



RHONDDA CYNON TAF

***CYNGOR BWRDEISTREF SIROL
RHONDDA CYNON TAF
COUNTY BOROUGH COUNCIL***

NAWFED CYFARFOD CYFFREDINOL CYNGOR BLYNYDDOL AR HUGAIN
TWENTY-NINTH ANNUAL COUNCIL

**Dydd Mercher 8fed Mai 2024 am 4.00pm
Wednesday 8th May, 2024 at 4.00 pm**

CYNGOR BWRDEISTREF SIROL
RHONDDA CYNON TAF
COUNTY BOROUGH COUNCIL

COMMITTEE SUMMONS

C Hanagan
Service Director of Democratic Services & Communication
Rhondda Cynon Taf County Borough Council
2 Llys Cadwyn
Taff Street
Pontypridd
CF37 4TH

Meeting Contact: Julia Nicholls - Democratic Services (01443 424098)

YOU ARE SUMMONED to the Twenty-Ninth Annual Meeting of **RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL** to be held hybrid at 2 Llys Cadwyn, Taff Street, Pontypridd, CF37 4TH/Zoom on **WEDNESDAY, 8TH MAY, 2024** at **4.00 PM**.

It is the intention to live stream this meeting, details of which can be accessed [here](#)

AGENDA

**Page
No's**

TIME	ITEM	PAGE(S)
5 Minutes	ITEM 1. DECLARATION OF INTEREST To receive disclosures of personal interests from Members in accordance with the Code of Conduct 1. Members are requested to identify the item number and subject that their interest relates to and signify the nature of the personal interest; and 2. Where Members withdraw from a meeting as a consequence of the disclosure of prejudicial interest they <u>must</u> notify the Chairman when they leave.	
25 Minutes	ITEM 2. ELECTIONS & APPOINTMENTS	
	ELECTION OF THE PRESIDING & DEPUTY PRESIDING MEMBERS a) To elect a Presiding Member of the Council. b) To elect two Deputy Presiding Members of the Council.	

	CIVIC APPOINTMENTS	
	<p>c) To receive an address from the Mayor of the Council 2023-2024.</p> <p>d) To elect a Mayor of Rhondda Cynon Taf County Borough Council for the Municipal Year 2024-2025.</p> <p>e) To appoint a Deputy Mayor of Rhondda Cynon Taf County Borough Council for the Municipal Year 2024 – 2025.</p> <p>f) To appoint a Council Chaplain for the Municipal Years 2024-2027.</p>	
	LEADER OF THE COUNCIL	
	g) To appoint a Leader of the Council.	
	LEADER OF THE OPPOSITION	
	h) To confirm the appointment of the Leader of the largest opposition party, as the Leader of the Opposition.	
10 Minutes	ITEM 3. EXECUTIVE FUNCTIONS To note the Leader's Scheme of Executive Delegations, including the appointment of Deputy Leader and the Cabinet, to be presented by the Leader at the meeting of the Council.	
10 Minutes	ITEM 4. THE POLITICAL BALANCE OF THE COUNCIL To consider the joint report of the Director of Legal and Democratic Services and Service Director, Democratic Services and Communication.	7 - 12
5 Minutes	ITEM 5. APPOINTMENT OF COMMITTEES 2024-2025 To consider the report of the Service Director, Democratic Services & Communication.	13 - 16
10 Minutes	ITEM 6. APPOINTMENT OF CHAIRS & VICE CHAIRS 2024/2025 To consider the report of the Service Director, Democratic Services & Communication.	17 - 22
5 Minutes	ITEM 7. QUASI JUDICIAL BODIES/AD-HOC COMMITTEES 2024/2025 To consider the report of the Service Director, Democratic Services & Communication.	23 - 26
10 Minutes	ITEM 8. OUTSIDE BODIES To consider the report of the Service Director, Democratic Services & Communication.	27 - 30

10 Minutes	<p>ITEM 9. SOUTH EAST WALES CORPORATE JOINT COMMITTEE</p> <p>To consider the report of the Service Director, Democratic Services & Communication.</p>	31 - 34
10 Minutes	<p>ITEM 10. CALENDAR OF MEETINGS 2024/2025</p> <p>To consider the report of the Service Director, Democratic Services & Communication.</p>	35 - 56
	<p>ITEM 11. URGENT BUSINESS</p> <p>To consider any items which the Chair, by reason of special circumstances, is of the opinion should be considered as a matter of urgency.</p>	

Service Director of Democratic Services & Communication

To: All Members of the Council

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RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

COUNCIL ANNUAL GENERAL MEETING

8th MAY 2024

THE POLITICAL BALANCE OF THE COUNCIL

JOINT REPORT OF THE DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES AND SERVICE DIRECTOR OF DEMOCRATIC SERVICES & COMMUNICATION.

1. PURPOSE OF THE REPORT

- 1.1 To advise Members of the Political Balance of the Authority.

2. RECOMMENDATIONS

- 2.1 That the scheme for the allocation of seats to the different political groups and bodies to which Section 15 of the Local Government and Housing Act 1989 applies, as detailed in the Appendix to this report, be adopted;
- 2.2 That the Service Director of Democratic Services & Communication be authorised to make appointments to politically balanced bodies upon receipt by him of notification of the wishes of the political groups subject to any subsequent requests for amendment of membership of Committees, being referred to Council; and
- 2.3 Determine the allocation of Notices of Motion for the Municipal Year 2024-25

3. BACKGROUND

- 3.1 Section 15 of the Local Government and Housing Act 1989 makes provisions for securing the political balance on certain relevant Authorities, Committees and Bodies. In the case of the Council, it is a requirement that the representation of the different political groups to secure political balance is reviewed at, or as soon as practicable after, the annual meeting of the Council.
- 3.2 Subject to the adoption of the scheme, it will be the duty of the Council to make appointments to those seats in accordance with the wishes of the political groups and to facilitate this process, it has been previous practice for power to be delegated to myself to accept and make the appointments notified to me by the political groups. However, in the case of subsequent requests for amendments to the membership of Committees, they should be the subject of a report to the Council.

3.3 Members are requested to note that:

- A Member of the Cabinet may not be a member of the Overview and Scrutiny Committee or any of the Scrutiny Committees
- At least one Member of the Cabinet can sit on the Governance & Audit and Democratic Services Committees, but the Council Leader is excluded from these positions.

4. **POLITICAL BALANCE**

4.1 In line with the political balance of the Council Members are informed that the appointment of the available seats is as set out in Tables A and B of the Appendix to this report.

4.2 Members are again advised that the Democratic Services Committee Chair must be appointed from a political group which does not form part of the Council's Executive arrangements.

4.3 The Governance and Audit Committee must be Chaired by a Lay member of the committee. There is no restriction upon the Vice-Chair being an elected member of the Council.

5. **ALLOCATION OF NOTICES OF MOTION**

5.1 At the Council meeting held on the [25th October 2023](#), following a change to the political balance, Council agreed to the following allocation of Notices of Motion for the remainder of the Municipal Year 2023 – 2024 as follows:

Labour - 12
Plaid Cymru - 4
RCT Independent Group - 2
Conservatives – 1
Independent Group -1

5.2 Council's instruction is sought in respect of the allocation of notices of motion for the Municipal Year 2024-2025 (with regard to the latest political balance report which was presented to Council on the 24th April 2024, a report to [Council](#) refers, to reflect the increase in membership of the Independent group).

POLITICAL BALANCE 2024/25

TABLE A

	<i>Total</i>	<i>Labour</i>	<i>Plaid Cymru</i>	<i>RCT Ind</i>	<i>Conservative</i>	<i>Independent</i>
Members	75	59	8	3	2	3
Political Balance		78.67	10.67	4.00	2.67	4.00
Committee	<i>Available Seats</i>	<i>Labour</i>	<i>Plaid Cymru</i>	<i>RCT Ind</i>	<i>Conservative</i>	<i>Independent</i>
Planning & Development	11	8	1	1	0	1
Licensing	11	9	1	1	0	0
Constitution	8	6	1	0	0	1
Appointments	5	4	1	0	0	0
Pensions	5	4	0	0	1	0
Appeals	5	4	1	0	0	0
Total Seats	45	35	5	2	1	2

TABLE B

INDIVIDUAL COMMITTEES SUBJECT TO POLITICAL BALANCE

Committee	Available Seats	Labour	Plaid Cymru	RCT Ind	Conservative	Independent
Overview & Scrutiny	14	11	1	1	0	1
Education & Inclusion	14	11	1	1	0	1
Climate Change, Frontline Services & Prosperity	14	11	1	1	0	1
Community Services	14	11	1	1	0	1
Democratic Services	21	16	2	1	1	1
Governance & Audit Committee	6	5	1	0	0	0

TABLE C

TABLE TO CALCULATE POLITICAL BALANCE FOR INDIVIDUAL COMMITTEES

CALCULATION FOR OTHER COMMITTEES									
	TOTAL	LABOUR	PLAID	RCT IND	INDEPENDENT	CONSERVATIVE			
	3	3	0	0	0	0			
	4	3	1	0	0	0			
	5	4	1	0	0	0			
	6	5	1	0	0	0			
	7	6	1	0	0	0			
	8	6	1	*	*	0			
	9	7	1	*	*	0			
	10	8	1	*	*	0			
	11	9	1	*	*	0			
	12	9	1	1	1	0			
	13	10	1	1	1	0			
SCRUTINY COMMITTEES	14	11	1	1	1	0			
	15	12	2	*	*	0			
	16	12	2	1	1	0			
	17	13	2	1	1	0			
	18	14	2	1	1	0			
	19	15	2	1	1	0			
	20	16	2	1	1	0			
	21	16	2	1	1	1			
	22	17	2	1	1	1			
	23	18	2	1	1	1			
	24	19	2	1	1	1			
	25	20	3	1	1	0			
									* 1 seat to be allocated between them

LOCAL GOVERNMENT ACT 1972

as amended by

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

LIST OF BACKGROUND PAPERS

COUNCIL ANNUAL GENERAL MEETING

8th MAY 2024

JOINT REPORT OF THE DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES AND SERVICE DIRECTOR, DEMOCRATIC SERVICES & COMMUNICATION.

REPORT

Local Government & Housing Act 1989
Local Government (Committees and Political Groups)
Regulations 1990

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RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
COUNCIL ANNUAL GENERAL MEETING

8th MAY 2024

**APPOINTMENT OF COMMITTEES FOR THE MUNICIPAL YEAR
2024- 25**

**REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES
& COMMUNICATION**

1. PURPOSE OF THE REPORT

- 1.1 To consider the appointment of the Council's Committees for the 2024-25 Municipal Year.

2. RECOMMENDATIONS

- 2.1 To appoint the under-mentioned Committees for the 2024-25 Municipal Year:-
- a) Planning and Development Committee (x11 Members)
 - b) Licensing Committee (x11 Members)
 - c) Appointments Committee (x5 Members)
 - d) Appeals/Employee Appeals/Chief Officer Appeals Committee (x5 Members)
 - e) Overview and Scrutiny Committee (x14 Members)
 - f) Education & Inclusion Services Scrutiny Committee (x14 Members)
 - g) Community Services Scrutiny Committee (x14 Members)
 - h) Climate Change, Frontline Services & Prosperity Scrutiny Committee (x14 Members)
 - i) Governance & Audit Committee (x6 Members)
 - j) Democratic Services Committee (x21 Members)
 - k) Standards Committee (x2 Members)
 - l) Constitution Committee (x8 Members)

m) Pension Fund Committee (x5 Members)

n) Cwm Taf Morgannwg Public Services Board Joint Overview and Scrutiny Committee (x6 Members)

3. APPOINTMENT OF COMMITTEES

3.1 The Council is requested to consider the appointment of the following Committees for the 2024-25 Municipal Year:

3.2 To assist Council's reference, Members are requested to note the previous determinations of Council in respect of the membership of the Planning & Development Committee, Democratic Services Committee and Overview & Scrutiny arrangements.

- [Planning membership](#)
- [Overview & Scrutiny membership](#)
- [Democratic Services Committee membership](#)

3.3 Members are also requested to note that membership of the Cwm Taf Morgannwg Public Services Board Joint Overview and Scrutiny Committee will comprise of members of the Council's Overview & Scrutiny Committee.

3.4 Members are therefore recommended to appoint the following committees, comprising the total membership listed.

- a) Planning and Development Committee (x11 Members)
- b) Licensing Committee (x11 Members)
- c) Appointments Committee (x5 Members)
- d) Appeals/Employee Appeals/Chief Officer Appeals Committee (x5 Members)
- e) Overview and Scrutiny Committee (x14 Members)
- f) Education & Inclusion Services Scrutiny Committee (x14 Members)
- g) Community Services Scrutiny Committee (x14 Members)
- h) Climate Change, Frontline Services & Prosperity Scrutiny Committee (x14 Members)

- i) Governance & Audit Committee (x6 Members)
- j) Democratic Services Committee (x21 Members)
- k) Standards Committee (x2 Members)
- l) Constitution Committee (x8 Members)
- m) Pension Fund Committee (x5 Members)
- n) Cwm Taf Morgannwg Public Services Board Joint Overview and Scrutiny Committee (x6 Members)

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT
1985**

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

COUNCIL ANNUAL GENERAL MEETING

8th MAY 2024

**REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES
& COMMUNICATION.**

Background Papers

Appointment of Committees 2024-25

Freestanding Matter

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

COUNCIL ANNUAL GENERAL MEETING

8th MAY 2024

APPOINTMENT OF CHAIRS AND VICE-CHAIRS FOR THE 2024-2025 MUNICIPAL YEAR & ASSOCIATED MATTERS

REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES & COMMUNICATION.

1. PURPOSE OF THE REPORT

- 1.1 To appoint the Chairs and Vice-Chairs for the Council's Committees for the 2024-2025 Municipal Year.
- 1.2 To confirm which Committee Chair roles will qualify for a Senior Salary in line with the determinations of the IRP.

2. RECOMMENDATIONS

It is recommended that Council:

- 2.1 Subject to the appointment of such Committees at Agenda Item 5, Members are advised to make appointments to the roles of Chair and Vice-Chair in-line with the requirements set out within this report; and
- 2.2 Notes the recommendations in respect of which Chairs roles should be in receipt of a Senior Salary in line with the recommendations of the independent Remuneration Panel (IRP) Annual Report (Up to a maximum of 19 overall).
- 2.3 Note the need to publish and submit the schedule of remuneration for 2024-25 by 31 July 2024.

3. APPOINTMENT OF CHAIRS AND VICE-CHAIRS

- 3.1 Subject to the appointment of the Committees at Agenda Item 5 the Council is requested to appoint Chairs and Vice-Chairs to the under-mentioned Committees:
 - Planning and Development Committee
 - Licensing Committee
 - Appointments Committee
 - Appeals/Employee Appeals/Chief Officer Appeals Committee

- Pension Fund Committee

APPOINTMENT OF DEMOCRATIC SERVICES COMMITTEE CHAIR

- 3.2 In accordance with the requirements of the Local Government (Wales) Measure 2011 (the 'Measure'), the Council must appoint the Chair of the Democratic Services Committee and that Chair must not be a Member who belongs to a group with Members in the Executive. Council may also appoint the Vice-Chair.

APPOINTMENT OF GOVERNANCE & AUDIT COMMITTEE CHAIR

- 3.3 In accordance with the requirements of the Local Government & Elections (Wales) Act 2021, the Governance & Audit Committee Chair, who is appointed by the Committee, must be a lay person and the deputy chair must not be a member of the local authority's executive or an assistant to its executive.

APPOINTMENT OF SCRUTINY COMMITTEE CHAIRS

- 3.4 The appointment of the persons to Chair the Scrutiny Committees must comply with the requirements set out in the Local Government Measure.
- 3.5 In light of the Political Balance report presented at Agenda Item 4 viz: two or more Political groups with multiple Scrutiny Committees, the application of the procedures set out in Section 70 of the Measure results in the allocation set out below:

Labour Group - 3
 Plaid Cymru Group - 1
 RCT Independent Group - 0
 Conservative Group – 0
 Independent Group - 0

- 3.6 The Council must determine, which of the following Scrutiny Committees is to be chaired by the Plaid Cymru Group:

- Overview and Scrutiny
- Education & Inclusion
- Community Services
- Climate Change, Frontline Services & Prosperity

- 3.7 It is proposed that the arrangements for 2024-2025 are as follows:
- Scrutiny Committee (Education & Inclusion) being chaired by a member of the Plaid Cymru Group.
 - Nominations from the appropriate Group Officers in respect of these scrutiny Chair posts will be sought at the meeting.

- All Scrutiny Chairs and Vice Chairs are to be represented on the Council's Overview & Scrutiny Committee.
- The Council will need to appoint the Vice-Chairs of the four Scrutiny Committees.

APPOINTMENT OF CONSTITUTION COMMITTEE

- 3.8 The Local Government Act 2000 requires the Council to keep its Constitution under review and up to date and the Constitution Committee has been appointed for this purpose. The Committee is a body to which the political balance requirement of the Local Government and Housing Act 1989 applies.
- 3.9 To note the appointment of the Presiding Member as the Chair of the Constitution Committee and confirm which Deputy Presiding Member should be nominated as the Vice-Chair of the Constitution Committee.

CWM TAF MORGANNWG PUBLIC SERVICES BOARD JOINT OVERVIEW AND SCRUTINY COMMITTEE

- 3.10 Following the transition to a single Public Services Board (PSB) for Cwm Taf Morgannwg, the Joint Scrutiny arrangements currently in place were revised and a report was brought before Council in [June 2023](#) outlining the new arrangements. It is proposed that although the appointment of the Chairperson is taken forward on an annual basis, there is no requirement for an annual rotation of appointment between Authorities.
- 3.11 Council is asked to determine its nomination for the role of Chair. It is a matter for the PSB JOSC to appoint a chair, from the membership of the three local authorities represented, at the start of the municipal year. The Senior Salary for this role does not count against this Council's total allocation.

4 INDEPENDENT REMUNERATION PANEL DETERMINATIONS

- 4.1 The Independent Remuneration Panel for Wales (IRP) is the body tasked with setting the remuneration levels for councils in Wales. The IRP makes determinations in relation to basic and senior salaries, the number of senior salaries permitted within a Council and also the rates and conditions for expenses paid by public authorities. The determinations contained with the latest IRP Annual Report can be accessed via the following links: -

2024 / 2025 - [English](#)

2024 / 2025 - [Welsh](#)

- 4.2 Members are asked to note that within the IRP Annual report there is no change to the maximum proportion of Members who are eligible to receive a Senior Salary. Therefore, the maximum proportion of the Council's membership which can be paid a Senior Salary remains capped at 19.
- 4.3 At the Council AGM on the 10nd May 2023 ([Minute 5 refers](#)), Council agreed to 19 posts attracting a senior salary, for the reasons set out within the report.
- 4.4 It is proposed that a continuation of these arrangements is taken forward for the Municipal Year 2024 – 2025, in line with the determinations as set out in the report of the IRP.
- 4.5 Therefore the following Committee Chairs will attract a Senior Salary:

Planning & Development Committee
Licensing Committee
Overview and Scrutiny Committee
Education & Inclusion Scrutiny Committee
Community Services Scrutiny Committee
Climate Change, Frontline Services & Prosperity
Appeals Committee
Democratic Services Committee
Pension Fund Committee
Cwm Taf Morgannwg PSB JOSC

- 4.6 Please note that an Elected Member appointed to the role of Chair or Vice-Chair of the newly established South-East Wales Corporate Joint Committee, Joint Overview & Scrutiny Committee, will attract a Senior Salary. These roles do not count against the Council's total.

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

COUNCIL ANNUAL GENERAL MEETING

8th MAY 2024

**REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES &
COMMUNICATION.**

Background Papers

**APPOINTMENT OF CHAIRS AND VICE-CHAIRS FOR 2024-2025
MUNICIPAL YEAR**

Freestanding Matter

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RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

COUNCIL ANNUAL GENERAL MEETING

8th MAY 2024

QUASI JUDICIAL BODIES/AD HOC COMMITTEES

REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES & COMMUNICATION.

1. PURPOSE OF THE REPORT

To consider the appointment of Members to sit on the Quasi Judicial Bodies/Ad Hoc Committees.

2. RECOMMENDATION

To appoint Members to the Quasi Judicial Bodies/Ad Hoc Committees for the 2024-2025 Municipal Year as set out at section three of the report.

3. BACKGROUND

- 3.1 At its Annual General Meeting each year, the Council is requested to consider appointments to the following Quasi Judicial Bodies/Ad Hoc Committees:

Bodies Subject to Political Balance

- Local Education Authority Governors (Appointments) Committee (5 Members). (4 Labour, 1 Plaid Cymru)
- Voluntary Early Retirement/Redundancy Panel (5 Members) (4 Labour, 1 Plaid Cymru)

Non-Politically Balanced

- Joint Consultative Committee (JCC) (4 Members)

- 3.2 The formal appointment of the Chairmen and Vice-Chairmen of the Quasi Judicial Bodies/Ad Hoc Committees referred to above will be dealt with at the first meeting of each Body/Committee.

- 3.3 For the purposes of the requirements of the Local Government & Elections Act (Wales) 2021, the JCC will act as the consultative forum for key decisions with the recognised Trade Unions of the Council.

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

8th MAY 2024

**REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC
SERVICES & COMMUNICATION.**

Background Papers

Quasi Judicial Bodies/Ad Hoc Committees

Freestanding Matter

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RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

COUNCIL ANNUAL GENERAL MEETING

8TH MAY 2024

OUTSIDE BODIES AND OTHER COMMITTEE APPOINTMENTS.

REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES & COMMUNICATION

1. PURPOSE OF THE REPORT

To consider the appointment of Members to sit on Outside Bodies and Non-Executive Joint Committees.

2. RECOMMENDATIONS

OUTSIDE BODIES

- 2.1 To appoint representatives to the Outside Bodies as set out in section three of the report; and
- 2.2 To appoint representatives to the Non-Executive Joint Committees as set out in section 3.2 of the report.

3. BACKGROUND

- 3.1 At its Annual General Meeting each year, the Council is requested to consider appointments to the following Outside Bodies as set out below:-

- a) Age Concern Cymru (1 representative)
- b) Consortium Local Authority Wales (C.L.A.W.) (1 representative)
- c) Cynon Valley Indoor Bowls Committee (1 representative)
- d) Edward Thomas Charity (4 representatives)
- e) Joint Council for Wales (2 representatives)
- f) The Alliance (3 representatives)
- g) Tower Site Liaison Committee (3 representatives)
- h) Welsh Local Government Association (5 representatives)
- i) Welsh Local Government Association Executive Board (1 representative and 1 substitute)
- j) Welsh Books (1 Representative)
- k) Trivallis (1 Officer Representative)
- l) PATROL (Parking & Traffic Regulations Outside London) Adjudication Joint Committee (1 representative)

- 3.2 The Council is also requested to appoint the Councils representatives to the following non-executive Joint Committees:
- a) Bannau Brycheiniog National Park (Formerly known as Brecon Beacons National Park Authority) (NPA)(1 representative)
 - b) South Wales Police Crime Panel (2 representatives)
- 3.3 As with all appointments to Outside Bodies, Members are expected to act in the interests of the outside body and exercise independent judgement in making decisions, in accordance with their duty of care to the body.
- 3.4 Under Schedule 2 of the National Parks Authorities (Wales) Order 1995, two thirds of the members of the NPAs are appointed by Local Authorities to represent local interests and in line with the political balance of the Local Authority.
- 3.5 In essence, Members should be committed to the work and ethos of the National Park Authority and demonstrate relevant qualities and interests in order to fully engage with the work of the National Park Authority.
- 3.6 Where possible Members should be able to demonstrate that they are fully committed to undertake relevant personal development and training in order to effectively engage in scrutiny and contribute to the NPA meetings.
- 3.7 The Local Authority is asked to consider similar merits and principles when appointing Members to the South Wales Police Crime Panel.
- 3.8 It is suggested that Members are appointed on the basis of their commitment and interest in the committee and undertake the appointment for the duration of their electoral term.

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

8TH MAY 2024

COUNCIL ANNUAL GENERAL MEETING

**REPORT OF THE SERVICE DIRECTOR OF DEMOCRATIC SERVICES &
COMMUNICATION.**

OUTSIDE BODIES AND OTHER COMMITTEE APPOINTMENTS

Background Papers

Freestanding Matter

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RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

COUNCIL ANNUAL GENERAL MEETING

8th MAY 2024

SOUTH EAST WALES CORPORATE JOINT COMMITTEE

REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES & COMMUNICATION.

1. PURPOSE OF THE REPORT

1.1 To seek nominations to the following committees of the South East Wales Corporate Joint Committee (CJC):

- Joint Overview & Scrutiny Committee – 2 Non-Executive Members (1 substantive, 1 deputy)
- Governance & Audit Sub-Committee – 1 Non-Executive Member
- Regional Transport Sub-Committee – 1 Executive Member
- Strategic Development Sub-Committee – 1 Executive Member

2. RECOMMENDATIONS

It is recommended that Council:

2.1 Determines its nominations to the Corporate Joint Committee Sub-Committees for the 2024-2025 Municipal Year in-line with the requirements, as set out in the report, for the following sub committees:

- Governance & Audit Sub-Committee – 1 Non-Executive Member
- Regional Transport Sub-Committee – 1 Executive Member
- Strategic Development Sub-Committee – 1 Executive Member

2.2 Notes that the South East Wales Corporate Joint Committee AGM is to be held on the 3rd June 2024.

2.3 Determines its nominations for two Non-Executive Members to the South East Wales Corporate Joint Committee, Joint Overview & Scrutiny Committee for the 2024/2025 Municipal Year.

3. BACKGROUND

- 3.1 In 2021, the Senedd Cymru passed the following legislation:
- Local Government and Elections (Wales) Act 2021, Part 5 (Collaborative Working by Principal Councils) of which provides the Welsh Ministers with the ability to establish a Corporate Joint Committee; and
 - The South East Wales Corporate Joint Committee Regulations 2021, Part 1 (Establishment and area) of which establishes a body corporate to be known as the South East Wales Corporate Joint Committee for the region (“the CJC”).
 - The South East Wales Corporate Joint Committee, comprises the Leaders of the ten constituent local authorities.
- 3.2 Following the implementation of a transition plan for the City Deal to be taken into the governance arrangements of the CJC, the CCR Regional Cabinet considered the proposed governance structure of the CJC which includes the afore-mentioned sub-committees.
- 3.3 Each of the CJC’s 10 Constituent Councils is now being asked to appoint to the three sub-committees of the South-East Wales Corporate Joint Committee (CJC) in advance of the CJC AGM, as follows:
- 3.4 Council is asked to determine its nominations for the newly established South-East Wales Corporate Joint Committee, Joint Overview & Scrutiny Committee (JOSC)

[South-East Wales Corporate Joint Committee, Joint Overview & Scrutiny Committee for the 2024/2025 Municipal Year.](#)

- 3.5 Each local authority must appoint one substantive member of the JOSC, and also a deputy member, who will only be able to exercise a vote of the constituent local authority, in the absence of the substantive member. For continuity reasons, deputy members are invited to attend each meeting, alongside the substantive local authority appointment.
- 3.6 It is a matter for the South-East Wales Corporate Joint Committee, Joint Overview & Scrutiny Committee to appoint a chair and vice chair from the membership of the 10 constituent Local Authorities represented, at their first meeting of the municipal year

CJC Governance and Audit Sub-Committee

- 3.7 It is proposed that there are to be 15 members of the CJC’s Governance and Audit Sub-Committee, including **one non-executive member from each of the CJC’s 10 Constituent Councils** and 5 lay members. Members of the Governance and Audit Sub-Committee may not also be members of another of the CJC’s sub-committees.

CJC Regional Transport Sub-Committee

- 3.8 The CJC's Regional Transport Sub-Committee is to be comprised of 12 Members, including **the Executive Member with responsibility for Transport from each of the 10 Constituent Councils** and 2 non-voting Members of the CJC, nominated annually, who will act as the Sub-Committee's Chair and Deputy Chair.

CJC Strategic Development Sub-Committee

- 3.9 The CJC's Strategic Development Sub-Committee is to be comprised of 13 Members, including **the Executive Member with responsibility for Planning from each of the 10 Constituent Councils**, a member appointed by the Brecon Beacons National Park Authority and 2 non-voting Members of the CJC, nominated annually, who will act as the Sub-Committee's Chair and Deputy Chair. This sub-committee will be invited to sit as a working group initially to discuss and further develop its future work plan.
- 3.10 Each of the sub-committees has its own terms of reference as set out in the South East Wales Corporate Joint Committee Constitution.

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

COUNCIL ANNUAL GENERAL MEETING

8th MAY 2024

**REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES &
COMMUNICATION.**

Background Papers

SOUTH EAST WALES CORPORATE JOINT COMMITTEE

Freestanding Matter

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
COUNCIL ANNUAL GENERAL MEETING**

8th MAY 2024

CALENDAR OF MEETINGS - MUNICIPAL YEAR 2024-25

**REPORT OF THE SERVICE DIRECTOR OF DEMOCRATIC SERVICES &
COMMUNICATION.**

1. PURPOSE OF THE REPORT

To seek approval of the Draft Calendar of Meetings for the 2024-25 Municipal Year.

2. RECOMMENDATIONS

It is recommended that Council

- 2.1 Agree the proposed Calendar of Meetings for the Municipal Year 2024-25, as attached at Appendix 1 to the report;
- 2.2 Note that this draft calendar is subject to change, based upon the demands of business over the coming municipal year. Any changes or additions will be undertaken in consultation with the appropriate committee chairs; and
- 2.3 Agree that with the exception of the Planning and Development Committee, meetings will not be convened during School holidays, subject to urgent business needs.

3. BACKGROUND

- 3.1 In accordance with Part 4 of the Constitution, Council Procedure Rule 1 (1.1 (xiv)), the Council must present a programme of ordinary meetings of the Council for the year at the Annual Council Meeting.

4. SURVEY OF TIMING OF MEETINGS

- 4.1 In accordance with Section 6(2) of the Local Government (Wales) Measure 2011, a survey was recently carried out to assess Members' preferences regarding the future timing of committee meetings. Wherever possible the Calendar will reflect these

preferences, however there may be incidences where Committee meeting times need to commence at alternate times due to resourcing and support arrangements needed, or the demands of Council Business, with such discussions being taken forward with the Head of Democratic Services and the appropriate Chair.

- 4.2 Overall 50 Members completed the questionnaire. Members were asked to identify their preferred meeting start time if their preference differed to the current. In total 76% of the respondents cited 5.00pm as their preferred starting time for Council. Other committees that currently have a 5pm commencement time, continued to have a 5pm preference by the majority of Members.
- 4.3 In respect of Planning and Development Committee the survey responses indicated a preference to both a 3pm (21%) and 5pm (21%) meeting start time. However, it should be highlighted that these results, broken down to current Planning Committee Members preference indicated the following: 3pm (57%); and 5pm (29%). The Head of Democratic Services will consult with the Chair of the Committee, following confirmation of their appointment at agenda item 6 to seek a view at the commencement time of the meeting for the 2024/25 Municipal Year. Members are reminded however, that the 3pm meeting start time of the Committee does greatly assist with the scheduling of other 5pm Committees / ad hoc meetings taking place when needed on a Thursday, especially when the Committee calendar is already busy.
- 4.4 86% of the respondents were happy with the current arrangements in place for meetings that are held on an ad hoc basis e.g. LEA Governors, Appointments Committee, VER Panel and others.
- 4.5 The Survey also sought Members' views on the support provided to Members and a report will be presented to a future meeting of the Democratic Services Committee to consider the outcome of the responses received.

5 PROPOSED CALENDAR OF MEETINGS

- 5.1 Attached at Appendix 1 is the proposed Calendar of Meetings for the 2024-25 Municipal Year which includes, the proposed dates for the Cabinet, Council, Licensing Committee, Governance & Audit Committee and the Planning & Development Committee.
- 5.2 As agreed at the Council AGM on the 23rd May 2018 (Minute No.15(3) Refers) Committee meetings were to be convened outside of the School holiday periods, save for exceptional circumstances (urgent business requirements). This scheduling has proved successful for Members and it is proposed that this continues.

6. FORMAL DIARY MEETINGS

Council

- 6.1 Within the proposed Calendar, Council meetings are, in the main, scheduled on a monthly cycle. In accordance with the Council Constitution, "Open Government" sessions will be scheduled at each meeting.
- 6.2 In accordance with the Council Constitution the 'Leaders Debate' has been scheduled for the February Council meeting.
- 6.3 The Council meeting scheduled for the March cycle in respect of the Budget strategy may be subject to change depending on the timeline of the Welsh Government Local Government Settlement. Any changes to the date of the Budget Council or any other Council meeting, will be advised upon nearer the date once Officers have received information regarding the timetable for the Local Government Settlement.

Regulatory Committees

- 6.4 The Licensing Committee will meet approximately every six weeks. The Licensing Committee will also meet on a quarterly basis as indicated in the Calendar, to deal specifically with issues arising from the Licensing Act 2003. Licensing Sub-Committees, convened under the Licensing Act 2003, will be convened as and when required.
- 6.5 Dates have been allocated to the Planning and Development Committee throughout the calendar year to allow for, where possible, two meetings per month to take place.

Scrutiny Committees

- 6.6 A schedule of meetings for the Overview & Scrutiny Committee and the three thematic scrutiny Committees have been included in the calendar. Flexibility has been provided in the calendar, to allow if necessary, additional meetings to be convened when appropriate to accommodate business needs. Meetings will need to be scheduled for the Council's Joint Scrutiny Committees.

Governance & Audit Committee

- 6.7 Meetings of the Governance & Audit Committee are scheduled in the calendar mostly on a 6-week cycle.

Democratic Services Committee

- 6.8 It is proposed that the Democratic Services Committee will meet on an ad-hoc basis as, in accordance with the Local Government (Wales) Measure 2011 requirements (Section 15(2)) - it has to meet at least once a year.

- 6.9 However to assist Members' diaries, three meetings have been scheduled in the Calendar. The Chair of the Committee can determine nearer the dates whether the scheduled meetings are required. The Chair will still be able to call additional meetings of the Committee as necessary.

Standards Committee

- 6.10 The Standards Committee will meet as and when necessary in order to deliver its work programme.

Cabinet

- 6.11 In accordance with the Council's Constitution, Cabinet meetings are convened at the discretion of the Leader of the Council, and the indicative dates proposed may be subject to change, in response to the diary commitments of Cabinet Members and the demands of business.

Cabinet Sub-Committees

- 6.12 Cabinet Committees will be convened as and when there is sufficient business, although draft dates have been incorporated for Cabinet Sub Committees where non Cabinet Members are part of the membership.

Other Committees

- 6.13 Meetings of the Appointments Committee, the Appeals/Employee Appeals/Chief Officer Appeals Committee, Pension Fund Committee will meet as and when required, however indicative dates have been added for LEA Governors Appointments Committee, VER Panel and Pension Fund Committee to assist Members with future dairy commitments.
- 6.14 Meetings of the Constitution Committee will be convened when deemed necessary.

7. SPECIAL MEETINGS

- 7.1 Special/Extraordinary meetings of Council or Committees may be called, should this be deemed necessary by the Presiding Officer or the relevant Chair.

8. HYBRID MEETINGS

- 8.1 In accordance with the Local Government & Elections Act (Wales) 2021, The Council has determined that all meetings must be able to operate as multi-location meetings to ensure that participants are able to attend remotely or physically should they wish to do so, subject to those meetings that were determined by Council, to be conducted as virtual only ([June 2021 Council](#)), or by the request of the Chair.

8.2 Meetings are live streamed or webcast and placed on the Councils website for viewing following the meeting.

9. TRAINING.

9.1 Training opportunities have been undertaken through the detailed Member Induction Programme and additional training has also been undertaken through specific Member or Committee requests. Training support and opportunities will also be identified through the Member Personal Development Review programme, which is due to commence. A detailed Members Training programme will be developed and delivered upon following conclusion of this process for the 2024/2025 Municipal Year.

9.2 Further details of training opportunities can be viewed through the Training report presented to the [Democratic Services Committee](#) on the 1st May 2024.

10. EQUALITY AND DIVERSITY IMPLICATIONS

The production of a calendar of meetings is aimed at assisting and supporting the role of all Members, to provide them with sufficient notice of meeting dates and times. The aspect of hybrid and virtual meetings also promotes the democracy agenda, allowing the undertaking of Council business by Members to be more accessible and manageable.

11. FINANCIAL IMPLICATIONS

There are no financial implications aligned to this report.

12. LEGAL IMPLICATIONS AND LEGISLATION CONSIDERED

- Council's Constitution
- The Local Government & Elections (Wales) Act 2021

13. LINKS TO CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT

The Calendar of meetings provides the framework and timeline for decisions of the Council to be taken forward and therefore seeks to ensure all of the Council priorities are taken forward. It also embraces the Future Generations Acts as all future decisions taken by Council seek to improve the social, economic, environmental and cultural well-being of the County Borough.

14. CONCLUSION

- 14.1 The Calendar of meetings for the 2024-25 Municipal Year is attached as Appendix 1 to the report. Members are asked to note the dates and times of the meetings to assist in their diary management.
- 14.2 Electronic / outlook diary markers will also be circulated to Members in advance of all training and Committee meetings to assist with diary commitments.

LOCAL GOVERNMENT ACT 1972

as amended by

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

LIST OF BACKGROUND PAPERS

COUNCIL ANNUAL GENERAL MEETING

8 MAY 2024

**REPORT OF THE SERVICE DIRECTOR DEMOCRATIC SERVICES &
COMMUNICATION.**

REPORT

Calendar of Meetings for Municipal Year 2024- 25

Freestanding matter

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CALENDAR OF MEETINGS
MAY 2024 – MAY 2025

May 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6 Early May bank holiday	7	8 AGM 4pm	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27 Spring bank holiday	28	29	30	31		

June 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4 Licensing Act 4.30pm Licensing 5pm	5	6 Planning & Development	7	8	9
10	11 CSC JES JC 3.30pm	12 Council 5pm	13	14	15	16
17	18	19 VER Panel – 11am LEA Governors Appointment Cmt 12pm	20 Planning & Development	21	22	23
24 Cabinet 10:30am Education and Inclusion Scrutiny Committee 5pm	25 Governance & Audit Committee 5pm	26	27	28	29	30

July 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Community Services Scrutiny Committee 5pm	2	3 Climate Change, Frontline Services & Prosperity Scrutiny Committee – 5pm	4 Planning & Development	5	6	7
8	9 Licensing 5pm	10	11 Strategic Culture and Arts Steering Group 10am	12	13	14
15 Cabinet 10:30am Overview & Scrutiny 5pm	16 Pension Fund Committee 2pm	17 Corporate Parenting Board 10am VER Panel 11am Council 5pm	18 Planning & Development	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3 Eisteddfod	4
5 Eisteddfod	6 Eisteddfod	7 Eisteddfod	8 Eisteddfod	9 Eisteddfod	10 Eisteddfod	11
12	13	14	15 Planning & Development 3pm (If required)	16	17	18
19	20	21	22	23	24	25
26 Summer bank holiday	27	28	29	30	31	

September 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
9 Community Services Scrutiny Committee 5pm	10 Licensing Act 4:30pm Licensing 5pm	11 Education and Inclusion Scrutiny Committee 5pm	12 Planning & Development	13	14	15
16	17	18 VER Panel 11am Council 5pm	19	20	21	22
23 Cabinet 10:30am Democratic Services Committee	24 Governance & Audit Committee 5pm	25 Climate Change, Frontline Services & Prosperity Scrutiny Committee – 5pm	26 Planning & Development	27	28	29
30 Corporate Parenting Board 10am Overview & Scrutiny 5pm						

October 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8 CSC JES JC 3.30pm	9 Pension Fund Committee 3pm	10 Planning & Development	11	12	13
14 Education and Inclusion Scrutiny Committee 5pm	15 Welsh Language Cabinet Sub- Committee 10am Licensing 5pm	16	17	18	19	20
21 Cabinet 10:30am Community Services Scrutiny Committee 5pm	22	23 VER Panel 11am	24 Planning & Development	25	26	27
28	29	30	31			

November 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4 Governance & Audit Committee 5pm	5	6 Climate Change, Frontline Services & Prosperity Scrutiny Committee – 5pm	7 Planning & Development	8	9	10
11 Overview & Scrutiny 5pm	12	13	14	15	16	17
18 Corporate Parenting Board 10am	19 LEA Governors Appointment Cmt 11am	20 VER Panel 11am	21 Planning & Development	22	23	24
25 Cabinet 10:30am	26	27 Council 5pm	28	29	30	

December 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2 Community Services Scrutiny Committee 5pm	3 Licensing Act 4:30pm Licensing 5pm	4	5 Planning & Development	6	7	8
9 Overview & Scrutiny 5pm	10 Education and Inclusion Scrutiny Committee 5pm	11 Pension Fund Committee 3pm	12	13	14	15
16 Cabinet 10:30am	17 CSC JES JC 3.30pm Governance & Audit Committee 5pm	18 VER Panel 11am Climate Change, Frontline Services & Prosperity Scrutiny Committee – 5pm	19 Planning & Development	20	21	22
23	24 Office Shut down	25 Christmas Day	26 Boxing Day	27 Office Shut down	28	29
30 Office Shut down	31 Office Shut down					

January 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 New Year's Day	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 Planning & Development	17	18	19
20 Corporate Parenting Board 10am	21 Licensing 5pm	22 Cabinet 10:30am VER Panel 2PM	23 Strategic Culture and Arts Steering Group 10am	24	25	26
27 Overview & Scrutiny 5pm	28 Governance & Audit Committee 5pm	29 Education and Inclusion Scrutiny Committee 5pm	30 Planning & Development	31		

February 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3 Community Services Scrutiny Committee 5pm	4	5 Climate Change, Frontline Services & Prosperity Scrutiny Committee – 5pm	6	7	8	9
10	11	12 Council 5pm (Leaders Debate)	13 Planning & Development	14	15	16
17 Cabinet 10:30am Democratic Services Committee	18 Licensing Act 4:30pm Licensing 5pm	19 Cabinet 10.30am VER Panel 2pm	20	21	22	23
24	25	26	27	28		

March 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5 Council 5pm (Budget)	6 Planning & Development	7	8	9
10	11	12	13 Education and Inclusion Scrutiny Committee 5pm	14	15	16
17 Community Services Scrutiny Committee 5pm	18 LEA Governors Appointment Cmt 11am	19 Cabinet 10:30am VER Panel 2pm	20 Planning & Development	21	22	23
24 Corporate Parenting Board 10am Overview & Scrutiny 5pm	25 CSC JES JC 3.30pm	26 Pension Fund Committee 3pm (Joint) Climate Change, Frontline Services & Prosperity Scrutiny Committee – 5pm	27	28	29	30
31 Governance & Audit Committee 5pm						

April 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2 Council 5pm	3 Planning & Development	4	5	6
7 Overview & Scrutiny 5pm	8 Licensing 5pm	9 Cabinet 10:30am VER Panel 2pm	10	11	12	13
14	15	16	17 Planning & Development (If required)	18 Good Friday	19	20
21 Easter Monday	22	23	24	25	26	27
28	29 Governance & Audit Committee 5pm	30				

May 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Planning & Development	2	3	4
5 Early May bank Holiday	6	7 Licensing Act 4:30pm Licensing 5pm	8	9	10	11
12 Corporate Parenting Board 10am	13	14 Cabinet 10:30am	15 Planning & Development 3pm	16	17	18/
19 Welsh Language Cabinet Sub- Committee 10am	20	21 Council AGM 4pm	22	23	24	25
26 Spring bank holiday	27	28	29	30	31	