

Meeting of:	Standards Committee
Date of Meeting:	Thursday, 24 November 2022
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Observations by Independent Members of Town and Community Council Committee Meetings
Purpose of Report:	To provide the Committee with an overview of any observations undertaken since the last meeting
Report Owner:	Debbie Marles, Monitoring Officer/Head of Legal and Democratic Services
Responsible Officer:	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 and were reported to the Standards Committee. In March 2019 this process was extended to observations also being undertaken of Town and Community Council (TCC) meetings. • Feedback reports in respect of the observations undertaken are presented to the Monitoring officer and verbal generic updates of the reports are presented to the Standards Committee by Independent Members on a regular basis. Any observations that require specific discussion with the Chief Executive of the Vale of Glamorgan Council or Chair of a Committee and the Clerk / Chair of a TCC are undertaken by the Monitoring Officer and / or Principal Democratic and Scrutiny Services Officer. An overview and lessons learned report of all visits undertaken was also presented to the Standards Committee meeting in March 2022. • Independent Members of the Standards Committee have been forwarded a list of dates of future meetings of Town and Community Council's in order that further observation visits can be undertaken for 22/23. 	

Recommendations

1. That the report and the feedback received in respect of observation visits undertaken by Independent Members of the Standards Committee, if any, be noted.
2. That it be noted that a list of Town and Community Council meetings schedule to take place during 2022/ 23 was forwarded to all Independent Standards Committee members with visits currently being coordinated to be undertaken via Democratic Services as appropriate.

Reasons for Recommendations

- (1-2)** 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 As part of the Committee's work programme, it had been agreed that Independent Members of the Standards Committee would attend Vale of Glamorgan Council and Town and Community Council (TCC) meetings to observe meetings with a view to promoting and maintaining high standards of conduct in line with the Members' Code of Conduct.
- 1.3 Feedback reports would also be presented to the Monitoring Officer with verbal generic updates of the reports presented to the Standards Committee by the Independent Members following the observations. Any observations that require specific discussion with the Chief Executive of the Vale of Glamorgan Council or the Clerk / Chair of a TCC are undertaken by the Monitoring Officer and / or Principal Democratic and Scrutiny Services Officer.
- 1.4 The Monitoring Officer also provides Town and Community Council Clerks with an overview of observations undertaken at the Monitoring Officer and Clerks meetings which are held on a six monthly basis.
- 1.5 Having regard to resourcing implications and following the Monitoring Officer's recommendation at the meeting of the Committee on 23rd June, 2022 it was accepted that as a number of Senior Officers and Democratic Services Officers are present at Vale of Glamorgan Council meetings, that such officers be requested to report to the Monitoring Officer any matters that may require attention and / or suggestions for improvement and that such matters subsequently be reported to the Standards Committee as appropriate.

- 1.6 It was however agreed, that Independent Members would continue to undertake observation visits of Town and Community Council meetings and report to the Standards Committee as appropriate.
- 1.7 Chairs and Clerks of the TCCs are advised by Democratic Services of the dates of the meetings the Independent Member intends observing in order that arrangements for the agenda and the link to the virtual meetings can be forwarded to the Independent Member in time for the meeting

2. Key Issues for Consideration

- 2.1 During the period of Coronavirus restrictions Independent Members' observations of TCC meetings were undertaken in the main on a virtual basis. This practice will continue if meetings are undertaken on a virtual basis however where meetings are in person only, the Independent Members will attend accordingly.
- 2.2 Following the visits the comments and /or any concerns of the Independent Members are fed back to the Clerks and / or Chair of the TCCs by the Monitoring Officer and / or Principal Democratic and Scrutiny Services Officer. The Independent Members also report to the next available Standards Committee meeting following their visits.
- 2.3 The Monitoring Officer has also drawn attention to generic good practice and areas of concern at the Monitoring Officer meetings with Clerks that are held on a six monthly basis.
- 2.4 At the last meeting of the Committee in September 2022 it was also accepted that the Monitoring Officer may advise during the year that additional, specific Town and Community Council meetings be observed as required.
- 2.5 Some observation visits of Town and Community Council meetings had been scheduled for the month of September 2022 but as these were to take place during the mourning period of the passing of the late Queen Elizabeth II they had been postponed.
- 2.6 A copy of the list of TCC meetings taking place over the forthcoming months, as available on their respective Councils' websites, was forwarded to Independent Standards Committee Members for their consideration during August 2022.
- 2.7 Independent Members were requested to choose the dates of the meetings they would be able to attend and inform Democratic Services in order that a schedule could be maintained and the necessary arrangements made for the observations to be undertaken.
- 2.8 A number of visits have therefore been scheduled to take place over the coming months with Independent Members being provided with the agendas and contact details for such visits as appropriate.

- 2.9 Following the visits Independent Members are requested to forward their findings to Democratic Services and to provide verbal updates of their observations at meetings of the Standards Committee, as appropriate

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. Climate Change and Nature Implications

- 4.1 None as a direct result of this report.

5. Resources and Legal Considerations

Financial

- 5.1 Members are able to 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

- 5.2 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)

- 5.3 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.

- 5.4 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.

6. Background Papers