

Meeting of:	Standards Committee
Date of Meeting:	Friday, 20 September 2019
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Observations by Independent Standards Committee Members at Vale of Glamorgan Council and Town and Community Council Meetings
Purpose of Report:	To provide the Committee with an update of the observations by Independent Standards Committee Members at Town and Community Council meetings
Report Owner:	Ms. Debbie Marles, Monitoring Officer/Head of Legal and Democratic Services
Responsible Officer:	Mrs. Karen Bowen, Principal Democratic and Scrutiny Services Officer
Elected Member and Officer Consultation:	This report does not require consultation to be undertaken
Policy Framework:	This is a matter for decision by the Standards Committee
<p>Executive Summary:</p> <ul style="list-style-type: none"> • One of the roles of the Standards Committee is to promote and maintain high standards of conduct by Councillors, Co-opted Members and Church and Parent Governor representatives of the Council. • To assist this process, in March 2018, Independent Members of the Standards Committee agreed to undertake observations at Vale of Glamorgan Council meetings. In March 2019 this was extended to observations being also undertaken of Town and Community Council meetings. • Following such observations, Independent Members report on a regular basis their findings to the Standards Committee. • The Monitoring Officer also intends to continue holding six monthly meetings with Clerks of Town and Community Councils (in part) to brief them on generic observations received, with feedback to individual Clerks following each visit by an Independent Member of the Standards Committee. 	

Recommendation

1. To consider a verbal update from Independent Members of Standards Committee following attendance at meetings.

Reason for Recommendation

1. Having regard to the observations undertaken and the role of the Standards Committee.

1. Background

- 1.1 There are a number of roles and functions of the Standards Committee, one of which is:
 - (a) To promote and maintain high standards of conduct by Councillors, Co-opted Members and Church and Parent Governor Representatives of the Council.
- 1.2 In considering the Committee's work programme report at its meeting in January 2018, the proposal for Independent Members of the Committee to observe Vale of Glamorgan Council meetings was agreed to be an appropriate opportunity to not only build on knowledge but to assist with the process of promoting and maintaining high standards of conduct.
- 1.3 As part of the Committee's work programme, it was agreed that Independent Members of the Standards Committee would attend a number of Vale of Glamorgan Council and Town and Community Council meetings during the Municipal Year 2019/20 to observe meetings with a view to promoting and maintaining high standards of conduct in line with the Members' Code of Conduct.
- 1.4 Feedback reports would also be presented to the Standards Committee on a quarterly basis following the observations.

2. Key Issues for Consideration

- 2.1 Having regard to the calendar of meetings for Vale of Glamorgan Council and Town and Community Councils' meetings, Independent Members were requested to consider the dates and advise the Principal Democratic Services Officer of meetings they intend to attend.
- 2.2 Following attendance at meetings, it is expected that each Independent Member will report their findings to the Standards Committee on a regular basis. A checklist for use by Independent Standards Committee Members when attending meetings of the Vale Council and Town and Community Councils was agreed for use by the Committee at its meeting on 11th July, 2019.
- 2.3 The Monitoring Officer will also establish a schedule of meetings with Clerks of Town and Community Councils within the Vale of Glamorgan on a six monthly basis to discuss Monitoring Officer matters. The first meeting of this group being

held on 22nd March, 2019. The meetings will include discussions of matters of mutual concern and the sharing of information and good practice. The Monitoring Officer will also discuss the findings arising from the Independent Members of the Standards Committee observations of Town and Community Council meetings, the intention being to brief the Clerks with generic guidance. Feedback will also be provided to individual Clerks following each visit to the respective Town or Community Council.

- 2.4** The current Vale of Glamorgan Council calendar of meetings is attached at Appendix 1 to this report and dates of meetings that are currently arranged in respect of Town and Community Council meetings can be found at Appendix 2.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** The role of the Standards Committee is to promote and maintain high standards of conduct by Councillors, Co-opted Members and Church and Parent Governor Representatives. It is intended that the process adopted within this report will aim to promote that role.

4. Resources and Legal Considerations

Financial

- 4.1** Members will be remunerated for attendance under the allowance scheme agreed by the Independent Remuneration Panel and the Vale of Glamorgan Council's Constitution. Independent Members are able to claim for a maximum of 10 days per annum as detailed within the Council's Constitution.

Employment

- 4.2** Members will be remunerated for attendance under the allowance scheme agreed by the Independent Remuneration Panel and the Vale of Glamorgan Council's Constitution. Independent Members are able to claim for a maximum of 10 days per annum as detailed within the Council's Constitution.

Legal (Including Equalities)

- 4.3** The Council has a duty to establish and maintain a Standards Committee as defined by legislation as set out in the Standards Committees Rules and Regulations 2001 and the Standards Committee (Wales) Amendment Regulations 2006.
- 4.4** The role of the Standards Committee is to promote and maintain high standards of conduct by Councillors, Co-opted Members and Church and Parent Governor Representatives.

5. Background Papers

None.

VALE OF GLAMORGAN COUNCIL - TIMETABLE OF MEETINGS: MAY 2019 - MAY 2020
(All meetings to commence at 6.00 pm unless otherwise indicated)

	MAY 19	JUN 19	JUL 19	AUG 19	SEP 19	OCT 19	NOV 19	DEC 19	JAN 20	FEB 20	MAR 20	APR 20	MAY 20
Annual Meeting	08 May 20 May												06 May 04 May
Cabinet (2.00 pm)	20 May	03 Jun 17 Jun	01 Jul 15 Jul 29 Jul		09 Sep 23 Sep (10.00 am)	07 Oct 21 Oct	04 Nov 18 Nov	02 Dec 16 Dec	06 Jan 20 Jan	03 Feb 24 Feb	09 Mar 23 Mar 30 Mar	20 Apr	
Council	01 May		17 Jul 29 Jul		11 Sep 09 Sep			11 Dec 09 Dec		26 Feb 24 Feb		27 Apr	
Community Liaison			02 Jul			08 Oct			28 Jan		31 Mar		
Democratic Services (4.00 pm)		25 Jun	29 Jul 22 Jul			14 Oct			27 Jan			27 Apr 20 Apr	
Audit			01 Jul		02 Sep 03 Sep		04 Nov	16 Dec		03 Feb	30 Mar		
Public Protection Licensing (10.00 am)	14 May	04 Jun	02 Jul		03 Sep	01 Oct 02 Oct	05 Nov 14 Nov	03 Dec 17 Dec	07 Jan 14 Jan	04 Feb 12 Feb	03 Mar 10 Mar 31 Mar	28 Apr	
Statutory Licensing (10.00 am)													
Planning (4.00 pm)	02 May 29 May	26 Jun	31 Jul		04 Sep 25 Sep	23 Oct	20 Nov	18 Dec	22 Jan	19 Feb	25 Mar	29 Apr	13 May
Healthy Living and Social Care Scrutiny Committee (5.00 pm)	21 May	18 Jun	15 Jul		17 Sep	15 Oct	12 Nov	09 Dec 11 Dec	14 Jan	11 Feb	17 Mar	21 Apr	
Homes and Safe Communities Scrutiny Committee	22 May	19 Jun	16 Jul		18 Sep	16 Oct	13 Nov	10 Dec	15 Jan	12 Feb	18 Mar	22 Apr	
Environment and Regeneration Scrutiny Committee	23 May	20 Jun 25 Jun	18 Jul 23 Jul		19 Sep 24 Sep	17 Oct 22 Oct	14 Nov 19 Nov	12 Dec 17 Dec	16 Jan 21 Jan	13 Feb 25 Feb	19 Mar 24 Mar	23 Apr 28 Apr	
Learning and Culture Scrutiny Committee (5.00 pm)	28 May	25 Jun 20 Jun	23 Jul 18 Jul		24 Sep 19 Sep	22 Oct 17 Oct	19 Nov 14 Nov	17 Dec 12 Dec	21 Jan 16 Jan	25 Feb 13 Feb	24 Mar 19 Mar	28 Apr 23 Apr	
Corporate Performance and Resources Scrutiny Committee	30 May	27 Jun	25 Jul 24 Jul		26 Sep	02 Oct 24 Oct	21 Nov 27 Nov	19 Dec 4.00 pm	23 Jan 29 Jan	27 Feb 26 Feb	26 Mar	01 Apr 4.00 pm 30 Apr	
Shared Regulatory Services Joint Committee (10.00 am)		11 Jun			10 Sep			10 Dec		11 Feb			
Standards (10.00 am)	16 May		11 Jul		19 Sep 12 Sep 20 Sep		21 Nov 28 Nov		23 Jan		19 Mar		
Voluntary Sector Joint Liaison			08 Jul			07 Oct			13 Jan			27 Apr 01 Apr	

August Recess: 01 August – 31 August 2019

Half Term Recess: 28 October - 1 November 2019

Easter Recess: 6 April – 17 April 2020 (Good Friday – 10 April, Easter Monday – 13 April 2020)

School Holidays – 2019

Half Term – Monday, 25 February – Friday, 01 March 2019 (inclusive)

Easter – Monday, 15 April – Friday, 26 April 2019 (inclusive) (Good Friday – 19 April, Easter Monday – 22 April)

May Bank Holidays – Monday, 06 May, Monday, 27 May 2019

Half Term – Monday, 27 May – Friday, 31 May 2019 (inclusive)

School Holidays – 2020

Half Term – Monday, 17 February – Friday, 21 February 2020 (inclusive)

Easter – Monday, 06 April – Friday, 17 April 2020 (inclusive) (Good Friday – 10 April, Easter Monday – 13 April)

May Bank Holidays – Monday, 04 May Friday, 08 May, Monday, 25 May 2020

Half Term – Monday, 25 May – Friday, 29 May 2020 (inclusive)

TOWN AND COMMUNITY COUNCIL MEETING INFORMATION 2019/20

	Council Meetings for 2019/20 as per TCC's website
Barry Town Council	14 th October 2 nd December 10 th February 6 th April 11/12 th May (Annual Meeting)
Cowbridge with Llanblethian Town Council	17 th September 22 nd October 19 th November 17 th December 21 st January 18 th February 17 th March 21 st April 19 th May (Mayor Making) 20 th May (Adjourned Annual Meeting)
Llantwit Major Town Council	Last Thursday of each month (except August)
Penarth Town Council	12 th September 10 th October 28 th November 9 th January 20 th February 9 th April 15 th May (AGM)
Colwinston Community Council	16 th September 3 rd Monday of each month (unless stated otherwise on website)
Dinas Powys Community Council	12 th September 10 th October 14 th November 12 th December 9 th January 13 th February 12 th March 9 th April 14 th May
Ewenny Community Council	2 nd Wednesday of each month Annual Meeting before Council meeting
Llancarfan Community Council	19 th September 17 th October 21 st November 19 th December

Llandough Community Council	19 th September 24 th October 21 st November 12 th December
Llandow Community Council	5 th September 3 rd October 7 th November 5 th December 2 nd January 2020
Llanfair Community Council	5 th September 3 rd October 7 th November 5 th December
Llangan Community Council	3 rd September 1 st October 5 th November 3 rd December
Llanmaes Community Council	18 th September 16 th October 20 th November 11 th December 22 nd January 19 th February 18 th March 15 th April 20 th May
Michaelston le Pit and Leckwith Community Council	24 th September 26 th November 23 rd January 31 st March
Pendoylan Community Council	Second Thursday of each month
Penllyn Community Council	First Monday of each month (other than August, and unless clash with Bank Holiday). 3 rd September 1 st October
Peterston Super Ely Community Council	2 nd Monday of each month (other than August and December)

St. Athan Community Council	3 rd September 1 st October 5 th November 3 rd December
St. Brides Major Community Council	2 nd Monday of each month
St. Donats Community Council	No forward meetings listed <i>Clerk emailed for dates</i>
St. Georges and St. Brides Super Ely Community Council	18 th September 20 th November 15 th January 18 th March (Third Wednesday of every month)
St. Nicholas and Bonvilston	2 nd September 7 th October 4 th November 2 nd December
Sully and Lavernock Community Council	1 st Tuesday of each month
Welsh St. Donats Community Council	3 rd September 1 st October 5 th November 3 rd December 14 th January 3 rd March 31 st March 5 th May (AGM)
Wenvoe Community Council	3 rd Thursday of each month 18 th April 19 th September 17 th October 21 st November 19 th December 16 th January, 2020 20 th February 19 th March
Wick Community Council	No website available <i>Clerk emailed for further dates</i>

NB – There are no dates as yet for some of the TCC 's on their website for 2020. As dates are known Independent Members will be informed accordingly.