

Meeting of:	Standards Committee
Date of Meeting:	Thursday, 06 October 2022
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Observations by Independent Members of Town and Community Council Committee Meetings
Purpose of Report:	To provide the Committee with an overview of observations, if any, and to note that a list of Town and Community Council meetings was forwarded to all Independent Members during August 2022 in order that observations of each Town and Community Council can be scheduled to be undertaken.
Report Owner:	Debbie Marles, Monitoring Officer/Head of Legal and Democratic Services
Responsible Officer:	Karen Bowen, Principal Democratic and Scrutiny Services Officer
Elected Member and Officer Consultation:	This report does not require consultation to be undertaken
Policy Framework:	This is a matter for decision by the Standards Committee
<p>Executive Summary:</p> <ul style="list-style-type: none"> • One of the roles of the Standards Committee is to promote and maintain high standards of conduct by Councillors, Co-opted Members and Church and Parent Governor representatives of the Council. • To assist this process, in March 2018, Independent Members of the Standards Committee agreed to undertake observations at Vale of Glamorgan Council meetings and were reported to the Standards Committee. In March 2019 this process was extended to observations also being undertaken of Town and Community Council (TCC) meetings. • Feedback reports in respect of the observations undertaken are presented to the Monitoring officer and verbal generic updates of the reports are presented to the Standards Committee by Independent Members on a regular basis. Any observations that require specific discussion with the Chief Executive of the Vale of Glamorgan Council or Chair of a Committee and the Clerk / Chairman of a TCC are undertaken by the Monitoring Officer and / or Principal Democratic and Scrutiny Services Officer. An overview and lessons learned report of all visits undertaken was also presented to the Standards Committee meeting in March 2022. 	

- Independent Members of the Standards Committee have been forwarded a list of dates of future meetings of Town and Community Council's in order that further observation visits can be undertaken.

Recommendations

1. That the report and the feedback received in respect of observation visits undertaken, if any, be noted.
2. That it be noted that the list of Town and Community Council meetings at Appendix 1 to this report was forwarded to all Independent Standards Committee members to consider in order that observation visits of TCC meetings in the Vale of Glamorgan can commence from September 2022.
3. That it be accepted that at any time during the year (September 2022 to August 2023) that the Monitoring Officer may advise that additional, specific Town and Community Council and Vale of Glamorgan meetings be also observed.

Reasons for Recommendations

- (1-4)** Having regard to the observations undertaken and the role of the Standards Committee.

1. Background

- 1.1 There are a number of roles and functions of the Standards Committee, one of which is:
 - (a) To promote and maintain high standards of conduct by Councillors, Co-opted Members and Church and Parent Governor Representatives of the Council.
- 1.2 As part of the Committee's work programme, it had been agreed that Independent Members of the Standards Committee would attend meetings of Vale of Glamorgan Council and Town and Community Council (TCC) meetings during the Municipal Year 2022/23 to observe meetings with a view to promoting and maintaining high standards of conduct in line with the Members' Code of Conduct.
- 1.3 Feedback reports would also be presented to the Monitoring Officer with verbal generic updates of the reports presented to the Standards Committee by the Independent Members following the observations. Any observations that require specific discussion with the Chief Executive of the Vale of Glamorgan Council or the Clerk / Chair of a TCC are undertaken by the Monitoring Officer and / or Principal Democratic and Scrutiny Services Officer.
- 1.4 The Monitoring Officer also provides Town and Community Council Clerks with an overview of observations undertaken at the Monitoring Officer and Clerks meetings which are held on a six monthly basis.
- 1.5 Chairs of Vale of Glamorgan Council meetings and Clerks of TCCs are advised by Democratic Services of the dates of the meetings the Independent Member intends observing in order that arrangements for the agenda and the link to the

virtual meetings can be forwarded to the Independent Member in time for the meeting.

2. Key Issues for Consideration

- 2.1** During the period of Coronavirus restrictions Independent Members' observations were undertaken in the main on a virtual basis. This practice will continue if meetings are undertaken on a virtual basis however where meetings are in person only, the independent members will attend accordingly.
- 2.2** The proforma attached at Appendix 2 to this report, has been slightly updated following a recommendation of the Committee to include a comments box and numbering of each section, to aid future analysis. The proforma is completed by the Independent Members of the Standards Committee following observation visits.
- 2.3** The proforma attached at Appendix 2 also provides the Independent Member with a list of questions to consider when undertaking the visits. Prior to any future visits the information gathered from previous observations will also be considered by Independent Members prior to undertaking further observation visits.
- 2.4** Following the visits the comments and /or any concerns of the Independent Members are fed back to the Clerks and / or Chair of the TCCs by the Monitoring Officer and / or Principal Democratic and Scrutiny Services Officer. The Independent Members also report to the next available Standards Committee meeting following their visits.
- 2.5** The Monitoring Officer has also drawn attention to generic good practice and areas of concern at the Monitoring Officer meetings with Clerks that are held on a six monthly basis.
- 2.6** Having regard to resourcing implications following the Monitoring officer's recommendation at the last meeting of the Committee on the 23rd June 2022 it was accepted that as a number of Senior officers and Democratic Services officers are present at Vale of Glamorgan Council meetings that such officers be requested, to report to the Monitoring Officer any matters that may require attention and/or suggestions for improvement and that such matters subsequently be reported to the Standards Committee as appropriate.
- 2.7** With regard to observations of Town and Community Council meetings it was also agreed at the last meeting that the Independent Members of the Standards Committee share the observations of the 26 TCC's over the next 12 months commencing from September 2022.
- 2.8** A copy of the list of Town and Community Council meetings taking place over the coming months, as available on their respective Councils websites, was forwarded to Independent Standards Committee members for their consideration during August 2022. Independent Members have been requested to choose and inform Democratic Services of the Town and Community Council

meetings they are able to attend in order that arrangements can be made for the observations to be undertaken

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

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

4. Climate Change and Nature Implications

- 4.1** None as a direct result of this report.

5. Resources and Legal Considerations

Financial

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

Employment

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

Legal (Including Equalities)

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

6. Background Papers

Town and Community Council Meeting Dates

Town/Community Council	Dates of meetings	Time of meetings	Date likely to attend	Confirmed
Barry Town Council	19th September, 2022 – this meeting cancelled due to the death of Queen Elizabeth II; 12 th December, 2022; 13 th February, 2023; 15 th May, 2023; 16 th May, 2023	7.00 p.m. 05.09.22 – Confirmed hybrid		
Cowbridge with Llanblethian Town Council	20 th September, 2022; 18 th October, 2022; 22 nd November, 2022	7.00 p.m. 05.09.22 Confirmed hybrid		
Llantwit Major Town Council	Last Thursday of each month except August Therefore dates should be: 29 th September, 2022 27 th October, 2022 24 th November, 2022 29 th December, 2022 26 th January, 2023 23 rd February, 2023 30 th March, 2023 27 th April, 2023	7.00 p.m. 05.09.22 – Confirmed hybrid		

Penarth Town Council	15 th September, 2022 13 th October, 2022 10 th November, 2022 15 th December, 2022 12 th January, 2023 9 th February, 2023 9 th March, 2023 13 th April, 2023 12 th May, 2023 (AGM)	7.00 p.m. 05.09.22 Confirmed in the main in person but can accommodate hybrid		
Colwinston Community Council	19 th September, 2022 17 th October, 2022 21 st November, 2022 19 th December, 2022 16 th January, 2023 20 th February, 2023 20 th March, 2023	7.00 p.m. 07.09.22 – Confirmed hybrid		
Dinas Powys Community Council	15 th September, 2022 20 th October, 2022 17 th November, 2022 15 th December, 2022 19 th January, 2023 16 th February, 2023 16 th March, 2023 20 th April, 2023 11 th May, 2023 – AGM 18 th May, 2023	6.30 p.m. 05.09.22 Confirmed in person		
Ewenny Community Council	Second Wednesday of each month	7.00 p.m.		

	Therefore dates should be: 14 th September, 2022 12 th October, 2022 9 th November, 2022 14 th December, 2022 11 th January, 2023 8 th February, 2023 8 th March, 2023 12 th April, 2023	06.09.22 Confirmed in person		
Llancarfan Community Council	Third Thursday of every month except August Therefore dates should be: 15 th September, 2022 20 th October, 2022 17 th November, 2022 15 th December, 2022 19 th January, 2023 16 th February, 2023 16 th March, 2023 20 th April, 2023	7.30 p.m. 07.09.22 Confirmed hybrid		
Llandough Community Council	15 th September, 2022 27 th October, 2022 17 th November, 2022 15 th December, 2022	7.00 p.m. 07.09.22 – Confirmed remote		
Llandow Community Council	1 st September, 2022 6 th October, 2022 3 rd November, 2022	7.00 p.m. 05.09.22		

	1 st December, 2022 5 th January, 2023	Confirmed remote		
Llanfair Community Council	First Thursday of every month except August Therefore dates should be: 1 st September, 2022 6 th October, 2022 3 rd November, 2022 1 st December, 2022 5 th January, 2023 2 nd February, 2023 2 nd March, 2023 6 th April, 2023	7.00 p.m. 06.09.22 – Confirmed in person		
Llangan Community Council	1 st September, 2022 4 th October, 2022 1 st November, 2022 6 th December, 2022 10 th January, 2023 7 th February, 2023 7 th March, 2023 4 th April, 2023 (1 st Tuesday of every month)	7.00 p.m. 05.09.22 Confirmed remote		
Llanmaes Community Council	3 rd Wednesday of each month except December which will be one week earlier.	7.00 p.m. 06.09.22 Confirmed hybrid		

	Therefore dates should be: 21 st September, 2022 19 th October, 2022 16 th November, 2022 14 th December, 2022 18 th January, 2023 15 th February, 2023 15 th March, 2023 19 th April, 2023			
Michaelston le Pitt with Leckwith Community Council	20 th September, 2022 22 nd November, 2022 24 th January, 2023 28 th March, 2023	7.00 p.m. 06.09.22 – Confirmed in person		
Pendoylan Community Council	2 nd Thursday of each month Therefore dates should be: 8 th September, 2022 13 th October, 2022 10 th November, 2022 8 th December, 2022 12 th January, 2023 9 th February, 2023 9 th March, 2023 13 th April, 2023	7.30 p.m.		
Penllyn Community Council	Looks like 1 st Monday of each month	7.00 p.m.		

	Therefore dates should be: 5 th September, 2022 3 rd October, 2022 7 th November, 2022 5 th December, 2022 2 nd January, 2023 (this is a bank holiday) 6 th February, 2023 6 th March, 2023 3 rd April, 2023	14.09.22 – confirmed in person		
Peterston Super Ely Community Council	Looks like 2 nd Monday of each month. Therefore dates should be: 12 th September, 2022 10 th October, 2022 14 th November, 2022 12 th December, 2022 9 th January, 2023 13 th February, 2023 13 th March, 2023 10 th April, 2023	7.30 p.m. 14.09.22 – Confirmed remote		
St. Athan Community Council	6 th September, 2022 1 st Tuesday of each month Therefore dates going forward should be: 4 th October, 2022 1 st November, 2022	7.30 p.m. 06.09.22 Confirmed in person		

	6 th December, 2022 3 rd January, 2023 7 th February, 2023 7 th March, 2023 4 th April, 2023			
St. Brides Major Community Council	12 th September, 2022 10 th October, 2022 14 th November, 2022 12 th December, 2022 9 th January, 2023 13 th February, 2023 13 th March, 2023 10 th April, 2023 8 th May, 2023 (AGM)	7.00 p.m. Information on their website suggests meetings are in person		
St. Donats Community Council	7 th September, 2022 5 th October, 2022 7 th December, 2022 4 th January, 2023 1 st February, 2023 1 st March, 2023 5 th April, 2023 3 rd May, 2023 (AGM)	7.00 p.m. 06.09.22 Confirmed in person		
St. Georges and St. Brides Super Ely Community Council	21 st September, 2022 16 th November, 2022 18 th January, 2023 15 th March, 2023	7.00 p.m. 08.09.22 Confirmed remote		

St. Nicholas and Bonvilston Community Council	Normally held 1 st Monday of each month except August Therefore dates should be: 12 th September, 2022 (this is from their website) 3 rd October, 2022 7 th November, 2022 5 th December, 2022 9 th January, 2023 6 th February, 2023 6 th March, 2023 3 rd April, 2023 8 th May, 2023 (AGM)	7.00 p.m. 05.09.22 Confirmed remote		
Sully and Lavernock Community Council	COUNCIL 4 th October, 2022 8 th November, 2022 3 rd January, 2023 FINANCE 1 st November, 2022 6 th December, 2022	6.30 p.m. 05.09.22 Confirmed remote		
Welsh St. Donats Community Council	6 th September, 2022 4 th October, 2022 8 th November, 2022 13 th December, 2022 10 th January, 2023 7 th February, 2023	7.30 p.m. 06.09.22 Confirmed in person		

	7 th March, 2023 18 th April, 2023 9 th May, 2023 (AGM)			
Wenvoe Community Council	3 rd Thursday of each month except August Therefore dates should be: 15 th September, 2022 20 th October, 2022 17 th November, 2022 15 th December, 2022 19 th January, 2023 16 th February, 2023 16 th March, 2023 20 th April, 2023	7.30 p.m. 06.09.22 Confirmed in person		
Wick Community Council	15 th September, 2022 17 th November, 2022 15 th December, 2022 19 th January, 2023 16 th February, 2023 16 th March, 2023 20 th April, 2023 18 th May, 2023 15 th June, 2023	7.30 p.m. 11.09.22 Confirmed in person with remote access if required		

OBSERVATIONS CHECKLIST

Observations ofIndependent Member of Standards Committee at Council

Meeting of Town/Community Council on

	Yes	No	N/A	Comments
1. Were you welcomed by the Clerk and seated in the public gallery?				
2. Were Members advised that you were observing the Meeting?				
Room Set Up				
3. From the seating arrangement was it clear who the Members, the Officer(s) and the public were?				
4. Did Members and Officer(s) have name cards identifying who they were?				
5. Was the room well lit?				
6. Could you hear what was being said?				
7. Was the room of an appropriate size?				

	Yes	No	N/A	Comments
8. Were a reasonable number of copies of the agenda available in the public gallery (other than any Part II reports)?				
Meeting				
9. Did the meeting commence on time?				
10. Does the Council have a procedure for public speaking or is there an opportunity to suspend Standing Orders to allow a person to speak?				
Decision Making				
11. Were motions moved and seconded?				
12. If there wasn't agreement by the meeting as a whole was the motion voted on?				
13. Were any amendments moved and seconded?				
14. Were votes on the amended motion taken before the original motion? [A vote on an original motion is only necessary if the vote on an amendment is lost]				

	Yes	No	N/A	Comments
15. Was only one amendment at any given time the subject of discussion prior to taking a vote on the amendment?				
16. Did the meeting follow the agenda?				
17. Were rulings by the Chair adhered to?				
18. If Part II items appeared on the agenda, did Members agree to move into Part II of the agenda?				
19. Were Members of the Public (including the Independent [Standards Committee] Member) asked to leave the meeting room prior to the discussion of Part II matters?				
20. Were there any other items discussed at the meeting without a report being available and no prior notice given?				

	Yes	No	N/A	Comments
Conduct of Members				
21. Did Members show respect and consideration for others?				
22. If a Member declared a personal interest, did the Member explain the nature of the interest?				
23. If a Member declared a personal and prejudicial interest in a report did they leave the Meeting Room during the consideration of the relevant report?				
24. Did a Member declare a personal and prejudicial interest and that they had a dispensation to speak from the Standards Committee? And if so, did the Member leave the Meeting Room having spoken on the matter?				
25. Did a Member declare a personal and prejudicial interest and that they had a dispensation to speak and vote?				

	Yes	No	N/A	Comments
26 What time did the Meeting end?				

Any additional general comments