C. Kemp, P.G. King, A.C. Parker, L.O. Rowlands, N.C. Thomas, Mrs M.R. Wilkinson, E. Williams and Ms. M. Wright

**(N.B. One seat gained each by Conservatives and Plaid Cymru Groups – mathematical calculation)**

N.B. The Size and Composition of Local Planning Authorities Committees (Wales) Regulations 2017 require Local Authority Planning Committees in Wales to be structured and operated in accordance with the following requirements:

- The Planning Committee must contain no fewer than 11 Members and no more than 21 Members, but no more than 50% of the Authority Members (rounded up to the nearest whole number).
- Where Wards have more than one Elected Member, only one Member may sit on the Planning Committee, in order to allow other Ward Members to perform the representative role for local community interests.

Whilst the second bullet point above does not apply to a Local Authority that comprises solely of multiple Member Wards (due to the need to maintain political balance on the Committee), the Vale of Glamorgan Council is one of the Councils to which both of the above provisions do apply.

In addition to the above, the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2017 provide that:

- Each meeting of the Planning Committee must have a quorum of 50% to make decisions.
- The use of substitute Members is prohibited.

**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 Head of Regeneration and Planning, as set out in Appendix A to the report to the Planning Committee on 20<sup>th</sup> 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) (to be appointed by the Planning Committee)**

Membership: To be appointed by the Planning Committee

**(N.B. One seat gained by Labour Group – mathematical calculation)**

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) Statutory Licensing Committee (15 Members)**

Councillors Ms. J. Aviet, Mrs. J.E. Charles, R. Crowley, Mrs. P. Drake, O. Griffiths, Dr. I.J. Johnson, K.F. McCaffer, Mrs. A. Moore, M.J.G. Morgan, Mrs. J.M. Norman,

Mrs. R. Nugent-Finn, L.O. Rowlands, J.W. Thomas, Mrs. M.R. Wilkinson and Ms. M. Wright

### 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 Council's Statements of Licensing Policy.
- (2) All Licensing Act 2003 and Gambling Act 2005 functions and matters will be considered by the Statutory Licensing Committee or Statutory Licensing Sub Committee as deemed necessary, exercising plenary powers meeting on such specific occasions as necessary.
- (3) The Statutory Licensing Committee or Statutory Licensing Sub Committee shall be empowered to do anything which is necessarily incidental to the exercise of the delegated function and all delegations and or authorisations shall be construed accordingly (unless they are expressly limited) in order to facilitate the determination of any matters considered by them.
- (4) The Statutory Licensing Committee or Statutory Licensing Sub Committee as deemed necessary shall be empowered to adopt or modify any such rules of procedure in order to facilitate the determination of any matters considered by them.

### **(d) Public Protection Licensing Committee (15 Members)**

Councillors Ms. J. Aviet, Mrs. J.E. Charles, R. Crowley, Mrs. P. Drake, O. Griffiths, Dr. I.J. Johnson, K.F. McCaffer, Mrs. A. Moore, M.J.G. Morgan, Mrs. J.M. Norman, Mrs. R. Nugent-Finn, L.O. Rowlands, J.W. Thomas, Mrs. M.R. Wilkinson and Ms. M. Wright

### Terms of Reference

- (1) To determine all licensing matters and any other matters of a licensing nature, with the exception of Licensing Act 2003 and Gambling Act 2005 licensing functions and any matters and such other licensing functions which fall within the remit of the:
  - (i) Council, any of its committees or the Executive.
  - (ii) The Joint Committee for Shared Regulatory Services
- (2) All Licensing matters will be considered by the Public Protection Licensing Committee or Public Protection Licensing Sub Committee as deemed necessary, exercising plenary powers and meeting on such specific occasions as necessary.
- (3) The Public Protection Licensing Committee or Public Protection Licensing Sub Committee shall be empowered to do anything which is necessarily incidental

to the exercise of the delegated function and all delegations and or authorisations shall be construed accordingly (unless they are expressly limited) in order to facilitate the determination of any matters considered by them.

- (4) The Public Protection Licensing Committee or Public Protection Licensing Sub Committee shall be empowered to adopt or modify any such rules of procedure including, but not limited to, the Statement of Principles for taxi licensing in order to facilitate the determination of any matters considered by them.
  - (5) To determine all licensing matters delegated to the Committee, including applications for Hackney Carriage, Private Hire Vehicles, Street Trading Licences, any other matters of a licensing nature.
  - (6) To review and update conditions attached to existing licences/certificates/permits/consents and to agree new conditions required due to changes in legislation and or changes in trends or practices.
  - (7) Any function in relation to the making of an Alcohol Consumption in Designated Public Places Order under the provisions of the Criminal Justice and Police Act 2001.
- (e) **Appeals Committee (6 Members, none of whom should be members of either the Early Retirement / Redundancy Committee or the Investigating Committee)**

Councillors Mrs. J.E. Charles, R. Crowley, Mrs. S.M. Hanks, Mrs. A. Moore, Ms. S. Sivagnanam and J.W. Thomas

**(N.B. Equal entitlement Plaid Cymru / Llantwit First Independents Groups – seat to Llantwit First Independents Group)**

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. Pursuant to the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2006 and the Amendment Regulations 2014, 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.

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

Councillors L. Burnett, A.R.T. Davies, G. John, T.H. Jarvie, G.C. Kemp, K.P. Mahoney and M.R. Wilson

**(N.B. Plaid Cymru Group, due to their over entitlement, required to give up their seat which has been taken up by Councillor Mahoney so they both reach their true overall entitlement.)**

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.**

**(g) 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)**

Councillors B.T. Gray, O. Griffiths, L.O. Rowlands

Independent Members:

Mr. R. Alexander  
Mrs. P. Hallett  
Mr. R. Hendicott (Chairman)  
Mrs. L. Tinsley (Vice-Chairman)  
Mr. G. Watkins

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.
- (h) **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)**

Conservative: 1: To be confirmed

Labour: 1: Councillor Mrs. A. Moore

Vale Independents: 1: \*\* Following the Annual Meeting it was confirmed that Councillor K.F. McCaffer be appointed

Llantwit First Independents: 1: \*\* Following the Annual Meeting it was confirmed that Councillor Mrs. S.M. Hanks be appointed

Plaid Cymru: 1: \*\* Following the Annual Meeting it was confirmed that Councillor N.P. Hodges be appointed

Terms of Reference:

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

- (i) **Standards Committee Appointments Committee (3 Members – the Elected Members who sit on the Standards Committee)**

Councillors B.T. Gray, O. Griffiths and L.O. Rowlands

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.

- (j) **Discretionary Housing Payments Review Committee (7 Members)**

Councillors V.J. Bailey, Mrs. S.M. Hanks, T.H. Jarvie, K.P. Mahoney, Mrs. S.D. Perkes and A.R. Robertson (plus one vacancy)

**(N.B. One seat given up by Labour Group to reach their true overall entitlement)**

**(N.B. Plaid Cymru Group, due to their over entitlement, required to give up their seat which has been taken up by Councillor Mahoney so they both reach their true overall entitlement)**

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.

**(k) Audit Committee (7 Members plus 1 Lay Member)**

Councillors G.D.D. Carroll, Mrs. P. Drake, Dr. I.J. Johnson, K.F. McCaffer, Mrs. J.M. Norman, L.O. Rowlands and M.R. Wilson

Lay Member – Mr. P. Lewis

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 1 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 Contracts 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.
- (7) Overall responsibility for the maintenance and operation of the Whistleblowing Policy.
- (8) To overview complaints handling and Ombudsman investigations.

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.

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

Councillors Ms. J. Aviet, V.J. Bailey, Ms. R.M. Birch, G.D.D. Carroll, Mrs. C.A. Cave, Mrs. S.M. Hanks, N.P. Hodges, M.J.G. Morgan, A.C. Parker, R.A. Penrose, Mrs. S.D. Perkes, A.R. Robertson and M.R. Wilson

**(N.B. Equal entitlement Councillors Mahoney / Penrose – seat to Councillor Penrose.)**

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.

**(m) Democratic Services Committee (10 Members)**

Councillors G.D.D. Carroll, O. Griffiths, Mrs. S.M. Hanks, N.P. Hodges, K.F. McCaffer, M.J.G. Morgan, A.R. Robertson, L.O. Rowlands, N.C. Thomas and M.R. 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.

**(n) Democratic Services Sub-Committee (3 Members)**

To be appointed by the Democratic Services Committee.

**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.

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

Councillors V.J. Bailey, Mrs. J.E. Charles, Mrs. P. Drake, G. John, K.F. McCaffer, R.A. Penrose and N.C. Thomas

**(N.B. Plaid Cymru Group, due to their over entitlement, required to give up their seat which has been taken up by Councillor Penrose so they both reach their true overall entitlement.)**

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.

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

Councillors Mrs. P. Drake, G. John, Dr. I.J. Johnson, M.J.G. Morgan, A.R. Robertson, L.O. Rowlands and N.C. Thomas

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.

**(q) Senior Management Appointment Committee (6 Members, including Leader and Deputy Leader)**

Councillors V.J. Bailey, L. Burnett, R. Crowley, B.T. Gray, G. John and N. Moore with the Cabinet Member with portfolio responsibilities for the service area involved invited to attend

**(N.B. Equal entitlement Plaid Cymru / Llantwit First Independents Groups – seat to Llantwit First Independents Group.)**

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.

N.B. In order to assist the process in respect of joint appointments (i.e. with partner organisations), the Council has granted delegated authority to the Managing



Director, in consultation with the Leader, to agree the arrangements for the involvement of the partner organisation in the decision-making process.”

**(r) Trust Committee (7 Members)**

Councillors G.D.D. Carroll, Mrs. P. Drake, S.T. Edwards, T.H. Jarvie, R.A. Penrose, S.T. Wiliam and M.R. Wilson

**(N.B. Llantwit First Independents Group, due to their over entitlement, required to give up their seat which has been taken up by Councillor Mahoney so they both reach their true overall entitlement)**

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.

**(s) Voluntary Sector Joint Liaison Committee (8 Members plus 7 Voluntary Sector representatives and 1 representative as nominated by the Community Liaison Committee from Town and Community Councils)**

Councillors Ms. R.M. Birch, L. Burnett, Mrs. C.A. Cave, Miss. A.M. Collins, R. Crowley, K.F. McCaffer, Mrs. J.M. Norman and L.O. Rowlands

Representatives of the Voluntary Sector:

Atal y Fro (Honorary Vice-Chairman),  
Cardiff and Vale Action for Mental Health,  
Barnardos,  
Glamorgan Voluntary Services Strong Communities Grant Fund Evaluation  
Panel Representative,  
Town and Community Councils Representative,  
plus two vacancies from the Voluntary Sector.

Terms of Reference:

- (1) To refer, as appropriate, reports and recommendations to the Council's Cabinet and the Executives of Voluntary Sector organisations.
- (2) To appoint a Chairman and Vice-Chairman from amongst the eight Members of the Council and an Honorary Vice-Chairman from amongst the seven representatives from the Voluntary Sector.
- (3) To advise the Council of the needs, views and concerns of the Voluntary Sector.
- (4) To report on the work of those organisations grant funded by the Council, either in full or in part.

- (5) To act as a consultative forum where the Voluntary 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 and the Voluntary Sector.
- (7) 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.
- (8) To review the Compact and associated Annual Work Plan and to monitor and report on progress made towards achieving the actions contained within the Compact and the Plan.
- (9) To consider reports of the Cabinet and other Committees of the Council which have a bearing and impact on the Voluntary Sector.

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

Councillors Mrs. J.E. Charles, G.A. Cox, R. Crowley, Mrs. P. Drake, K.P. Mahoney, S.T. William and M.R. Wilson

**(N.B. Llantwit First Independents Group, due to their over entitlement, required to give up their seat which has been taken up by Councillor Mahoney so they both reach their true overall entitlement.)**

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.

**(u) Appointment of Local Authority Governors Advisory Panel (6 Members - to be chaired by the Cabinet Member for Education and Regeneration)**

Councillors L. Burnett, N.P. Hodges, T.H. Jarvie, G.C. Kemp, Mrs. R. Nugent-Finn and Mrs. M.R. Wilkinson

**(N.B. Equal entitlement Plaid Cymru / Llantwit First Independents Groups – seat to Plaid Cymru Group)**

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 six months of their notification.

**(v) Glamorgan Heritage Coast Advisory Group (7 Members)**

Councillors L. Burnett, V.P. Driscoll, Mrs. S.M. Hanks, Mrs. R. Nugent-Finn, A.C. Parker, N.C. Thomas and S.T. Wiliam

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, Crown Estates Commissioners and Vale of Glamorgan Tourist Association.

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.

**(w) Equalities Consultative Forum (6 Members – to be Chaired by the Cabinet Member for Performance and Resources)**

Councillors Mrs. J.E. Charles, Miss. A.M. Collins, O. Griffiths, K.F. McCaffer, N. Moore and L.O. Rowlands

**(N.B. Equal entitlement Plaid Cymru / Llantwit First Independents Groups – seat to Plaid Cymru Group)**

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 five Elected Members as determined by the Annual Meeting of Council.

The membership of external organisations on the Forum will be reviewed on an ongoing 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.

**(x) Central South Consortium Joint Education Service Joint Committee (1 Member)**

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

Representative – Cabinet Member for Education and Regeneration

**(y) Shared Regulatory Services Joint Committee (2 Members)**

The Joint Working Agreement provides for each of the three constituent Authorities to appoint substitutes for its two named Member representatives.

Representatives – Cabinet Member for Legal, Regulatory and Planning Services and the Chairman of the Public Protection Licensing Committee.

Substitutes – Cabinet Member for Neighbourhood Services and Transport and the Vice-Chairman of the Public Protection Licensing Committee.

**12 DATES OF ORDINARY COUNCIL MEETINGS –**

RESOLVED – T H A T it be noted that ordinary meetings of the Council will be held on the following dates:

- 17<sup>th</sup> July, 2019
- 11<sup>th</sup> September, 2019
- 11<sup>th</sup> December, 2019
- 26<sup>th</sup> February, 2020
- 29<sup>th</sup> April, 2020.

**13 ELECTION OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES –**

The Committees for which Chairmen and Vice-Chairmen were to be appointed at the Annual Meeting included 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.

<b>Name</b>	<b>Reason</b>
All Scrutiny Committees	<p>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. Please see covering report for Agenda Item No. 7 for details of the formula. It can be seen that, on this occasion, one Chairman position remains “unallocated” and will need to be determined at the first meeting of the respective Committee.</p> <p>Vice-Chairmen to be appointed at the first meeting of each Committee.</p>

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 Governors Advisory Panel	Chaired by the Cabinet Member (Education and Regeneration).
Equalities Consultative Forum	Chaired by the Cabinet Member (Performance and Resources).
Joint Consultative Forum	The Forum's Constitution provides for the appointment of the Chairman and Vice-Chairman to be undertaken at the first meeting following the Local Government elections and for the duration of the current Administration.

## RESOLVED –

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

<u>Appeals:</u>	Chairman:	Councillor Mrs. A. Moore
	Vice-Chairman:	Councillor Ms. S. Sivagnanam
<u>Community Liaison:</u>	Chairman:	Councillor Mrs. S.M. Hanks
	Vice-Chairman:	Councillor Ms. R.M. Birch
<u>Democratic Services:</u>	Chairman:	Councillor L.O. Rowlands
	Vice-Chairman:	Councillor N.P. Hodges
<u>Discretionary Housing Payments Review</u>	Chairman:	Councillor Mrs. S.D. Perkes
	Vice-Chairman:	Councillor Mrs. S.M. Hanks
<u>Early Retirement/Redundancy:</u>	Chairman:	Councillor N.C. Thomas
	Vice-Chairman:	Councillor G. John

<u>Glamorgan Heritage Coast Advisory:</u>	Chairman: Vice-Chairman:	Councillor Mrs. S.M. Hanks Councillor A.C. Parker
<u>Investigating:</u>	Chairman: Vice-Chairman:	Councillor M.R. Wilson Councillor L. Burnett
<u>Planning:</u>	Chairman: Vice-Chairman:	Councillor J.C. Bird Councillor B.T. Gray
<u>Public Protection Licensing:</u>	Chairman: Vice-Chairman:	Councillor J.W. Thomas Councillor O. Griffiths
<u>Statutory Licensing</u>	Chairman: Vice-Chairman:	Councillor J.W. Thomas Councillor O. Griffiths
<u>Senior Management Appointment:</u>	Chairman: Vice-Chairman:	Leader Deputy Leader
<u>Trust:</u>	Chairman: Vice-Chairman:	Councillor Mrs. P. Drake Councillor M.R. Wilson
<u>Voluntary Sector Joint Liaison:</u>	Chairman: Vice-Chairman: Honorary Vice -Chairman	Councillor Ms. R.M. Birch Councillor Mrs. J.M. Norman To be appointed from amongst the 7 representatives from the Voluntary and Health Sectors
<u>Welsh Church Act Estate:</u>	Chairman: Vice-Chairman:	Councillor G.A. Cox Councillor M.R. Wilson

(2) T H A T the remaining Committees and Sub Committees be dealt with as set out in the table above.