

## THE VALE OF GLAMORGAN COUNCIL

Minutes of the Annual Meeting held remotely on 14<sup>th</sup> September, 2020.

The Agenda is available [here](#).

**Present:** Councillor Christine Cave (Mayor); Councillors Julie Aviet, Vincent Bailey, Rhiannon Birch, Jonathan Bird, Bronwen Brooks, Lis Burnett, George Carroll, Janice Charles, Millie Collins, Geoff Cox, Robert Crowley, Andrew Davies, Pamela Drake, Vincent Driscoll, Stewart Edwards, Ben Gray, Stephen Griffiths, Anthony Hampton, 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, Leighton Rowlands, Ruba Sivagnanam, John Thomas, Neil Thomas, Steffan Wiliam, Margaret Wilkinson, Edward Williams, Mark Wilson and Marguerita Wright.

### 1 LATE FORMER COUNCILLOR AUDREY PRESTON –

The Mayor made reference to the recent sad passing of former Councillor Audrey Preston and Members of the Council stood in a minute's silence as a mark of respect.

### 2 APOLOGY FOR ABSENCE –

This was received from Councillor Owen Griffiths.

(\*N.B. Councillor Griffiths was unable to attend due to technical difficulties.)

### 3 DECLARATIONS OF INTEREST –

No declarations were received.

### 4 ELECTION OF MAYOR –

It was moved by Councillor N. Moore and seconded by Councillor E. Williams that Councillor Mrs. J.M. Norman be elected 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 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.

## 5 APPOINTMENT OF DEPUTY MAYOR –

It was moved by Councillor P.G. King and seconded by Councillor N. Moore that Councillor Ms. R.M. Birch be elected Deputy Mayor.

It was moved by Councillor V.J. Bailey and seconded by Councillor G.D.D. Carroll that Councillor G.C. Kemp be elected Deputy Mayor.

At this juncture it was moved by the Leader and seconded by the Deputy Leader to waive Standing Order 4.23.3 – Method of Voting to allow Political Group Leaders to indicate how their Group will vote on the appointment of Deputy Mayor but also how each Group would vote on each appointment as they arose on the Council Agenda but ensuring that there was an opportunity given to individual Members to indicate whether they disagreed with the indication made by their Group Leader.

Upon being put to the vote, it was

RESOLVED – T H A T Councillor Ms. R.M. Birch 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.

## 6 MAYOR'S ADDRESS –

The retiring Mayor congratulated the new Mayor and her consort for becoming Mayor for 2020/21.

She also congratulated the Deputy Mayor coming to office.

Alluding to the privilege as an honoured position, she acknowledged that it would not be a typical year for attending Mayoral events but was sure it would be an enlightening and humbling experience, which she had found it to be.

She referred to the Mayor's Foundation which had helped many local charities and local organisations which she empowered and promoted and had been a great success. She believed this work had made the Mayoral office more relevant and supportive of the community.

She hoped the incoming Mayor would continue this work by expressing her own ideas. She also expressed her thanks to all the charities, voluntary organisations and those who had supported her during her term of office.

She thanked those Elected Members who had supported her in the most challenging circumstances and also those who attended her Civic Service at the Ewenny Priory and at the Corntown Cricket Club.

She was sure the new Mayor would enjoy her term as Mayor as much as she had and on behalf of all past Mayors before her, she wished her well.

## 7 VOTE OF THANKS TO RETIRING MAYOR –

As the new Mayor she expressed, on behalf of the Council, thanks to Councillor Cave, retiring Mayor, and her consort, Alan, and congratulated them on completing a very successful term of office, which was, at times, undertaken in very difficult circumstances.

As the new Mayor for the County, she acknowledged that she had a lot to live up to and would endeavour to carry out the office of Mayor representing all to the best of her ability.

The Mayor referred to the current restrictions in place and accepted she would not be able to attend many formal occasions until physical attendance permitted. As Mayor she would seek to develop more innovative ways to represent the Vale of Glamorgan to assist residents and communities during these unprecedented times and to promote the Mayoral function and continue to publicise the Mayor's Foundation Fund to support organisations and charities. To this end she would seek financial donations for the fund and encourage groups and charities to apply for grants under this scheme.

As Mayor, she would do whatever she could to serve the Council and the residents of the Vale of Glamorgan to the best of her ability.

## 8 EXECUTIVE ARRANGEMENTS: CABINET MEMBERSHIP AND PORTFOLIOS –

Section 4.10.1(f) of the Constitution "Council Procedure Rules – Annual Meeting of the Council" provides that the Annual Meeting will be told by the Leader of the names of Councillors 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 Constitution "Form and Composition of the Executive" provides that the Executive will consist of the Leader of the Council and at least two, but not more than nine, other Councillors appointed to the Executive by the Leader.

The Leader confirmed that the Cabinet Portfolios would remain unchanged as would those Members who were delegated as the Council's "Champions" with regard to various areas, and supplementary information was circulated prior to the meeting.

## 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 2020/21 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.

## 9 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 had been done, the remaining Scrutiny Committee Chairmen positions became 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 C to the report.

Members were requested to note that "true" entitlement to seats on Scrutiny Committees for each Group in 2020/21 was:

- 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 2020/21 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.

Both Councillors Mahoney and Penrose had indicated their intention to give up their seats on the Healthy Living and Social Care Scrutiny Committee. Both seats would remain vacant as there was no entitlement to any other political group to fill these vacancies as they were at their entitlements.

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. J.E. Charles
- Learning and Culture – Councillor S.J. Griffiths.

The election of the Chairman of the Homes and Safe Communities Scrutiny Committee would be undertaken at its first 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. J.E. Charles**  
Learning and Culture – **Councillor S.J. Griffiths.**

(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.A. Cox, R. Crowley, Mrs. P. Drake, V.P. Driscoll, 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

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

Councillors: Ms. J. Aviet, Mrs. J.E. Charles, O. Griffiths, S.J. Griffiths, T.H. Jarvie, Mrs. R. Nugent-Finn, J.W. Thomas and N.C. Thomas (plus two vacancies)

**(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, Mrs. S.M. Hanks, Mrs. R. Nugent-Finn, 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, S.J. Griffiths, N.P. Hodges, T.H. Jarvie, G.C. Kemp, Mrs. J.M. Norman, A.C. Parker, Mrs. S.D. Perkes, L.O. Rowlands 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:

<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	<p>An Environmentally Responsible and Prosperous Vale.</p> <ul style="list-style-type: none"> <li>• Promoting regeneration, economic growth and employment.</li> <li>• Promoting sustainable development and protecting our environment.</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> <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> </ul>

		<ul style="list-style-type: none"> <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.

## 10 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 related to the size and composition of Committees discharging functions.

Set out at Appendix B to the report was the calculation relating to the political balance requirement for Committees in accordance with the Local Government Act 1989.

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: Ms. R.M. Birch, J.C. Bird, 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, A.C. Parker, L.O. Rowlands, N.C. Thomas, Mrs. M.R. Wilkinson, E. Williams, M.R. Wilson 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, V.P. Driscoll, O. Griffiths, K.F. McCaffer, Mrs. A.J. Moore, M.J.G. Morgan, Mrs. J.M. Norman, Mrs. R. Nugent-Finn, J.W. Thomas, S.T. Wiliam, 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, V.P. Driscoll, O. Griffiths, K.F. McCaffer, Mrs. A.J. Moore, M.J.G. Morgan, Mrs. J.M. Norman, Mrs. R. Nugent-Finn, J.W. Thomas, S.T. Wiliam, 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. C.A. Cave, R. Crowley, Mrs. S.M. Hanks, Mrs. A.J. Moore, Ms. S. Sivagnanam and J.W. Thomas

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) **Appeals Panel [for Employees] (1 Member (from a pool of 3 Members), Managing Director (or Service Director as nominated by the Managing Director) and the Head of Human Resources (or a substitute as nominated by the Head of Human Resources)**

Terms of Reference:

- (1) The Appeals Panel will determine dismissal appeals relating to conduct, capability or attendance and final stage grievance appeals.
- (2) Such determination will apply to all Council employed staff other than Chief Officers, the Head of Paid Service, Monitoring Officer and Chief Finance Officer (Section 151 Officer), the Head of Democratic Services and schools employed staff.

**N.B. Appeals Panel [for Employees]** – Appeals for employees (except for Chief Officers, the Head of Paid Service, Monitoring Officer and Chief Finance Officer (Section 151 Officer), the Head of Democratic Services and schools employed staff) are undertaken by an Appeals Panel established by Full Council on 26<sup>th</sup> June 2013 (Minute No. 143). The Appeals Panel consists of one elected Member drawn from a pool of three Elected Member nominees, the Managing Director or Service Director (as nominated by the Managing Director) and the Head of Human Resources or substitute as nominated by the Head of Human Resources. The pool of three Members (from which one Member is drawn) to be determined as a result of nominations from Group Leaders from the three largest political parties, as set out in Appendix 1 to the report to Council on 26<sup>th</sup> June, 2013.

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

Councillors: L. Burnett, A.R.T. Davies, T.H. Jarvie, G. John, 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.**

- (h) **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 and A.R. Robertson

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.
- (9) To overview complaints handling and Ombudsman investigations.
- (i) **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)**

Councillors: V.J. Bailey, Mrs. S.M. Hanks, N.P. Hodges, K.F. McCaffer and Mrs. A.J. Moore

Terms of Reference:

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

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

Councillors: B.T. Gray, O. Griffiths and A.R. Robertson

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.

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

Councillors: Mrs. S.M. Hanks, T.H. Jarvie, K.P. Mahoney, Mrs. S.D. Perkes, A.R. Robertson and L.O. Rowlands (plus 1 vacancy due to political balance calculations)

**(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.

**(l) 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 (Lay Member).

Composition

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

- (a) At least two thirds of the members must be Vale of Glamorgan Councillors of whom no more than 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 and vice-chaired by persons elected by its members. The Chairman and Vice 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

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.

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

Councillors: Ms. J. Aviet, 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, L.O. Rowlands 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.

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

Councillors: V.J. Bailey, G.D.D. Carroll, Mrs. S.M. Hanks, N.P. Hodges, K.F. McCaffer, M.J.G. Morgan, Mrs. S.D. Perkes, A.R. Robertson, 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.

**(o) 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.

**(p) 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.

**(q) 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

Composition

- (1) The Forum shall consist of seven Elected Members of the Council. In the event of an Elected Member being unable to attend the place will be taken by the Member's named substitute.
- (2) The employee representatives shall consist of a total of twelve representatives in the employ of the Council nominated collectively by the appropriate Trade Unions with the Teaching Association Trade Unions being provided with four representatives. In the event of an employee representative being unable to attend a meeting a substitute member in the employ of the Council can be nominated.
- (3) The Chairperson of the Forum will be elected at the first meeting of the Joint Consultative Forum following the local government elections for the duration of the current Administration.
- (4) The Vice Chairperson of the Forum will be elected by the Trade Unions representatives and will chair the Forum in the absence (and at the request) of the Chairperson.
- (5) The quorum at a meeting will be three Elected Members and six Trade Union / employee representatives.
- (6) The Standing Joint Secretary to the Forum will be the Head of Human Resources. (In his / her absence the Operational Manager for Human Resources will act as substitute). The Joint Secretary for the employee representatives shall be nominated on an annual basis by the appropriate trade unions.

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.

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

Councillors: V.J. Bailey, L. Burnett, R. Crowley, B.T. Gray, Mrs. S.M. Hanks and N. Moore with the Cabinet Member with portfolio responsibilities for the service 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.

(s) **Trust Committee (7 Members)**

Councillors: G.D.D. Carroll, Mrs. P. Drake, S.T. Edwards, T.H. Jarvie, R.A. Penrose, 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:

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.

(t) **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

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.

**(u) 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. 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:

- (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.
- (v) **Appointment of Local Authority Governors Advisory Panel (6 Members - to be chaired by the Cabinet Member for Learning and Culture)**

Councillors: L. Burnett, S.J. Griffiths, N.P. Hodges, T.H. Jarvie, 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.

**(w) 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.
- (x) **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.

#### **(y) 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 Learning and Culture.

#### **(z) 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 Members.

Representatives – Cabinet Member for Regulatory and Legal 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 Committees.

#### **(zz) Local Authority Trading Company “The Big Fresh Catering Company”**

##### Terms of Reference:

The Shareholder Committee has authority to undertake all the functions of the Council as shareholder under the Companies Act 2006, and all relevant legislation and associated guidance in respect of its shareholder duties including but not limited to the following matters:

- To determine any shareholder agreement between the Council and the company;
- To agree any reserved matter required by the Articles of Association or Shareholder Agreements. Shareholder reserve powers are any or all powers of the directors (or any of them) as restricted in such respects, to such an extent and for such a duration as the Controlling Shareholder may from time to time, by notice in writing to the LATC prescribe.
- To exercise control as owners of the company for the development of the company’s strategic direction; business plan and other matters;
- To meet at least once a year and receive an annual report and business plan from the company and to consider the annual audited accounts for



consideration and approval including any financial plan for the coming year with cash flow and forecast;

- To agree the operational and financial parameters of the company as required by the Articles of Association including any services to be traded by the company during the coming financial year;
- To determine any guidance, note for duties of directors (including conflicts of interests)
- To approve and adopt any conflict of interest policy for the Committee;
- To make decisions that only the Council as shareholder can make by law e.g. altering a company's Articles of Association and using, where applicable the written resolution procedure to do so, as prescribed by the Companies Act 2006. Unless it has been set out in, or is ancillary or conducive towards doing anything in, the LATC's then current business plan, the directors and/or the LATC may not do anything other than in the ordinary course of business, without the prior written consent of the Controlling Shareholder as required by the LATC's Articles of Association.
- To appoint and dismiss directors of the Company (where power to do so is reserved to the shareholder). As required by the Articles of Association the Controlling Shareholder is required to appoint the Managing Director of the LATC, and appoint and remove as appropriate, the Council Officer, the Council Councillor, and Expert Director in accordance with the LATC's Articles of Association.
- To appoint and remove any Company Secretary appointed and Auditor;
- To ensure that the company does not lose its status as a "Teckal" compliant company within the meaning of the legislation and regulations in force or as amended from time to time;
- To agree any loan agreements or draw-down of Council financing (subject to funds being made available by the Council and any previous authorised delegations);
- To provide annual updates to the Learning and Culture Scrutiny Committee. Part of the role of the Shareholder Committee will require it to ensure that the financial and propriety controls that apply to local authority-controlled companies as set out in the Local Government and Housing Act 1989 will need to be complied with. This and other matters will be monitored by the Shareholder Committee and reported on for scrutiny to the relevant Scrutiny Committee.

## 11 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:

- 21<sup>st</sup> September, 2020
- 7<sup>th</sup> December, 2020
- 1<sup>st</sup> March, 2021
- 26<sup>th</sup> April, 2021.

## 12 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.

Name	Reason
All Scrutiny Committees	The formula for the election of Chairmen is prescribed within the Local Government (Wales) Measure 2011. The allocation of Chairmen positions to the respective Groups will, therefore, apply in accordance with the formula and will be unchanged. 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.  Vice-Chairmen to be appointed at the first meeting of each Committee.
Democratic Services Sub-Committee	As a sub-committee, it would be expected to determine its own Chairman at the first meeting.
Public Rights of Way Sub-Committee	As a sub-committee, it would be expected to determine its own Chairman at the first meeting.
Standards Committee	There is a legislative requirement that the Chairman be an Independent Member.
Audit Committee	The Local Government (Wales) Measure 2011 requires the Committee to appoint the Chairman.
Appointment of Local Authority 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.
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## 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.J. 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 V.J. Bailey
	Vice-Chairman:	Councillor G.D.D. Carroll
<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:	Councillor Mrs. S.M. Hanks
	Vice-Chairman:	Councillor A.C. Parker
<u>Investigating:</u>	Chairman:	Councillor M.R. Wilson
	Vice-Chairman:	Councillor L. Burnett
<u>Planning:</u>	Chairman:	Councillor J.C. Bird
	Vice-Chairman:	Councillor B.T. Gray
<u>Public Protection Licensing:</u>	Chairman:	Councillor J.W. Thomas
	Vice-Chairman:	Councillor O. Griffiths
<u>Statutory Licensing</u>	Chairman:	Councillor J.W. Thomas
	Vice-Chairman:	Councillor O. Griffiths
<u>Senior Management Appointment:</u>	Chairman:	Leader
	Vice-Chairman:	Deputy Leader
<u>Trust:</u>	Chairman:	Councillor Mrs. P. Drake
	Vice-Chairman:	Councillor M.R. Wilson

Voluntary Sector  
Joint Liaison:

Chairman:	Councillor Ms. R.M. Birch
Vice-Chairman:	Councillor Mrs. J.M. Norman
Honorary Vice -Chairman	To be appointed from amongst the 7 representatives from the Voluntary and Health Sectors

Welsh Church  
Act Estate:

Chairman:	Councillor M.R. Wilson
Vice-Chairman:	Councillor G.A. Cox

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