



## COUNCIL

### MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON TUESDAY 10TH JUNE 2014 AT 5.00PM

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#### PRESENT:

Councillor D.G. Carter - Mayor  
Councillor L. Gardiner - Deputy Mayor

#### Councillors:

Miss L. Ackerman, Mrs E.M. Aldworth, H.A. Andrews, Mrs K.R. Baker, Mrs G. Bevan, J. Bevan, D. Bolter, Mrs P. Cook, C.J. Cuss, H.W. David, W. David, D.T. Davies, R.T. Davies, K. Dawson, N. Dix, Mrs C. Forehead, Miss E. E. Forehead, J.E. Fussell, Mrs J. Gale, N. George, C.J. Gordon, R.W. Gough, Mrs P. Griffiths, D.T. Hardacre, D. Havard, A.G. Higgs, G.J. Hughes, K. James, M.P. James, Mrs B.A. Jones, G. Jones, Ms J.G. Jones, S. Kent, G. Kirby, A. Lewis, K. Lloyd, C.P. Mann, Mrs G. Oliver, Mrs R. Passmore, D.V. Poole, D.W.R. Preece, M.J. Prew, Mrs D. Price, J. Pritchard, J.A. Pritchard, A. Rees, D. Rees, K.V. Reynolds, J.E. Roberts, Mrs M.E. Sargent, Mrs E. Stenner, J. Taylor, L.G. Whittle, T.J. Williams, R. Woodyatt

#### Together with:-

S. Rosser (Interim Chief Executive), S. Aspinall (Acting Deputy Chief Executive), N. Scammell (Acting Director of Corporate Services), G. Williams (Interim Head of Legal Services and Monitoring Officer), A. Price (Interim Deputy Monitoring Officer), G. Hardacre (Head of Human Resources and Organisational Development), J. Jones (Democratic Services Manager), L. Donovan (HR Service Manager - Customer Services), R. Kyte (Team Leader - Strategic and Development Planning), A. Dallimore (Team Leader - Urban Renewal and Conservation), H. Morgan (Senior Committee Services Officer)

#### 1. APOLOGIES

Apologies for absence were received from Councillors M. Adams, A.P. Angel, P.J. Bevan, L. Binding, Mrs A. Blackman, H.R. Davies, C. Durham, C. Elsbury, D.M. Gray, C. Hawker, G. Johnston, Ms P. Leonard, S. Morgan, R. Saralis, S. Skivens and Mrs J. Summers.

#### 2. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the many events and visits that he and the Deputy Mayor have undertaken since the last meeting and made specific reference to his attendance at the Garden Party (which was also attended by Peter Davy - the longest serving employee). He advised that the Deputy Mayor had also carried out a number of engagements, one of which was the opening of the Caerphilly County Borough Centre of Sporting Excellence in Ystrad Mynach. He advised that the launch of his charity appeal for the Royal British Legion - Bargoed Branch and Caerphilly Homestart, has been scheduled for 7th July 2014.

### **3. ROYAL TOWN PLANNING INSTITUTE WALES PLANNING AWARD**

Members were advised that the Royal Town Planning Institute for Wales recently presented the Council with its prestigious Planning Award in recognition of the Council's contribution in assisting a local family achieve their dream of building an exemplar sustainable home.

Maes Yr Onn Farm House in Manmoel was recognised by the Institute as a partnership project providing an innovative 'off grid' solution to living a greener lifestyle. The building is based on the concept of a traditional Welsh longhouse incorporating a range of green technologies. The project was helped to completion by Caerphilly County Borough Council, the Building Research Establishment, SSE and, most importantly the vision and enthusiasm of the Davies family who built and now live in the farmhouse.

Paul Cooke and Michele Davies received the award on behalf of the service and in recognition of the achievement and Members wished to place on record their appreciation to all those involved in achieving the award.

### **4. PETITIONS**

The Mayor received the following petitions presented by Members on behalf of local residents and indicated they would be referred to the appropriate directorate for attention.

- (i) objecting to cuts to Bus Services - No. 7 to Blackwood and C16 to Caerphilly - Councillor T.J. Williams;
- (ii) objections to the application to extend the licence for the sale of alcohol - BP Garage, Newport Road, Trethomas - Councillor D. Havard and Mrs J. Gale;
- (iii) requesting the construction of a barrier to prevent cars crashing into garden walls, Mountain Road, Caerphilly - Councillor J. Pritchard.

### **5. DECLARATIONS OF INTEREST**

Mr Rosser advised that Members who are also members of Community/Town Councils would be required to declare a personal interest in agenda item 7(2) - Community Infrastructure Levy (CIL) - Approval and Implementation of the Caerphilly County Borough CIL Charging Schedule.

It was noted that with regards to item 7(2) - Appointment of Interim Head of Democratic Services, Angharad Price would be required to declare an interest. With regards to agenda items 7(5) - Interim Corporate Management Team and Governance Arrangements and 7(6) - Recruitment of Interim Chief Executive, Sandra Aspinall and Nicole Scammell would be required to declare an interest and leave the meeting. With regards to item 7(5), and subject to the content of the debate, it was noted that it may also be necessary for both Gail Williams and Angharad Price to leave the meeting.

Details are minuted with the respective items.

### **6 COUNCIL - 10TH APRIL AND 8TH MAY 2014**

RESOLVED that subject to it being noted that within the minutes of Annual Council held on 8th May 2014 (minute no. 20), it is Councillor Mrs P. Cook who sits on the Aneurin Bevan Community Health Council and not Councillor J. Bevan as recorded, the following minutes be approved as correct records and signed by the Mayor.

Council held on 10th April (minute nos. 1 - 13 on page nos. 1 - 5) and Annual Council held on 8th May 2014 (minute nos. 1 - 20 on page nos. 1 - 11).

## **REPORTS REFERRED FROM CABINET**

Consideration was given to the following reports referred from Cabinet.

### **7. RISCA AND PONTYMISTER TOWN CENTRE ACTION PLAN**

The report, which was considered by Cabinet on 21st May 2014, seeks the Council's adoption of the Risca and Pontymister Town Centre Action Plan 2014 as Supplementary Planning Guidance and as a framework for the regeneration of the town centre.

Following consideration of the report, Cabinet recommended to Council that subject to the fifth line of the third paragraph of the appendix, as it relates to Proposal A4 (land at 106 Commercial Street), being amended to read "ability" rather than "intent", for the reasons contained in the officers report, the Risca and Pontymister Town Centre Action Plan 2014 be adopted as Supplementary Planning Guidance to the Local Development Plan.

It was moved and seconded that the recommendation from Cabinet be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the report, and subject to an amendment to the fifth line of the third paragraph of the appendix, as it relates to Proposal A4 (land at 106 Commercial Street) being amended to read "ability" rather than "intent, the Risca and Pontymister Town Centre Action Plan 2014 be adopted as Supplementary Planning Guidance to the Local Development Plan.

### **8. CORPORATE PRIORITIES AND IMPROVEMENT OBJECTIVES 2104/15**

The Local Government Measure 2009 requires all local authorities in Wales to set and publish a set of priorities called Improvement Objectives. The Wales Audit Office will use these to evaluate the Council's likelihood of improvement and following that, the level of actual improvement that is achieved for the citizens of Caerphilly. The Council is required to review its Improvement Objectives to ensure they remain relevant and current. The report, which was presented to Cabinet on 4th June 2014, details the outcome of this process and identifies the recommended set of Priorities and Improvement Objectives for 2014/15.

It was explained that at Cabinet, Members had been advised that paragraph 4.6, item 5, of the report, should read 'pupils in advantaged/disadvantaged communities' and that item 6, should read 'Promote the benefits of an Active and Healthy Lifestyle'. These proposed changes were endorsed by Cabinet who recommended that the report be presented to Council for approval.

It was pointed out that since the preparation of the document, there are further very minor changes that are required. As such it was proposed that the necessary amendments be made to the document and the revised version be presented to Council for information on 22nd July 2014 in conjunction with the report on the Corporate Plan.

Following consideration of the report and for the reasons outlined at the meeting it was moved and seconded that the Priorities and Improvement Objectives for 2014/15 as detailed in the report be endorsed. By a show of hands this was unanimously agreed.

RESOLVED that the Priorities and Improvement Objectives for 2014/15 as detailed in the report be endorsed and the revised version be presented to Council on 22nd July 2014 for information.

## 9. **COMMUNITY INFRASTRUCTURE LEVY (CIL) - APPROVAL AND IMPLEMENTATION OF THE CAERPHILLY COUNTY BOROUGH CIL CHARGING SCHEDULE**

Councillors Mrs E.M. Aldworth, Mrs G. Bevan J. Bevan, D. Bolter, Mrs P. Cook, H.W. David, W. David, D.T. Davies, R.T. Davies, Mrs C. Forehead, Miss E. Forehead, J.E. Fussell, Mrs J. Gale, L. Gardiner, N. George, D.T. Hardacre, D. Havard, A.G. Higgs, G.J. Hughes, M. James, Mrs B.A. Jones, S. Kent, C.P. Mann, Mrs D. Price, J. Pritchard, J.A. Pritchard, J.E. Roberts, Mrs M.E. Sargent, Mrs E. Stenner, J. Taylor and R. Woodyatt declared a personal interest in this item (as Community/Town Councillors). In that they have a personal interest it would not be prejudicial and as such the Code of Conduct did not prevent them from taking part in the discussion or voting thereon.

The report was presented to and endorsed by both the Regeneration and Environment Scrutiny Committee on 20th May 2014 and Cabinet on 4th June 2014. On 26th July 2011 the Council resolved to prepare CIL for the County Borough. Following two public consultations and an Examination in Public in respect of the Charging Schedule, the Examiner has concluded that, subject to the rate for D1 Primary Health Care being modified to £0, the Council is able to demonstrate that it has sufficient evidence to support the schedule and can show that the levy rates would be set at levels that will not put the overall development of the area, as set out in its Local Development Plan, at risk. This report seeks Council approval for the Council's Community Infrastructure Levy Charging Schedule and it also recommends that CIL be implemented on 1st July 2014.

Following consideration and discussion, the recommendations from both the Regeneration and Environment Scrutiny Committee and Cabinet were moved and seconded. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report:-

- (i) the Charging Schedule, as modified by the Examiner, be approved for implementation on 1st July 2014;
- (ii) the Regulation 123 list and the 4 Guidance Notes be approved for publication in accordance with the implementation of CIL;
- (iii) the 11 Recommendations from the CIL Steering Group be agreed;
- (iv) the setting up and implementation of appropriate processes and procedures to enable the implementation of the CIL Charging Schedule on 1st July 2014 be agreed;
- (v) Officers commence discussions with the Community/Town Councils to agree payment periods for paying the Community/Town Councils their 15% of CIL receipts.

## 10. **REGIONAL TECHNICAL STATEMENT FOR THE SOUTH WALES REGIONAL AGGREGATES WORKING PARTY**

The report was presented to and endorsed by both the Regeneration and Environment Scrutiny Committee on 20th May 2014 and Cabinet on 4th June 2014. It sets out the Regional Technical Statement for the South Wales Regional Aggregates Working Party and seeks Members' views on the recommendation contained therein.

The Regional Technical Statement is a strategic document and does not give site-specific guidance. It gives a recommendation to each local planning authority regarding the amount of aggregates that need to be supplied from its area (apportionment) and the local tonnage of any new areas of future working (allocation) which should be made through the LDP.

Following consideration and discussion, the recommendation from both the Regeneration and Environment Scrutiny Committee and Cabinet was moved and seconded. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report, the Regional Regional Technical Statement be endorsed and Welsh Government be advised of the decision.

## **REPORTS OF OFFICERS**

Consideration was given to the following reports.

### **11. REMOTE ATTENDANCE AT COUNCIL MEETINGS**

Members were advised that Section 4 of the Local Government (Wales) Measure 2011 recently introduced the possibility of remote attendance at council meetings. The policy intention of this reform was to make it easier for Members with domestic or employment responsibilities and who may need to travel long distances, to attend council meetings. The report, which has been considered and endorsed by the Democratic Services Committee, recommends precluding the use of remote attendance at this time and making the necessary changes to the Constitution.

It was explained that remote attendance allows members to attend a council meeting without having to be present at the published meeting place through a form of video conferencing subject to certain limitations. In practice, the remote attendance requirements are very specific and will be technically difficult to achieve and Welsh Government acknowledges that there are technical and staffing implications associated with the implementation of remote attendance.

Following consideration and discussion, the recommendations in the report were moved and seconded. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report:-

- (i) the provisions of Section 4 of the Local Government (Wales) Measure 2011 and associated guidance be noted;
- (ii) the implementation of remote attendance be prohibited at this time;
- (iii) in accordance with the requirements of the Local Government (Wales) Measure 2011, and associated guidance relating to remote attendance, the Council's Constitution and Rules of Procedure be amended to confirm that there is no quorum for a meeting of the Authority at any time when the number of members in actual attendance constitutes less than 30% of the total number of members in attendance at the meeting;
- (iv) the Interim Head of Legal Services and Monitoring Officer be given delegated authority to make the necessary changes to the Council's Constitution.

### **12. APPOINTMENT OF THE INTERIM HEAD OF DEMOCRATIC SERVICES**

Angharad Price declared an interest in this item and left the Chamber when it was being considered.

The Local Government (Wales) Measure 2011 requires each local authority to designate an Officer to the statutory post of Head of Democratic Services. The report sought approval to designate the Interim Deputy Monitoring Officer to this post on an interim basis. Having considered the content of the report the Democratic Services Committee agreed the designation of the Interim Deputy Monitoring Officer as the Interim Head of Democratic Services and recommended approval to Council.

It was moved and seconded that the recommendations from the Democratic Services Committee be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report;

- (i) the designation of the Interim Deputy Monitoring Officer as Interim Head of Democratic Services be reflected in the Council's constitution;
- (ii) the Interim Head of Legal Services and Monitoring Officer be given delegated authority to make the appropriate amendments.

### **13. LOCAL GOVERNMENT PENSION SCHEME 2014 - EMPLOYER DISCRETIONS**

Consideration was given to the report which advised of the main changes to the Local Government Pension Scheme (LGPS) Regulations for 2014 and sought a decision on the employer discretions that the Council is, under the Pension Scheme, required to publish.

It was explained that under the Regulations, employers (the Council) are required to formulate, publish and keep under review a policy statement in relation to the exercise of a number of discretions. Once the decision on the discretions has been made, and published, a copy must be sent to the Pension Fund administering authority (the Greater Gwent Pension Fund at Torfaen County Borough Council). Under the Regulations the discretions must be published by 30th June 2014.

An overview was given on the changes to the Regulations and to where there are no changes and specific reference was made to the six 'Employer Discretions' available, which require a decision by the respective employing authority. It was also explained that there is a requirement to appoint an Adjudicator to decide on any disputes in relation to the pension fund and the report suggested that the Section 151 Officer assumes this role.

It was moved and seconded that the recommendation in the report be approved. By show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report the provisions of the new LGPS Scheme (with effect from 1st April 2014) be noted and the implementation of the employer discretions as set out in section 4.22 of the report and the publication of the Discretions Policy (Appendix 2) be approved.

### **14. AMENDMENTS TO THE COUNCIL'S CONSTITUTION**

The report recommended changes to the Council's Constitution in order to reflect current arrangements and sought approval to make the necessary changes to the Constitution as set out therein. It was explained that the Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.

Members were reminded that the Wales Audit Office published a report in the Public Interest in March 2013, and one of the proposals within the Action Plan was to strengthen and improve the Council's governance processes and procedures and the requirements identified

a review of the Council's Constitution. The Constitution is continuously being updated and revised to reflect new legislation, improvement in procedures and changes to working practices and a number of reports have been presented which have resulted in further changes to the Constitution. This report now sought changes to reflect Joint Arrangements and the different procedures in the appointment of Chairs of Overview and Scrutiny Committees depending on the political composition of the Council.

Following consideration and discussion, the recommendations in the report were moved and seconded. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report:-

- (i) the content of the report be noted;
- (ii) the Constitution be amended as set out in paragraphs 4.6.2 and 4.7.3 of the report as follows:-
  - (a) the Council's Constitution be amended to reflect that the arrangements included in sections 66-75 of the Local Government Measure 2011 will be followed for appointing persons to chairs of Scrutiny committees.
  - (b) in order to reflect current arrangements the Joint Committee arrangements, the following be listed in the Council's Constitution.
    - Glamorgan Archives Joint Committee
    - Greater Gwent Cremation Joint Committee
    - Gwent Frailty Joint Committee
    - Gwent Archives Joint Committee.
    - Welsh Purchasing Consortium and associated joint arrangements
- (iii) the Interim Head of Legal Services and Monitoring Officer be given delegated authority to make the necessary changes to the Council's Constitution.

Members wished to place on record their appreciation for the work undertaken by the Constitutional Working Party.

## **15. INTERIM CORPORATE MANAGEMENT TEAM AND GOVERNANCE ARRANGEMENTS**

Sandra Aspinall and Nicole Scammell declared an interest and left the meeting during consideration of this item. Depending on the content of the debate it was noted that it may be necessary for both Gail Williams and Angharad Price to declare an interest and leave the meeting. This was subsequently not required.

Consideration was given to the report which sought agreement to the continuation of the existing interim arrangements currently in place for Corporate Management Team for a further period of six months and endorsement of the revised interim arrangements for governance.

Mr Rosser made reference to the existing arrangements for Corporate Management Team and to his original proposal to undertake a review of those arrangements. He advised that it was now his intention to stand down at the end of July and as such he proposed that the existing arrangements be extended for a further period of six months to allow arrangements for a new Chief Executive to be put in place.

He advised that when he originally accepted the position last summer, he envisaged it would be for a short-term basis to provide additional leadership and help stabilise the organisation. Now that the Council is stable, and in a much improved situation, although still faces significant challenges over the next few years, it was his intention to stand down and allow someone else to take the Authority forward.

During the course of the debate it was requested that details be provided on the costs of the interim management arrangements, and any subsequent arrangements that have been required to be put in place. Mr Rosser advised that he would present such information to the next meeting.

It was moved and seconded that the recommendations in the report be approved. By a show of hands they were agreed.

Following consideration and discussion, the recommendations in the report were moved and seconded. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report:-

- (i) the existing Interim Corporate Management Team arrangements be extended for a further six months at which time they will be reviewed;
- (ii) the revised governance arrangements as set out in paragraphs 4.7 to 4.10 of the report be noted and the interim appointment of the Monitoring Officer for a period to expire in April 2015 be endorsed.

## **16. RECRUITMENT OF INTERIM CHIEF EXECUTIVE**

Having previously declared an interest, Sandra Aspinall and Nicole Scammell did not return to the meeting.

Members were advised that the Council is required by law to have in place a Chief Executive/Head of Paid Service. On the 23rd July 2013, Council appointed Mr Stuart Rosser as Interim Chief Executive to undertake these duties. In that Mr Rosser has advised that he wishes to bring the current arrangement to an end at the next scheduled review date in July, it is necessary to consider the appointment of another Interim Chief Executive.

Following a query made, it was confirmed that there is a legal requirement for a Local Authority to have a Head of Paid Service. In Caerphilly County Borough Council the Head of Paid Service is the Chief Executive and there is no distinction between the two roles.

It was explained that as a result of a recent court hearing in April 2014 it is now clear that interim arrangements will need to continue for a further period of time. A provisional date for the hearing of the charge against Officers has been set for January 2015 but there is always the possibility that this could slip to a later date. The case itself is likely to take 3-4 weeks and then there will inevitably be internal investigations that have been on hold pending the outcome of the criminal investigation. As such there is need to identify a way forward as soon as possible.

Reference was made to the options outlined in the report (use of an Interim Manager on a consultancy basis or the appointment of an Interim Chief Executive via a Fixed Term Contract) and the advantages and disadvantages of both (as outlined in the appendix to the report) were outlined, as was the process for advertisement.

It was proposed and seconded that a 1 year fixed term contract be advertised for an Interim Chief Executive offered on a spot salary at the bottom point of the new scale (ie £142,524) with an option for a further year. Should that approach be unsuccessful then agreement be given to consider the appointment of an Interim Manager to fulfil the role, through the use of the Welsh Local Government Association framework.

An amendment was moved and seconded that a 2 year contract be advertised for an Interim Chief Executive on a salary of £131,545.



In accordance with Rule of Procedure 15.4 (1) a request was made for a recorded vote.

### **FOR THE AMENDMENT**

Councillors Miss L. Ackerman, Mrs K.R. Baker, J.E. Fussell, R.W. Gough, M.P. James, S. Kent, K. Lloyd, C.P. Mann, M.J. Prew, J.A. Pritchard, J.E. Roberts, J. Taylor (12)

### **AGAINST THE AMENDMENT**

Councillors Mrs E.M. Aldworth, H.A. Andrews, Mrs. G. Bevan J. Bevan, D.G. Carter, Mrs P. Cook, C.J. Cuss, H.W. David, W. David, D.T. Davies, R.T. Davies, K. Dawson, N. Dix, Mrs C. Forehead, Ms E. E. Forehead, Mrs J. Gale. L. Gardiner, N. George, C.J. Gordon, Mrs P. Griffiths, D.T. Hardacre, D. Havard, C. Hawker, A.G. Higgs, G.J. Hughes, K. James, Mrs B.A. Jones, G. Jones, Ms J.G. Jones, G. Kirby, A. Lewis, Mrs. G. Oliver, Mrs R. Passmore, D.V. Poole, D.W.R. Preece, Mrs D. Price, J. Pritchard, A. Rees, D. Rees, K.V. Reynolds, Mrs E. Stenner, T.J. Williams, R. Woodyatt (43)

### **ABSTENTIONS**

Councillors Mrs M.E. Sargent and L.G. Whittle (2)

The amendment was lost and following a show of hands, the following motion was declared carried.

RESOLVED that:-

- (i) a 1 year fixed term contract be advertised for an Interim Chief Executive offered on a spot salary at the bottom point of the new scale (ie £142,524) with an option for a further year;
- (ii) should that approach be unsuccessful then agreement be given to consider the appointment of an Interim Manager to fulfil the role of Chief Executive Officer through the use of the WLGA framework.

## **17. QUESTIONS UNDER RULE OF PROCEDURE 10(2)**

Consideration was given to the following Questions under Rule of Procedure 10(2). In accordance with the revisions to the constitution, the answers are also provided.

**Council Procedure Rules** - to the Leader and Cabinet Member for Corporate Service from Councillor Mrs A. Blackman.

From the on line version of Caerphilly County Borough Council's Constitution significant changes have been made to its Constitution.

- Part 1 - Summary and Explanation all 4 pages appear to have been amended January 2014.
- Part 2 - Articles of the Constitution all 68 pages appear to have been amended on April 2014.
- Part 3 - Responsibilities and Functions all 42 pages appear to have been amended on April 2014.
- Part 4 - Rules of Procedure all 133 pages appear to have been amended January 2014.
- Part 5 - Codes and Protocols all 125 pages appear to have been amended April 2014.

What consultation has there been for these changes with elected members of the Council and Council's Committees?

When were these changes approved by Full Council?

Previously, amendments to the Constitution were approved at the Council's AGM.

However, you will see from the Agenda of the Council's AGM held 8th May 2014 that there is no item regarding any changes to the Council's Constitution listed.

### **Response from the Cabinet Member for Corporate Services - Councillor Mrs B. Jones**

The Council's Constitution is a living document and is continuously being updated and revised to reflect new legislation, improvement in procedures and changes to working practices.

In this regard Councillor Blackman will be aware that Members have received a number of reports since January this year recommending further changes to the Constitution.

Please note that the Constitution is stored electronically in parts numbered 1-5. Hence if any change is made to a particular part of the Constitution all of the pages within that part are updated with the date of the latest version, although it may only be one or two pages that have been physically amended, or in some cases an additional Protocol inserted. A list of the most recent changes is set out below.

You will note that all of the changes have been the subject of Reports to Council/Cabinet.

### **AMENDMENTS TO CONSTITUTION – 28TH JANUARY – ONGOING**

<b>Approval</b>	<b>Amendment</b>
Council – 28th January 2014	Various as per the track changed document that was attached to the Report to Council. The Local Resolution Protocol added to Part 5
Council 8th October 2013, Standards Committee 26th February 2013	Scrutiny Function of Ombudsman's Reports Part 2 page 49.
Council – 11th March 2014	Extended Terms of Reference for Democratic Services Committee – Part 2, pages 44, 45, 46
Council – 11th March 2014	Family Absence for Members of Local Authorities. Part 2, pages 3, 9, 58, 60, 61. Part 5 – Family Absence for Members of Local Authorities Protocol added
Council – 11th March 2014	Part 3 General delegation of Powers paragraph (e) page 41 amended
Cabinet – 19th March 2014	Parts 2 and 3 Control of Horses (Wales) Act 2014 added to list of acts in Scheme of Delegation and Terms of Reference of Licensing Committee
Council – 22nd April 2014	Members Training. Part 2, pages 3, 49 (para 15 of terms of reference for Standards Committee); Part 5 – added Member Training and Development Protocol School Standards and Organisation Wales Act 2013. Part 3 page 28 Removal of WHQS sub committee Part 3 page 32

The meeting closed at 6.15pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 22nd July 2014 they were signed by the Mayor.

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MAYOR