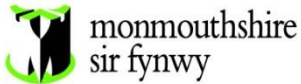


# Public Document Pack



County Hall  
Rhadyr  
Usk  
NP15 1GA

Wednesday, 6 May 2026

## Notice of meeting

### County Council

**Thursday, 14th May, 2026 at 2.00 pm,  
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA**

### AGENDA

*Prayers will be said prior to the Council meeting at 1.45pm. All members are welcome to join the Chair for prayers should they wish to do.*

| Item No | Item  | Pages   |
|---------|---|---------|
| 1.      | Apologies for Absence   |         |
| 2.      | Declarations of Interest  |         |
| 3.      | To elect a Chair of Council for the Civic Year 2026/27  |         |
| 4.      | To appoint a Vice-Chair of Council for the Civic Year 2026/27   |         |
| 5.      | To confirm the minutes of the meeting held on the 5th March 2026  | 1 - 10  |
| 6.      | To elect a Leader of the County Council and to receive notification of Leader delegations (appointments to Cabinet) |         |
| 7.      | Local Resolution Protocol   | 11 - 18 |
| 8.      | Representation of Political Groups Review   | 19 - 26 |
| 9.      | Appointments to Committees  | 27 - 50 |
| 10.     | Outside Bodies Report   | 51 - 56 |
| 11.     | Date of next meeting - 25th June 2026   |         |

**Paul Matthews**

**Chief Executive / Prif Weithredwr**

---

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

|                                       |                           |                               |
|---------------------------------------|---------------------------|-------------------------------|
| County Councillor Rachel Buckler      | Devauden;                 | Welsh Conservative Party      |
| County Councillor Laura Wright        | Grofield;                 | Welsh Labour/Llafur Cymru     |
| County Councillor Tony Kear           | Llanbadoc & Usk;          | Welsh Conservative Party      |
| County Councillor Catrin Maby         | Drybridge;                | Welsh Labour/Llafur Cymru     |
| County Councillor Jan Butler          | Goetre Fawr;              | Welsh Conservative Party      |
| County Councillor Ian Chandler        | Llanelly Crossenny;       | Green Party                   |
| County Councillor Sara Burch          | Cantref;                  | Labour and Co-Operative Party |
| County Councillor Alistair Neill      | Gobion Fawr;              | Welsh Conservative Party      |
| County Councillor Su McConnel         | Croesonen;                | Welsh Labour/Llafur Cymru     |
| County Councillor Mary Ann Brocklesby | Llanelly Hill;            | Labour and Co-Operative Party |
| County Councillor Fay Bromfield       | Llangybi Fawr;            | Welsh Conservative Party      |
| County Councillor Jane Lucas          | Osbaston;                 | Welsh Conservative Party      |
| County Councillor Emma Bryn           | Wyesham;                  | Independent Group             |
| County Councillor Peter Strong        | Rogiet;                   | Welsh Labour/Llafur Cymru     |
| County Councillor Meirion Howells     | Llanbadoc & Usk;          | Independent                   |
| County Councillor Paul Griffiths      | Chepstow Castle &         | Welsh Labour/Llafur Cymru     |
| County Councillor Jackie Strong       | Larkfield;                |                               |
| County Councillor Rachel Garrick      | Caldicot Cross;           | Welsh Labour/Llafur Cymru     |
| County Councillor Maria Stevens       | Caldicot Castle;          | Labour and Co-Operative Party |
| County Councillor Steven Garratt      | Severn;                   | Welsh Labour/Llafur Cymru     |
| County Councillor Angela Sandles      | Overmonnow;               | Welsh Labour/Llafur Cymru     |
| County Councillor Ben Callard         | Magor East with Undy;     | Labour and Co-Operative Party |
| County Councillor John Crook          | Llanfoist & Govilon;      | Welsh Labour/Llafur Cymru     |
| County Councillor Tomos Dafydd Davies | Magor East with Undy;     | Welsh Labour/Llafur Cymru     |
| County Councillor Dale Rooke          | Llanfoist & Govilon;      | Welsh Conservative Party      |
| County Councillor Sue Riley           | Chepstow Castle &         | Welsh Labour/Llafur Cymru     |
| County Councillor Jayne McKenna       | Larkfield;                |                               |
| County Councillor Jill Bond           | Bulwark and Thornwell;    | Welsh Labour/Llafur Cymru     |
| County Councillor Louise Brown        | Mitchel Troy and Trellech | Welsh Conservative Party      |
| County Councillor Lisa Dymock         | United;                   |                               |
| County Councillor Tony Easson         | West End;                 | Welsh Labour/Llafur Cymru     |
| County Councillor Christopher Edwards | Shirenewton;              | Welsh Conservative Party      |
| County Councillor Martyn Groucutt     | Portskewett;              | Welsh Conservative Party      |
| County Councillor Simon Howarth       | Dewstow;                  | Welsh Labour/Llafur Cymru     |
| County Councillor Richard John        | St. Kingsmark;            | Welsh Conservative Party      |
| County Councillor David Jones         | Lansdown;                 | Welsh Labour/Llafur Cymru     |
| County Councillor Penny Jones         | Llanelly Hill;            | Independent Group             |
| County Councillor Malcolm Lane        | Mitchel Troy and Trellech | Welsh Conservative Party      |
| County Councillor Phil Murphy         | United;                   |                               |
| County Councillor Martin Newell       | Crucorney;                | Independent Group             |
| County Councillor Paul Pavia          | Raglan;                   | Welsh Conservative Party      |
| County Councillor Maureen Powell      | Mardy;                    | Welsh Conservative Party      |
| County Councillor Frances Taylor      | Caerwent;                 | Welsh Conservative Party      |
|                                       | Town;                     | Welsh Conservative Party      |
|                                       | Mount Pleasant;           | Welsh Conservative Party      |
|                                       | Pen Y Fal;                | Welsh Conservative Party      |
|                                       | Magor West;               | Independent Group             |

County Councillor Tudor Thomas  
County Councillor Armand Watts  
County Councillor Ann Webb

Park;  
Bulwark and Thornwell;  
St Arvans;

Welsh Labour/Llafur Cymru  
Welsh Labour/Llafur Cymru  
Welsh Conservative Party

## Public Information

Please note that Monmouthshire County Council will film this meeting and it will be made available to view in live and archive form online. It is possible that the public seating areas could be filmed and by entering the Chamber you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting purposes. If you make a representation to the meeting you will be deemed to have consented to being filmed.

Recordings of the meeting will be stored in accordance with the Council's data retention policy. Archived webcasts or parts of webcasts shall only be removed from the Council's website if the Monitoring Officer considers that it is necessary because all or part of the content of the webcast is or is likely to be in breach of any statutory provision or common law doctrine, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information.

### Access to paper copies of agendas and reports

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

### Watch this meeting online

This meeting can be viewed online either live or following the meeting by visiting [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk) or by visiting our Youtube page by searching MonmouthshireCC.

### Welsh Language

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

### Public Speaking at Full Council

Members of the public may register to ask a question of the members of cabinet at full council meetings. There is no facility for the public to register to speak as part of the debate of an item on the agenda at full council meetings. The total time allocated for all questions at a meeting of full council is 15 minutes.

No more than one question is permitted per questioner at a meeting of full council and questions will be asked in the order that they are submitted.

In order to submit a question at a full council meeting, notice must be given in writing or by email to the head of democratic services no later than midnight three working days before the day of the meeting with each question providing the name and address of the questioner.

Questions may be rejected if the question;

- Is not about a matter for which the council has responsibility or which affects the county
- Is defamatory, frivolous or offensive
- Is substantially the same question which has been put at a meeting of full council in the past 6 months
- Requires the disclosure of confidential or exempt information

Where a person is not able to ask the question to full council in person, the chair may decide to read the question out on their behalf, instruct a written response be provided or choose to not deal with the question in their absence. Those who do ask a question in person will be entitled to one supplementary question which must arise out of the original question or the reply. The chair may reject a supplementary question on these grounds.

Any questions that cannot be dealt with at the meeting due to exceeding the time limit for public questions will be dealt with by a written response.

# Aims and Values of Monmouthshire County Council

## Our purpose

- to become a zero-carbon county, supporting well-being, health and dignity for everyone at every stage of life.

## Objectives we are working towards

- Fair place to live where the effects of inequality and poverty have been reduced;
- Green place to live and work with reduced carbon emissions and making a positive contribution to addressing the climate and nature emergency;
- Thriving and ambitious place, where there are vibrant town centres and where businesses can grow and develop
- Safe place to live where people have a home where they feel secure in;
- Connected place where people feel part of a community and are valued;
- Learning place where everybody has the opportunity to reach their potential

## Our Values

**Openness.** We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately, we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

**Fairness.** We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy but will commit to listening and explaining why we did what we did.

**Flexibility.** We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

**Teamwork.** We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

**Kindness:** We will show kindness to all those we work with putting the importance of relationships and the connections we have with one another at the heart of all interactions.



This page is intentionally left blank

# Public Document Pack Agenda Item 5

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of County Council held  
on Thursday, 5th March, 2026 at 2.00 pm**

**PRESENT:** County Councillor Peter Strong (Chair)  
County Councillor Martyn Groucutt (Vice Chair)

County Councillors: Rachel Buckler, Laura Wright, Tony Kear, Catrin Maby, Jan Butler, Ian Chandler, Sara Burch, Alistair Neill, Su McConnel, Mary Ann Brocklesby, Fay Bromfield, Jane Lucas, Emma Bryn, Meirion Howells, Paul Griffiths, Jackie Strong, Rachel Garrick, Maria Stevens, Steven Garratt, Angela Sandles, Ben Callard, John Crook, Tomos Davies, Dale Rooke, Jayne McKenna, Jill Bond, Louise Brown, Lisa Dymock, Tony Easson, Christopher Edwards, Simon Howarth, Richard John, David Jones, Penny Jones, Malcolm Lane, Phil Murphy, M. Newell, Paul Pavia, Maureen Powell, Frances Taylor, Tudor Thomas, Armand Watts and Ann Webb

### **OFFICERS IN ATTENDANCE:**

|                   |  |
|-------------------|--|
| Jonathan Davies   | Head of Finance/Section 151                            |
| Paul Matthews     | Chief Executive  |
| Peter Davies      | Deputy Chief Executive and Chief Officer for Resources |
| Will McLean       | Chief Officer for Children and Young People            |
| Nicola Perry      | Senior Democracy Officer                               |
| Matthew Gatehouse | Chief Officer People, Performance and Partnerships.    |
| James Williams    | Chief Officer Law & Governance                         |
| Geraint Edwards   | Head of Litigation and Deputy Monitoring Officer       |
| Deb Hill-Howells  | Chief Officer Infrastructure                           |
| Craig O'Connor    | Chief Officer, Place and Community Well-being          |

### **APOLOGIES:**

County Councillor Sue Riley

#### **1. Declarations of interest**

County Councillor Peter Strong declared a personal non-prejudicial interest as chair of the Friends of Calicott Library, in relation to item 7 of the agenda.

#### **2. Chair's Announcement**

[Click here to watch the meeting](#)

Noted.

The Chair congratulated pupils from Monmouth Haberdashers and Monmouth Comprehensive Schools who spoke at the COP30 conference and have been invited to the House of Commons to meet and present their work on deforestation to the Minister for Climate.

#### **3. To confirm the minutes of the meeting held on the 22nd January 2026**

[Click here to watch the meeting](#)

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held on Thursday, 5th March, 2026 at 2.00 pm

The minutes of the meeting held on 22<sup>nd</sup> January 2026 were approved as an accurate record.

#### **4. Reports to Council:**

#### **5. Publication of Pay Policy Statement**

[Click here to watch the meeting](#)

The Cabinet Member for Resources presented the report for Council to approve the publication of Monmouthshire County Council's Pay Policy, in compliance with the Localism Act.

**Council resolved to accept the recommendation to approve the Pay Policy for the year 1st April 2026 to 31st March 2027.**

#### **6. Corporate Parenting Strategy 2025 - 2028**

[Click here to watch the meeting](#)

The Cabinet Member for Social Care Safeguarding and Accessible Health Services presented the Corporate Parenting Strategy for 2025-2028 including performance against the previous Corporate Parenting strategy 2022 - 2025 and an updated Action Plan for 2025 – 2028.

**Council resolved to accept the recommendation that Council endorses the Corporate Parenting Strategy and Action Plan for 2025-2028.**

#### **7. Council Tax Resolution and Revenue and Capital Budgets for 2026/27**

[Click here to watch the meeting](#)

The Cabinet Member for Resources presented the Council Tax Resolution and Revenue and Capital Budgets for 2026/27. Council is bound by Statute to specific timescales for Council Tax setting and is also required to make certain defined resolutions. The recommendations that form a major part of this report are designed to comply with the format of those Statutory Provisions. The recommended resolutions also draw together the Council Tax implications of precepts proposed by the Office of Police and Crime Commissioner for Gwent and Town and Community Councils, thereby enabling the County Council to establish its headline Council Tax levels at the various property bands within each Town or Community area.

**Upon being put a recorded vote, and the Chair having the deciding vote, Council resolved to accept the recommendations as set out in the report [\(Public Pack\)Agenda Document for County Council, 05/03/2026 14:00](#).**

**For 22**

**Against 22**

**Abstain 1**

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held on Thursday, 5th March, 2026 at 2.00 pm

#### Monmouthshire County Council Council Tax Resolution and Revenue and Capital Budgets for 2026/27

| NAME                      | For | Against | Abstain |
|---------------------------|-----|---------|---------|
| Councillor J BOND         | x   |         |         |
| Councillor M A BROCKLESBY | x   |         |         |
| Councillor F BROMFIELD    |     | x       |         |
| Councillor L BROWN        |     | x       |         |
| Councillor E BRYN         |     |         | x       |
| Councillor R BUCKLER      |     | x       |         |
| Councillor S BURCH        | x   |         |         |
| Councillor J BUTLER       |     | x       |         |
| Councillor B CALLARD      | x   |         |         |
| Councillor I CHANDLER     | x   |         |         |
| Councillor J CROOK        | x   |         |         |
| Councillor T DAVIES       |     | x       |         |
| Councillor L DYMOCK       |     | x       |         |
| Councillor A EASSON       | x   |         |         |
| Councillor C EDWARDS      |     | x       |         |
| Councillor S GARRATT      | x   |         |         |
| Councillor R GARRICK      | x   |         |         |
| Councillor P GRIFFITHS    | x   |         |         |
| Councillor M GROUCUTT     | x   |         |         |
| Councillor S.G.M. Howarth |     | x       |         |
| Councillor M HOWELLS      | x   |         |         |
| Councillor R JOHN         |     | x       |         |
| Councillor D. W. H. Jones |     | x       |         |
| Councillor P. Jones       |     | x       |         |
| Councillor T KEAR         |     | x       |         |
| Councillor M LANE         |     | x       |         |
| Councillor J LUCAS        |     | x       |         |
| Councillor C MABY         | x   |         |         |
| Councillor S MCCONNEL     | x   |         |         |
| Councillor J MCKENNA      |     | x       |         |
| Councillor P MURPHY       |     | x       |         |
| Councillor A NEILL        |     | x       |         |
| Councillor M. NEWELL      |     | x       |         |
| Councillor P PAVIA        |     | x       |         |
| Councillor M POWELL       |     | x       |         |
| Councillor S RILEY        |     |         |         |
| Councillor D ROOKE        | x   |         |         |
| Councillor A SANDLES      | x   |         |         |
| Councillor M STEVENS      | x   |         |         |
| Councillor J STRONG       | x   |         |         |
| Councillor P STRONG       | x   |         |         |
| Councillor F TAYLOR       |     | x       |         |
| Councillor T THOMAS       | x   |         |         |
| Councillor A WATTS        | x   |         |         |
| Councillor A WEBB         |     | x       |         |
| Councillor L WRIGHT       | x   |         |         |

#### **8. Capital Strategy and 2026/27 Treasury Management Strategy**

[Click here to watch the meeting](#)

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held on Thursday, 5th March, 2026 at 2.00 pm

The Cabinet Member for Resources presented the report for Council to approve the 2026/27 Capital and Treasury Management Strategies, including the Minimum Revenue Provision (MRP) policy.

**Upon being put to a recorded vote Council resolved to accept the recommendations:**

**For 25**

**Against 20**

**That Council approves the Capital strategy for 2026/27 as found at Appendix 1.**

**That Council approves the Treasury management strategy for 2026/27 as found at Appendix 2, including the: • 2026/27 Minimum Revenue Provision Policy Statement • 2026/27 Investment & Borrowing Strategies**

**That Council agrees that Governance & Audit Committee should continue to review the Council's treasury activities for 2026/27 on behalf of the Council by receiving and considering quarterly treasury update reports and a year-end report.**

#### Monmouthshire County Council Council Tax Resolution and Revenue and Capital Budgets for 2026/27



| NAME                      | For | Against | Abstain |
|---------------------------|-----|---------|---------|
| Councillor J BOND         | x   |         |         |
| Councillor M A BROCKLESBY | x   |         |         |
| Councillor F BROMFIELD    |     | x       |         |
| Councillor L BROWN        |     | x       |         |
| Councillor E BRYN         | x   |         |         |
| Councillor R BUCKLER      |     | x       |         |
| Councillor S BURCH        | x   |         |         |
| Councillor J BUTLER       |     | x       |         |
| Councillor B CALLARD      | x   |         |         |
| Councillor I CHANDLER     | x   |         |         |
| Councillor J CROOK        | x   |         |         |
| Councillor T DAVIES       |     | x       |         |
| Councillor L DYMOCK       |     | x       |         |
| Councillor A EASSON       | x   |         |         |
| Councillor C EDWARDS      |     | x       |         |
| Councillor S GARRATT      | x   |         |         |
| Councillor R GARRICK      | x   |         |         |
| Councillor P GRIFFITHS    | x   |         |         |
| Councillor M GROUCUTT     | x   |         |         |
| Councillor S.G.M. Howarth |     | x       |         |

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held on Thursday, 5th March, 2026 at 2.00 pm

|                           |   |   |  |
|---------------------------|---|---|--|
| Councillor M HOWELLS      | x |   |  |
| Councillor R JOHN         |   | x |  |
| Councillor D. W. H. Jones | x |   |  |
| Councillor P. Jones       |   | x |  |
| Councillor T KEAR         |   | x |  |
| Councillor M LANE         |   | x |  |
| Councillor J LUCAS        |   | x |  |
| Councillor C MABY         | x |   |  |
| Councillor S MCCONNEL     | x |   |  |
| Councillor J MCKENNA      |   | x |  |
| Councillor P MURPHY       |   | x |  |
| Councillor A NEILL        |   | x |  |
| Councillor M. NEWELL      |   | x |  |
| Councillor P PAVIA        |   | x |  |
| Councillor M POWELL       |   | x |  |
| Councillor S RILEY        |   |   |  |
| Councillor D ROOKE        | x |   |  |
| Councillor A SANDLES      | x |   |  |
| Councillor M STEVENS      | x |   |  |
| Councillor J STRONG       | x |   |  |
| Councillor P STRONG       | x |   |  |
| Councillor F TAYLOR       | x |   |  |
| Councillor T THOMAS       | x |   |  |
| Councillor A WATTS        | x |   |  |
| Councillor A WEBB         |   | x |  |
| Councillor L WRIGHT       | x |   |  |

#### 9. Motions to Council:

#### 10. Submitted by County Councillor Frances Taylor

[Click here to watch the meeting](#)

*That this Council join with me, in congratulating Magor Action Group on Rail on the confirmation that Magor & Undy Walkway Station will be built first, with construction currently planned for 2029; for their unwavering commitment, passion and persistence over 14 years in their campaign for a Walkway station to serve Magor with Undy. This is their Victory.*

*Additionally, that this council formally lobby Transport for Wales and Network Rail for Magor & Undy Walkway station to be known as such, and for construction to commence now in line with the original Magor Action Group on Rail proposals in respect of design/layout and connection to the Hub.*

*Furthermore, that this council commits to the urgent work required to develop appropriate traffic management plans to support the station's success and ensure Magor with Undy retains its unique sense of place.*

Seconded by County Councillor Simon Howarth.

**Upon being put to a vote the motion was carried.**

#### 11. Submitted by County Councillor Tony Kear

[Click here to watch the meeting](#)

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held on Thursday, 5th March, 2026 at 2.00 pm

*This Council:*

*Notes the growing frustration of residents across Monmouthshire at the deteriorating state of our roads and the persistence of potholes.*

*Recognises the financial strain placed on families and businesses through vehicle damage and unsafe road conditions.*

*Recognises the ongoing decline in the condition of the county's roads and the authority's continued failure to effectively address hazardous and recurring potholes.*

*Considers that the administration's short-term practice of repeatedly patching and re-patching potholes delivers poor value for money and does not provide a sustainable solution*

*Calls for a revised proactive, preventative and more sustainable approach to road repairs*

*Resolves to commission an urgent and transparent review of alternative methods of road repairs including a full cost analysis.*

*Requests that the administration brings forward a clear action plan within six months with proposals to repair the county's highways in a more sustainable and cost-effective way.*

*Calls for the publication of clear and transparent performance data on highways maintenance spending and outcomes.*

Seconded by County Councillor Lisa Dymock.

**Upon being put to a vote the motion was carried.**

#### **12. Member Questions:**

[Click here to watch the meeting](#)

#### **13. From County Councillor Rachel Buckler to County Councillor Ben Callard, Cabinet Member for Resources**

*Following three consecutive years of substantial council tax increases, will the Cabinet Member state the total annual cost of operating County Hall, its current directorate-level utilisation and occupancy levels, and identify which departments have the lowest occupancy of County Hall?*

The Cabinet Member responded that the annual operating cost of County Hall is approximately £200,000, made up of around £86,000 for electricity, gas, and water, and £124,000 in business rates. He explained that it is difficult to determine precise utilisation levels by directorate due to the flexible working environment. Most workspaces are shared by staff across a range of council services. However, there has been a significant increase in average attendance at County Hall over the last six months, reflecting the success of the flexible operating model and the prioritisation of drop-in and co-working spaces.

Recent additions to the site include SRS (Shared Resource Service) and EAS, which occupy space in J Block and generate income that helps offset running costs. He also noted that MCC has approximately 4,500 employees, many of whom work in frontline roles such as teaching or social care and would not be expected to work from County Hall. In addition to being a

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held on Thursday, 5th March, 2026 at 2.00 pm

workspace, County Hall also serves as a civic venue, hosting events such as weddings and citizenship ceremonies.

As a supplementary Councillor Buckler stated that residents have raised concerns about occupancy, and that it would be useful for them to see clearer occupancy data so they can understand whether this major asset is being used effectively. Could more detailed information, including an annual cost breakdown, be provided?

The Cabinet Member responded value for money is important and that County Hall generates over £100,000 in income through lettings. They agreed to seek the additional data requested. The point was reiterated that occupancy levels do not necessarily reflect productivity across directorates, as many staff—such as teachers and social workers—are not expected to be based in County Hall.

#### **14. From County Councillor Louise Brown to County Councillor Catrin Maby, Cabinet Member for Climate Change and the Environment**

*A few years ago, the Council resurfaced the A48 from Parkwall roundabout to the Mathern junction and repainted the double white central hazard lines. When does the Council expect to resurface the rest of the A48 road from Mathern junction to the High Beech roundabout?*

The Cabinet Member explained that the condition of this section of the A48 has been reviewed as part of the Highways Carriageway Maintenance Programme, following the countywide highway condition survey. The stretch of road between the junction for Mathern and the High Beech Roundabout has not been identified as a priority for resurfacing in the coming year. It is likely to be included in the programme in subsequent years, but no precise date can be given at this time. Even with additional budget allocations, the council must prioritise maintenance across the 1,600 km road network. As context, Powys maintains a 5,000 km network and recently reported a £180 million backlog.

As a supplementary Councillor Brown referred to the adjacent section resurfaced six years ago and asked if the Cabinet Member agreed that installing a new crossing (subject to consultation results) over a deteriorating surface is not sensible? When exactly will the resurfacing take place, given recurring cracks and potholes on this busy A-road?

The Cabinet member responded that a precise resurfacing date could not be provided at present. The Member agreed that installing a crossing on a surface imminently due for resurfacing would not be sensible, but further information is required about the specific location. The Cabinet Member suggested arranging a three-way email discussion with Operations Management to review the details.

#### **15. From County Councillor Lisa Dymock to County Councillor Catrin Maby, Cabinet Member for Climate Change and the Environment**

*Could the Cabinet Member for Highways please provide an update on the timetable for resurfacing the remaining section of Crick Road to the B4245?*

The Cabinet Member explained that the condition of this section of Crick Road is currently being re-inspected. It had been agreed for inclusion in the Small Schemes Programme, and most of this year's programme has been delivered. However, winter storms required resources to be diverted to urgent works, and locations affected by flooding across the north of the county from Abergavenny to Monmouth town centre.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held on Thursday, 5th March, 2026 at 2.00 pm

As a result, the resurfacing of Crick Road has been delayed. A precise timescale cannot currently be given, but the intention had been to complete it this year before the disruptions occurred. Updates will continue to be shared.

As a supplementary Councillor Dymock asked if the Cabinet Member believed it to be acceptable for residents to continue using a road in such poor condition?

The Cabinet Member declined to add further comment.

#### **16. From County Councillor Christopher Edwards to County Councillor Laura Wright, Cabinet Member for Education**

*Can the Cabinet Member for Education inform council of progress made to the future plans for Chepstow School and the Chepstow cluster of schools since holding a meeting with Chepstow councillors in July last year?*

The Cabinet Member for Education explained that the first academic term had been exceptionally busy due to preparations for the Estyn inspection, but reassured members that Chepstow remains a key priority within the Welsh Government's school investment programme.

Officers are working closely with Welsh Government colleagues to determine timelines and expectations for business cases beyond the strategic outline stage.

She also intends to meet with the headteachers in the Chepstow cluster and representatives from Chepstow Town Council to gather local views, as had recently been done in Monmouth. However, she noted that ambitions for Chepstow must be balanced against financial pressures and increasing construction costs.

As a supplementary Councillor Edwards asked "*What progress do you hope to achieve before July? And what do you hope to achieve for the Chepstow cluster by May 2027?*"

The Cabinet Member stated that, now the Abergavenny project is concluding, the Council can turn its attention to Chepstow as a priority. She committed to writing with detailed progress plans covering the remainder of the academic year and through to May 2027 and said she would be happy to share this information with all councillors.

#### **17. From County Councillor Christopher Edwards to County Councillor Angela Sandles, Cabinet Member Equalities and Engagement**

*Can the cabinet member explain why Monmouthshire residents and swimming clubs in the South of the county (Chepstow & Caldicot) are being treated unfairly with regard to pool hire rates being the same for all Monmouthshire swimming pools when their pools are 5m shorter in length.*

The Cabinet Member explained that the Council uses a corporate framework for fees and charges across all leisure centres, reviewed annually as part of the budget process. Although pools vary in size and facilities differ slightly between sites, the Council heavily subsidises leisure services to ensure affordability for all residents and clubs. She noted that while fees increase annually, these rises remain significantly lower than the increasing costs of running the centres and delivering their programmes. The Council continues to work closely with local clubs to support their long-term sustainability.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held on Thursday, 5th March, 2026 at 2.00 pm

As a supplementary Councillor Edwards asked “Do you agree this is unfair, since residents pay the same but get smaller pools? Should charges be reviewed so all residents are treated equally?”

She responded that these issues had already been explored in detail through extensive correspondence and engagement. The Council has worked closely with Chepstow Swimming Club to identify suitable packages that keep costs manageable, and she offered to provide additional detail if required.

#### **18. County Councillor Martin Newell to County Councillor Catrin Maby, Cabinet Member for Climate Change and the Environment**

*Please could you provide an update my residents in Monmouth regarding the progress being made and when they can expect to see the Section 19 report in relation to the floods in November 2025.*

Cllr Newell withdrew the question as it had been answered and instead asked: “When we receive the Section 19 report, do you agree we should have a public meeting to discuss it and next steps?”

The Cabinet Member welcomed the update that Cllr Newell had already received information from officers regarding the Section 19 report. She agreed that the way the report is communicated will be important, given its technical nature, and noted that a public-facing summary is standard practice. She explained that this year’s report will cover the Monnow catchment as a whole—rather than individual communities—because the flooding affected several areas simultaneously and the threshold of 20 properties triggers a combined report. She also outlined recent improvements in communication through the “Let’s Talk” platform and shared positive news about funding successes: a substantial Welsh Government grant for natural flood management in the Monnow and Trothy catchments, which will help the small flood team expand capacity for important resilience work.

#### **19. From County Councillor Richard John to County Councillor Ben Callard, Cabinet Member for Resources**

*Could the cabinet member provide an update on the council's investment portfolio?*

The Cabinet Member reported that the Council’s investment properties are currently predicting a £93,000 overspend due to unbudgeted holding and operating costs associated with vacant units, including electricity, service charges, and business rates. Some of this overspend is being offset by staff vacancies and improved performance at Newport Leisure Park. The Council remains confident that performance across the commercial portfolio will improve, supported by active efforts to reduce voids and negotiate favourable lease terms. A fuller update is scheduled for consideration at the Performance and Overview Scrutiny Committee meeting on 21 April.

As a supplementary Councillor John asked “Businesses at Castle Gate Business Park received an 89% rent rise. Will you rescind these letters and stop forcing businesses out?”

In response the Cabinet Member explained that the figure was not directly comparable because the increased amount includes items not included in the original rate. He added that the affected tenant had been benefiting from an introductory incentive rate intended to support start-up businesses—an approach the Council uses strategically to boost local enterprise and fill commercial spaces.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held on Thursday, 5th March, 2026 at 2.00 pm

#### **20. From County Councillor Richard John to County Councillor Laura Wright, Cabinet Member for Education**

*Would the Cabinet Member explain what steps the council is taking to deescalate the dispute with the National Education Union to bring strike action at King Henry VIII 3-19 School to an end?*

The Cabinet Member emphasised that everyone shares the priority of ensuring pupils at King Henry VIII School have a stable learning environment and deeply regretted that NEU members felt industrial action was necessary. She highlighted the important role of teachers and trade unions, and the value of dialogue in resolving workplace issues. The school is facing a significant budget deficit, a matter previously discussed in Council. The Council has been working with the school leadership and governing body to develop a sustainable deficit recovery plan, supported by an independent external review of staffing and curriculum structures. An eight-year recovery period has been agreed to give the school flexibility to implement necessary changes. While staffing changes are part of this process, she stressed that the formal consultation with staff must be allowed to run its course. Officers remain in close contact with both the school and the NEU with the aim of de-escalating the situation and reaching a resolution as soon as possible.

As a supplementary Councillor John asked how vulnerable pupils were being supported and whether other schools may face similar industrial action.

The Cabinet Member agreed that vulnerable pupils, particularly those with difficult home lives, require consistent support and that the disruption is especially challenging for them. She stated that she has no indication at present that similar industrial action is being considered at other schools, though she cannot know what unions may be planning internally. Negotiations are active but must remain confidential. She thanked the councillor for raising the concerns.

**The meeting ended at 18:25pm**



**Subject: Local Resolution Protocol**

**Meeting: Council**

**Date: 14<sup>th</sup> May 2026**

**Divisions/Wards Affected: All**

## **1. PURPOSE:**

- 1.1 For Council to receive and approve the Local Resolution Protocol (“the LRP”) attached at Appendix 1, and for it to be incorporated into the Council’s Constitution.

## **2. RECOMMENDATIONS:**

- 2.1 It is recommended that Council:

- i) Approves the LRP attached at Appendix 1;
- ii) Instructs the Monitoring Officer to update the constitution to incorporate this new LRP.

## **3. KEY ISSUES:**

- 3.1 The Ombudsman expects Councils to establish an LRP to reduce the number of complaints referred to the Ombudsman relating to ‘low-level’ behavioural issues between members, which in acknowledges typically arise in the “cut and thrust” of normal Council debates and local politics.
- 3.2 In the Ombudsman’s guidance on the Members’ Code of Conduct (paragraphs 1.17 and 1.18), the Ombudsman states that *“In my view such complaints are more appropriately resolved informally and locally in order to speed up the complaints process and to ensure that my resources are devoted to the investigation of serious complaints. The aim of local resolution is to resolve matters at an early stage so as to avoid the unnecessary escalation of the situation which may damage personal relationships within the authority and the authority’s reputation.”*
- 3.3 Each Council in Wales has adopted its own processes to comply with the guidance. Monmouthshire currently has provision for informal resolution of disputes within the constitution (the Protocol for Self-Regulation of Member Conduct).
- 3.4 The all Wales Monitoring Officers group set up a working group to consider the operation of local resolution protocols and to advise on best practice. The working group considered all available LRPs in Wales and instructed Counsel to advise on the operation and extent of LRPs. Following this review, the working group recommended that all Councils review their local resolution protocols against the following criteria:

- 1) The LRP should only apply to low level, member on member complaints;
- 2) The LRP may but does not need to include complaints by officers within its scope;
- 3) The LRP should specify the standards of behaviour expected of members (and a list of such behaviour was provided and suggested for inclusion);
- 4) Although examples of matters which are not 'low level' may be included, the protocol should state that advice should be sought from the Monitoring Officer on the remit of the LRP;
- 5) In the event that a member wishes to refer the matter to the PSOW following the application of the LRP, then they must do this themselves to ensure that the Monitoring Officer's role remains impartial;
- 6) The LRP should state that the complainant and the member must agree to use the LRP;
- 7) The LRP should not apply to:
  - a. complaints from members of the public; or
  - b. complaints by members about an officer.
- 8) Use of the LRP cannot exclude the statutory right of the complainant to complain to the PSOW at any time they choose;
- 9) The number of stages within the LRP is up to each Council but the Group noted that two stages were the most common across Councils in Wales;
- 10) Whether the LRP includes group leaders is up to each council but it should be borne in mind that they have a duty to assist the Standards Committee in its duties. The Group noted that it is more common for them to be called in at the second stage if initial attempts at resolution by the Monitoring Officer have not been successful;
- 11) The inclusion of a hearing stage is not advisable because of perceived predetermination and a lack of statutory basis.

3.6 A draft LRP has been prepared in accordance with the guiding principles set out above. A copy is attached to this report as Appendix 1.

3.7 The LRP provides for a two-stage process for the local resolution of low level disputes. Stage One will involve the Monitoring Officer (or his/her representative) attempting to resolve the matter informally with the agreement of all parties concerned. If it is not possible to resolve the matter at Stage 1, the matter may proceed to Stage 2, which involves mediation between all parties, including Group Leaders. The Chair of the Standards Committee may also attend if they wish.

3.9 Whilst members are not obliged to use the Local Resolution Protocol, and can elect at any time to refer the matter to the Ombudsman instead, the Ombudsman has made

clear that members are in the first instance expected to exhaust local processes in relation to low level issues before referring a matter to the Ombudsman.

**4. REASONS**

- 4.1 To update the Council's Local Resolution Protocol in order to comply with the guidance referred to above.

**6. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING)**

- 6.1 No implications.

**7. CONSULTEES**

- 7.1 Standards Committee  
SLT

**8. BACKGROUND PAPERS**

Appendix 1 – Local Resolution Protocol

**AUTHOR:**

James Williams  
Chief Officer Law & Governance (Monitoring Officer)  
Email: [Jameswilliams@monmouthshire.gov.uk](mailto:Jameswilliams@monmouthshire.gov.uk)

This page is intentionally left blank

## Monmouthshire County Council

### Local Resolution Protocol

#### 1. Introduction

- 1.1 This Local Resolution Protocol (“the Protocol”) has been established in accordance with the Ombudsman's guidance on the Code of Conduct for Members (“the Code”) which states that *‘low-level, member-on member’* complaints relating to breaches of the Code should be dealt with at a local level. The aim of the Protocol is to avoid the unnecessary escalation of situations which may damage personal relationships within the Council and the Council’s reputation.
- 1.2 This Protocol does not prevent members from referring any complaint to the Ombudsman if they wish. However, members should be aware that the Ombudsman has made it clear that, in normal circumstances, it is expected that in the first instance members should exhaust the procedures set out in this Local Resolution Protocol before referring low-level complaints to the Ombudsman.
- 1.3 Whether or not a complaint is ‘low level’ in nature will depend upon the individual circumstances of each case. However, the Ombudsman’s guidance states: *‘typically these complaints will be about alleged failures to show respect and consideration for others as required by paragraph 4(b) of the Code or the duty not to make vexatious, malicious or frivolous complaints against other members under paragraph 6(1)(d) of the Code.’*
- 1.4 If you are unsure whether a matter you wish to complain about is within the remit of this protocol, then you should seek advice from the Monitoring Officer.

#### 2. Scope

- 2.1 In order to fall within the scope of this Protocol complaints must meet all three of the following criteria:
  - be made by an **elected** member of the Council and relate to a breach of the Member Code of Conduct **by another elected member**;
  - be low-level in nature; and
  - not relate to repeated occurrences of similar conduct that has already been dealt with under this Protocol or by the Ombudsman.

#### 3. Procedure

- 3.1 Complaints will be dealt with in accordance with the procedures set out below.
- 3.2 It is important that any allegations made under the Protocol are dealt with quickly and effectively with the co-operation of all parties involved. Each party must make themselves available to attend any meetings arranged under the Protocol as a matter of priority.

- 3.3 Both parties must agree to use the Protocol at the outset. If any member elects at any time to refer the matter to the Ombudsman for investigation, the Protocol process will be discontinued and cannot subsequently be resumed.
- 3.4 References within this protocol to the Monitoring Officer shall also include any other appropriate officer appointed in their place.

### **Stage One - Making The Complaint And Informal Resolution**

- 3.5 Any member who wishes to submit an allegation under the Protocol should send the complaint to the Monitoring Officer. The complaint must be submitted to the Monitoring Officer within 30 days of the event that has given rise to the complaint occurring, or within 30 days of the substance of the complaint coming to the attention of the member submitting the allegation.
- 3.6 The complaint must set out the relevant details of the behaviour or conduct complained of and which paragraphs of the Code the member believes has been breached.
- 3.7 Following receipt of the complaint the Monitoring Officer will advise whether the allegation falls within the Protocol or whether the complainant(s) should instead consider referring the matter to the Ombudsman.
- 3.8 If the Monitoring Officer determines that the allegation falls within the remit of the Protocol he/she will seek to try and resolve the matter informally with the agreement of all parties concerned.
- 3.9 All parties involved at Stage one will take into account any advice and guidance of the Monitoring Officer.
- 3.10 If the matter is not capable of resolution at Stage one the complainant may ask that the matter proceed to Stage two.

### **Stage Two – Mediation**

- 3.11 Where informal attempts to resolve the complaint have been unsuccessful, and where the complainant wishes to continue to stage two of the Protocol, the Monitoring Officer shall convene a meeting of all relevant parties, including the complainant, the member who is the subject of the complaint and the relevant Group Leader(s). The Chair of the Standards Committee may also attend this meeting at their discretion.
- 3.12 **This meeting shall be arranged as soon as reasonably practicable after the conclusion of stage one.**
- 3.13 The purpose of the meeting shall be for the parties to attempt to agree a resolution of the complaint to the satisfaction of both parties.
- 3.14 All members shall engage constructively with mediation and make every reasonable effort to resolve the complaint.

- 3.15 Group Leaders shall have regard to their statutory obligation pursuant to s.52A Local Government Act 2000 to take reasonable steps to promote and maintain high standards of conduct by the members of their group.
- 3.16 Where a complaint remains unresolved following stage two, either member may refer the complaint to the Ombudsman.

This page is intentionally left blank

## MONMOUTHSHIRE COUNTY COUNCIL REPORT

**SUBJECT: REPRESENTATION OF POLITICAL GROUPS - REVIEW**  
**MEETING: COUNCIL**  
**DATE: 14 MAY 2026**  
**DIVISION/WARDS AFFECTED: ALL**

### 1. PURPOSE

The Council is required to review at, or as soon as practicable after, the Council's annual general meeting, the representation of different political groups on the bodies to which the Council makes appointments.

### 2. RECOMMENDATIONS

- 2.1 That the Council approves the report as a review under Section 15 of the Local Government and Housing Act 1989 and to allocate ordinary committees with the numbers as indicated below representing political balance.

| Committee                                      | Welsh Labour | Welsh Conservatives | Independent Group | Green Independent Group |
|--|--------------|---------------------|-------------------|-------------------------|
| Scrutiny (9) *(x4)                             | 16           | 15                  | 3                 | 2                       |
| Licensing & Regulatory (12)                    | 6            | 5                   | 1                 | 0                       |
| Planning (16)                                  | 7            | 7                   | 1                 | 1                       |
| Democratic Services (12)                       | 5            | 5                   | 1                 | 1                       |
| Governance & Audit (8) (excluding lay members) | 4            | 3                   | 1                 | 0                       |
| Appointments (5)                               | 2            | 2                   | 1                 | 0                       |
| Aggregate Entitlement (89)                     | 40           | 37                  | 8                 | 4                       |

### 3. KEY ISSUES

- 3.1 The Council must determine the allocation to the different political groups of all the seats to be filled by appointment by the Council and exercise its power of appointment to the body concerned to give effect to such wishes about who is to be appointed to the seats on that body which are allocated to a particular group as are expressed by that group.
- 3.2 Sections 15 to 17 of the Local Government and Housing Act 1989 ("the 1989 Act") and the Local Government (Committees and Political Groups) Regulations 1990 ("the 1990 Regulations") lay down requirements designed to ensure that there is political balance on Committees. The rules apply to all ordinary committees, advisory committees, scrutiny committees, the Democratic Services Committee, and other bodies where the Council appoints three or more seats.

- 3.3 At its AGM, the Council is required to review the political make up of its Committees, and determine the allocation of seats to political groups in accordance with the principles set out in Section 15 of 1989 Act, namely:
- a. not all seats on a Committee should be allocated to the same political group;
  - b. the majority group on the Council should form the majority on a Committee;
  - c. subject to (a) and (b), that the proportion of seats allocated to each political group on the total of all Committees should be the same as the proportion of Council Members who belong to that group; and
  - d. subject to (a)–(c), that the proportion of seats allocated to each political group on each Committee should be the same as the proportion of Council Members who belong to that group.
- 3.4 In certain cases the Council/committee does not have to comply with the statutory requirements. The exceptions are as follows:
- (a) alternative arrangements approved by the Council following notice of the proposed arrangement being included in the agenda for the relevant meeting of Council and without any member of the Council/committee voting against the proposal (s17 and Reg. 20).
  - (b) the committee or sub-committee is established exclusively to discharge functions or to advise in respect of part of the area of the authority and where that area of that part does not exceed one-half of the total area of the authority or the population of that part does not exceed one-half of the total population of the area. In addition, that part must consist of one or more electoral divisions and all the members of the authority who are elected for that electoral division (or those electoral divisions) (and only those members) are entitled to be members of the area committee or sub-committee.
- 3.5 In accordance with s.70 of the Local Government (Wales) Measure 2011, the appointment of Scrutiny Committee Chairs will be done in accordance with the political balance of the Local Authority (rounded to the nearest whole number).

#### **4. REASONS**

To comply with the requirements of the Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990 as amended.

#### **5. RESOURCE IMPLICATIONS**

None

#### **6. CONSULTEES**

Chief Executive  
SLT  
Local Democracy Manager

**7. AUTHOR:**

James Williams  
Chief Officer Law & Governance  
Monitoring Officer  
[jameswilliams@monmouthshire.gov.uk](mailto:jameswilliams@monmouthshire.gov.uk)

Appendices:

Appendix A - Methodology applied to calculate political balance  
Appendix B - Appointments by Council

This page is intentionally left blank

## APPENDIX A

### Methodology applied to allocations

1. The legislative requirements in relation to political balance are set out at paragraph 3.3 of the main report.
2. Appointments by the Council

The principles are considered separately for ordinary committees, advisory committees and for other bodies to which appointments must be made. Ordinary committees are committees that make decisions on behalf of the Council. The other form of committee, the advisory committee, is one appointed to advise the Council on any matter relating to the discharge of its functions

(a) Ordinary Committees

According to the draft circular issued in 1990, a suitable sequence for applying the principles will be:

- (i) calculate the total seats with votes on all the ordinary committees;
- (ii) calculate the proportion that each political group forms of the total membership of the authority (and that membership does not include a chairman who is no longer a councillor but remains a member of the Council by virtue of section 26 of the 1972 Act); the "total membership of the authority" does, however, include vacant seats;
- (iii) apply those proportions to the total number of ordinary committee seats to give the aggregate entitlement of each group; the requirement (here as elsewhere) to apply the proportions "so far as reasonably practicable" can be met by rounding up entitlements of a half or more; if this results in a greater aggregate than the number of seats available, the fractional entitlement(s) closest to a half should be rounded in the other direction until entitlements balance the available seats;
- (iv) apply the proportions to the number of members on each ordinary committee to give a provisional entitlement to seats on that committee;
- (v) where the provisional entitlement gives only one group the seats on the committee, adjust the entitlement so that the next largest group has a seat;
- (vi) where one group has a majority of the membership of the Council, but does not have a majority on any committee as a result of the provisional entitlement, increase its share on that committee so that it does have a majority;

- (vii) finally, adjust the seats on each committee so that the total allocated to each group is as near as possible to their aggregate entitlement, while preserving the results reached at steps (v) and (vi)

This sequence of steps has been adopted in this report.

(b) Advisory Committees

The intention of the provision is to ensure that those seats to be filled by councillors are (in the absence of unanimous agreement to the contrary) shared fairly between the political groups.

It is, therefore, necessary for the Council first to decide how many of the seats on each advisory committee are to be filled by members of the Council; the statutory requirements then only apply to those seats; the allocation of those seats can conveniently be made by following steps (ii), (iv), (v) and (vi) above.

(c) Other Bodies

The intention is to ensure a fair distribution of the available seats among the political groups, as a majority group would reasonably be entitled to all the seats where the authority makes only one or two appointments, the duty to allocate seats to political groups only applies where the Council appoints to three or more seats.

The allocation can be made by following steps (ii), (iv), (v) and (vi) above.

3. Appointments by Committees

Where an ordinary committee appoints a sub-committee with executive powers, the allocation can be carried out by following steps (ii), (iv), (v) and (vi) above.

When an advisory sub-committee is appointed, the committee will first need to determine how many seats are to be filled by members of the Council (not just members of the committee). The duty to allocate to political groups then applies only to those seats. The same steps can be followed.

## APPENDIX B

### Appointments by Council

1. The following committees are appointed by the Council with the number of seats shown:

| <i>Committee</i>                               | <i>Seats</i> |
|--|--------------|
| Planning                                       | 16           |
| Licensing and Regulatory                       | 12           |
| Governance and Audit (excluding 4 lay members) | 8            |
| Place Scrutiny                                 | 9            |
| People Scrutiny                                | 9            |
| Performance and Overview Scrutiny              | 9            |
| Public Services Scrutiny                       | 9            |
| Democratic Services                            | 12           |
| Appointments                                   | 5            |
| <b>Total</b>                                   | <b>89</b>    |

Notes:

- (i) Member/Officer Working Groups are not Committees or Sub-Committees;
  - (ii) the Standards Committee is not subject to the political balance rules;
  - (iii) the Joint Advisory Group (Teachers/LGE) is a Cabinet advisory committee;
  - (iv) political balance rules do not apply to Area Committees;
  - (v) SAC will be allocated in accordance with the Constitution.
2. The rest of this appendix deals with the appointment of committees only.
- (a) Total number of members for the purpose of political balance - 46
    - Labour 21
    - Conservative 19
    - Independent Group 4
    - Green Independent Group 2
  - (b) Provisional statutory entitlement multiplier (i.e. the relevant number of members divided by 46):
    - Labour 0.456
    - Conservative 0.413
    - Independent Group 0.086
    - Green Independent Group 0.043

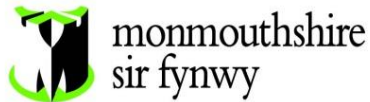
(c) Aggregate entitlement of seats (i.e. 89 multiplied by the relevant figure in paragraph (b) above):

|                         |        |
|-------------------------|--------|
| Labour                  | 40.584 |
| Conservative            | 36.757 |
| Independent Group       | 7.654  |
| Green Independent Group | 3.827  |

Rounding up/down gives:

|                         |    |
|-------------------------|----|
| Labour                  | 40 |
| Conservative            | 37 |
| Independent Group       | 8  |
| Green Independent Group | 4  |

Where the Council makes appointments of three seats or more to other bodies, the political balance rules apply, and appointments will be made in accordance with paragraph 3.3 of the main report, taking into account the methodology in Appendix A and applying ratios above.



|                                 |                                  |
|---------------------------------|----------------------------------|
| <b>SUBJECT:</b>                 | <b>APPOINTMENT OF COMMITTEES</b> |
| <b>MEETING:</b>                 | <b>County Council</b>            |
| <b>DATE:</b>                    | <b>14 May 2026</b>               |
| <b>DIVISION/WARDS AFFECTED:</b> | <b>All</b>                       |

## 1. PURPOSE:

To appoint committees together with their membership and terms of reference in accordance with the Council's Constitution.

## 2. RECOMMENDATION:

That the following committees be appointed together with their membership as set below, and their terms of reference attached as appendices.

That Council appoints the Chair of Democratic Services Committee.

If appointments are not able to be made at the meeting itself then political group leaders should communicate their appointments to the Head of Democratic Services as soon as possible following the meeting.

### 2.1 GOVERNANCE AND AUDIT COMMITTEE

That the Governance and Audit Committee be appointed, with the terms of reference attached as appendix A.

That the membership of the Committee comprises 8 members of the Council, to be appointed in accordance with political balance, plus four lay members.

That it be noted that the Chair of the Governance and Audit Committee will be appointed by the Committee.

### 2.2 DEMOCRATIC SERVICES COMMITTEE

That a Democratic Services Committee be appointed, with the terms of reference attached as appendix B.

That the membership of the Committee comprises 12 members of the Council, politically balanced.

That the Chair of the Democratic Services Committee be appointed by the Council. In accordance with s14 of the Local Government (Wales) Measure the Chair of the Democratic Services Committee cannot be a Member of the Executive or the Executive Group.

### 2.3 REGULATORY AND OTHER COMMITTEES

That the following Committees, together with their terms of reference, attached as appendix B, be appointed, subject to any changes to be notified by the political groups.

- (a) Planning (16 Members)
- (b) Taxi and Regulatory (12 Members)
- (c) Licensing and Gambling (12 Members)
- (d) Sub-Committees under the Licensing Act 2003
  - Three sub-committees of three members to be established to meet on Monday, Wednesday and Friday.
  - The Chairman, Vice Chairman and Opposition spokesman of the Licensing and Regulatory Committee to be appointed as Chairman of each sub-committee
  - The nine remaining members be called to attend sub-committee meetings on a rota basis in discussion with the Chairman of the relevant sub-committee.
- (e) Appeals Panel (3 members)

3 members to be nominated on an ad hoc basis.
- (g) Appointment of Local Authority Governors Committee (7 Members)
- (h) Standing Advisory Council on Religion, Values and Ethics (SAC)
  - 6 members to represent the County Council.
  - Religions, denominations, and non-religious philosophical convictions: 13 members

|   |           |
|---|-----------|
| The Church in Wales                     | 1 member  |
| The Roman Catholic Church               | 1 member  |
| Free Churches                           | 4 members |
| Bahá'í Faith                            | 1 member  |
| Buddhist Faith                          | 1 member  |
| Hindu Faith                             | 1 member  |
| Muslim Faith                            | 1 member  |
| Jewish Faith                            | 1 member  |
| Sikh Faith                              | 1 member  |
| Non-religious philosophical convictions | 1 member  |

- Teachers' associations: 7 members
- Co – opted - 2 members

The Chair of SAC will be the Cabinet Member for Education as agreed by Council in May 2026.

(i) The following committees will be appointed as and when required, based on the below membership arrangements, and the constitution:

- Investigation Committee (3 members)

- Disciplinary Committee (3 members)
- Remuneration Committee (6 members)

## 2.4 SCRUTINY COMMITTEES

That the following Scrutiny Committees be appointed, together with their terms of reference, attached as appendix D:

- People Scrutiny Committee (9 Members)
- Place Scrutiny Committee (9 Members)
- Performance and Overview Scrutiny Committee (9 Members)
- Public Services Scrutiny Committee (9 Members)

That the following members be co-opted to the Performance and Overview Scrutiny Committee

### **Voting on Education Issues only**

Church in Wales  
 Parent Governor Representative  
 Parent Governor Representative  
 Catholic Church

### **Non-Voting**

ASCL  
 NAHT  
 NASUWT  
 NEU  
 Free Church Federal Council  
 Association of School Governors

That each Scrutiny Committee shall be entitled to recommend to Council the appointment of a maximum of five people as non-voting co-optees.

## 2.5 STANDARDS COMMITTEE

That the Standards Committee be appointed with the terms of reference attached as appendix E.

That the membership of the Committee comprises 3 members of the authority other than the Leader, up to 5 voting independent members and one community member.

## 2.6 APPOINTMENTS COMMITTEE

That the Appointments Committee be appointed with the terms of reference attached in Appendix B. That the committee comprises of 5 members and is politically balanced. Of the 5 members, at least one member, but no more than half of the members must be a cabinet member.

## 3. REASONS

To ensure the Council is compliant with its constitution.

**4. RESOURCE IMPLICATIONS:**

Members to be remunerated in line with the Local Democracy and Boundary Commission Cymru Annual Report for this Council year unless explicitly requested to opt-out of receiving some or all of their remuneration by individual Members.

**5. CONSULTEES:**

Monitoring Officer  
All Group Leaders

**6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

None

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:**

None

**8. BACKGROUND PAPERS:**

Monmouthshire County Council Constitution, October 2025  
Education Act 1996

**9. AUTHOR:**

John Pearson, Local Democracy Manager  
Email: johnpearson@monmouthshire.gov.uk

## **APPENDIX A - TERMS OF REFERENCE FOR THE GOVERNANCE AND AUDIT COMMITTEE**

- (a) to review and scrutinise the authority's financial affairs,
- (b) to make reports and recommendations in relation to the authority's financial affairs,
- (c) to review and assess the risk management, internal control, *performance assessment* and corporate governance arrangements of the authority,
- (d) to make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements,
- (e) to oversee the authority's internal and external audit arrangements, and
- (f) to review the financial statements prepared by the authority.
- (g) to undertake any other functions as the authority considers suitable to be exercised by the Governance and Audit Committee

### Core functions

In order to meet the terms of reference above the Governance and Audit Committee will undertake the following core functions:

- Approve internal audit's strategy, plan and performance.
- Review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary.
- Consider the reports of external audit and inspection agencies.
- Consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements. Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
- Be satisfied that the authority's assurance statements, including the Statement on Internal Control and Governance Statement, properly reflect the risk environment and any actions required to improve it.
- Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
- Review the financial statements, external auditor's opinion and reports to members, recommend the adoption of the financial statements by full Council and monitor management action in response to the issues raised by external audit.
- Maintain an overview of the Council's constitution in respect of contract procedure rules and financial regulations
- Make recommendations, as appropriate, to Cabinet and Council on any matters reported through the Governance and Audit Committee.

This page is intentionally left blank

## **APPENDIX C - TERMS OF REFERENCE FOR REGULATORY AND OTHER COMMITTEES**

### **(a) PLANNING**

With delegated powers:

#### **1. Planning and conservation**

Functions relating to town and country planning and development control as specified in Schedule 1 to the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2007 as amended ('the Functions Regulations') save in relation to footpaths and bridleways.

#### **2. Powers relating to the preservation of trees, the protection of important hedgerows and the power to make limestone pavement order.**

### **(b) LICENSING AND REGULATORY**

With delegated powers:

To determine traffic orders.

To act as the Licensing Committee designated for the purpose of Section 6 of the Licensing Act 2003.

To carry out all other functions and powers specified in Schedule 1 to the Functions Regulations, save in relation to the duty to approve the Authority's Statement of Accounts etc., the power to make Standing Orders, to appoint staff and to consider adverse reports from the Local Commissioner, all of which shall be reserved to Full Council.

To carry out all other Licensing functions in accordance with Part 2 of the Licensing Act 2003.

### **(c) SUB-COMMITTEES UNDER THE LICENSING ACT 2003**

With delegated powers:

The discharge of all functions relating to licensable activities, as described in the Licensing Act 2003.

### **(d) APPEALS COMMITTEE**

With delegated authority to determine appeals in accordance with the County Councils' constitution, e.g. School Transport Appeals, Discretionary Housing Payments Appeals

### **(e) APPOINTMENT OF LOCAL AUTHORITY GOVERNORS COMMITTEE**

With plenary powers to act in accordance with the Code of Practice set out below:

1. LA Governors are appointed representatives of the LA on a school's governing body. They are not delegates, but can be removed at the discretion of the LA. Appointments are made on merit, irrespective of political persuasion and in the best interests of the children and school. Nominations of elected members will be viewed in exactly the same way as any other nominations.

2. They may represent the LA view, but in all cases the interests of the school are paramount and all governors shall abide by the governing body's rules and code of conduct.

3. A governor appointed by the LA must, like all governors be in a position to:

- Offer time, commitment and energy to the role.
- Become well informed about current educational thinking.
- Know about the needs of the school, its staff and pupils.
- Visit the school with purpose, sensitivity and understanding.
- Undertake training as necessary.
- Attend meetings regularly.
- Conform to agreed procedures at meetings, including the need for confidentiality concerning certain matters discussed in Governing Body meetings especially in relation to individual staff, pupils and parents.
- Undertake appropriate preparation and reading.
- Work co-operatively as a member of a team, accepting collective responsibility for decisions made.
- Share responsibilities including service on committees
- Find out as much as possible about the community served by the school.
- Understand that the position does not offer a personal or political platform.
- Offer commitment to raising education standards to enable every child and young person to reach their full potential

4. When an LA governor vacancy occurs, the school may advise the LA of its needs in terms of balance of skills, gender or other considerations for the good of the school. It shall have the right to submit names for consideration.

5. When an LA Governor vacancy occurs, the County Councillor in whose electoral area the school is situated, will be informed. (All other County Councillors will be advised by e mail of the vacancy for information.) They should consult the school's headteacher and chairman of governors as well as fellow Councillors in cases where pupils are drawn from beyond his/her electoral division. They may recommend names for consideration.

6. The LA will appoint the persons most suitable to be governors according to the criteria set out above. The appointment will be made as soon as possible after the vacancy arises, recognising the serious operational difficulties which may occur when governing bodies are incomplete.

7. The LA is able to remove governors which it has appointed by giving written notice to the clerk to the Governing Body and to the governor who is to be removed. The governor will be given the opportunity to make written

representation before removal. The LA will only remove a governor for a good reason.

8. Whilst it is anticipated that such procedures will be used infrequently, it is important for there to be a mechanism in place, if required, for the removal of local authority governors in order to ensure that difficulties, if they arise, can be dealt with in a consistent way. It is expected that these procedures would be used, for example, where there is evidence that the governor concerned has seriously or persistently breached their Governing Body's Code of Conduct, or there are significant other issues such as those detailed below. Removal of a local authority governor from office will only be used as a last resort after seeking to resolve any difficulties or disputes in a constructive way. Before the LA begins a formal process of removal, LA Officers will offer some form of conciliation, if appropriate, to seek to resolve the situation. Where there is no effective remedy, then the governor may be considered for removal from office.

9. All requests to remove a local authority governor from office would in the first instance be referred to the Chief Officer, Education who will consider the grounds for removal. The Chief Officer will then make a recommendation to the Chair of the LA Governor Appointments Committee on whether there are grounds for removal and they will take a decision. If the Chair of the Committee decides that there are no grounds for removal, they will write to the proposer and if appropriate, the governor concerned, setting out the reasons for the decision and advising, where appropriate, on a way forward to resolve any remaining difficulties. If the Chair of the LA Governor Appointments Committee decides that there may be grounds for removal, they will write to the governor concerned setting out the reasons why the matter has been referred for decision by the Committee and invite the governor to make written representation.

10. Reasons for the removal from office include, but may not be limited to, any of the following:

- Conduct that is inconsistent with the ethos or religious character and has or is likely to bring the school, the governing body or their office as a governor, or the LA into disrepute.
- Serious failure to co-operate with the LA, governors or the governing body as a whole.
- Irretrievable breakdown in relationship between the governor and the governing body and/or local authority.

11. The LA Governor Appointments Committee will meet and make a decision on the matter following receipt of the written representations from both parties. If necessary, both parties may be called to a meeting to give an account of their representation.

12. If a decision to remove is made, the Chair of the LA Governor Appointments Committee will write to the governor dismissing them from the Governing Body of the School, setting out the reasons for the decision. A copy of the letter will be copied to the clerk to the Governing

Body. If the proposal is not agreed, the Chair of the LA Governor Appointments Committee will write to the proposer and governor concerned, setting out the reasons for the decision and advising, where appropriate, on a way forward to resolve any remaining difficulties. Any governor who is removed from office may not be appointed to a governing body as a LA governor for a period of twelve months from removal. Should the governor concerned hold office on another governing body, that position would not necessarily be affected by his/her removal from the governing body the removal relates to; however, consideration would be given to this at the same time.

## **(f)STANDING ADVISORY COUNCIL ON RELIGION, VALUES AND ETHICS(SAC)**

### **1. Function**

To advise the local authority, in accordance with section 391(1A)(a) of the Education Act 1996, upon matters connected with:

- (i) religious worship in community schools, and
- (ii) the provision of teaching and learning, under the Curriculum and Assessment (Wales) Act 2021, either in respect of the mandatory element of Religion, Values and Ethics (within the meaning of that Act) (“RVE”), or under section 60 of that Act (post-compulsory education in maintained schools: Religion, Values and Ethics), as the authority may refer to SAC or as SAC may see fit.

To provide particular advice in respect of the above matters around the methods of teaching, the choice of materials and the provision of training for teachers (section 391(2), Education Act 1996).

To carry out, in accordance with section 391(1A)(b) of the Education Act 1996, the functions conferred on SAC by section 394 of the same Act (determination of cases in which requirement for Christian collective worship is not to apply).

Where the representative groups so demand (other than the group consisting of persons appointed to represent the local authority), to require the local authority, in accordance with section 391(3) of the Education Act 1996, to review and establish the RVE agreed syllabus via an agreed syllabus conference in accordance with paragraph 3 of Schedule 31 to the same Act. In accordance with Welsh Government guidance, SAC should request a review of the RVE agreed syllabus at least once every 5 years.

To publish in each year a report as to the exercise of its functions and any action taken by its representative groups in terms of requesting a review of the RVE agreed syllabus during the last preceding year (section 391(6)-(7), Education Act 1996). A copy of that report must be sent to the Department for Education and Skills, Welsh Government

To handle legacy advisory functions formerly the responsibility of the Monmouthshire Standing Advisory Council on Religious Education (“SACRE”), relating to the RE syllabus for those school years in which the RVE agreed syllabus has not yet been implemented.

To meet at least once a term (i.e. 3 meetings per academic year), but meetings can be arranged as required. The duty to convene a SAC implies a duty to fund the body satisfactorily. The local authority shall provide a clerk and sufficient funds for it to perform its functions.

2. SAC shall consist of representation from:

- Christian denominations and other religions and religious denominations, and non-religious philosophical convictions, the number of members appointed to the group to represent a religion, denomination or non-religious philosophical conviction being broadly reflective, so far as is consistent with the efficient discharge of the group's functions, of the proportionate strength of the religion, denomination or non-religious philosophical conviction in the area;
- Such associations representing teachers as, in the opinion of the authority, ought to be represented; and
- The local education authority.

It may also appoint co-opted members if required although these members have no voting rights.

It is for the local authority to appoint the members of the three groups.

Each group has a single vote on any matter to be decided by SAC.

It is open to the local authority to appoint the chairperson, or to allow a SAC to appoint its own chair from its members.

Composition:

Local authority - 6 places representing Monmouthshire County Council

Religions, denominations and non-religious philosophical convictions – 13 places:

- Representing the Church in Wales (1)
- Representing the Roman Catholic Church (1)
- Representing the Free Church Council (4)
- Representing the Bahai'i Faith (1)
- Representing the Buddhist Faith (1)
- Representing the Hindu Faith (1)
- Representing the Muslim Faith (1)
- Representing the Jewish Faith (1)
- Representing the Sikh Faith (1)
- Representing non-religious philosophical convictions (1)

Representing the Teachers Associations 7 places

Co-opted Members 2 places

The representative for non-religious philosophical convictions shall not participate or vote when SAC determines legacy SACRE matters.

## Membership of WASACRE

Monmouthshire SAC is a member body of the Welsh Association of SACREs. Four SAC representatives are nominated for attendance at WASACRE but these may be substituted as required.

The RE Adviser to SAC shall act for the local authority at WASACRE meetings.

Supply cover and travel expenses will be paid to teacher representatives attending meetings.

Religious representatives and those representatives representing non-religious philosophical convictions may claim expenses from their respective organisations.

Any member who has not attended three consecutive meetings without apology will lose the right to their place.

Supply cover will be paid for teachers' attendance at meetings.

### 7. Membership of WASACRE

Monmouthshire SAC is a member body of the Welsh Association of SACs. Four SAC representatives are nominated for attendance at WASACRE but these may be substituted as required.

The RE Adviser to SAC shall act for the LA at WASACRE meetings.\*  
Supply cover and travel expenses will be paid to teacher representatives attending meetings.

Religious representatives may claim expenses from their respective organisations.

## **(g) INVESTIGATION COMMITTEE**

Appointed pursuant to the Council's Officer Employment Procedure Rules relating to the Head of Paid Service, Chief Finance Officer and Monitoring Officer

## **(h) DISCIPLINARY COMMITTEE**

Appointed pursuant to the Council's Officer Employment Procedure Rules relating to the Head of Paid Service, Chief Finance Officer and Monitoring Officer

## **(I) REMUNERATION COMMITTEE**

### **TERMS OF REFERENCE**

## 1. Scope

To determine the remuneration for the Council's Senior Leadership Team which consists of the Chief Executive and 7 Chief Officers.

The purpose of the review is that there is a risk that the authority will not be able to attract qualified and competent chief officers due to uncompetitive pay arrangements.

The issue is about balancing the need for senior pay to be set in a fair, transparent way and be deemed an appropriate use of public funds, with the equal need to attract and reward leaders of sufficient calibre to drive a constant process of change and improvement.

We have a track record of creativity and innovation. We will need to build on this so that we are:

- A Fair place to live where the effects of inequality and poverty have been reduced;
- A Green place to live and work, with reduced carbon emissions, and making a positive contribution to addressing the climate and nature emergency;
- A Thriving and ambitious place, where there are vibrant town centres, where businesses can grow and develop;
- A Safe place to live where people have a home and community where they feel secure;
- A Connected place where people feel part of a community and are valued;
- A Learning place where everybody has the opportunity to reach their potential

## 2. Background

Local Authorities are required to be transparent as to how they use public monies. They have to publish each financial year a pay policy setting out its remuneration for its chief officers.

The **Localism Act 2011 (section 38 (4))** states that a pay statement must include the authority's policies relating to:

- (a) the level and elements of remuneration for each chief officer,
- (b) remuneration of chief officers on recruitment,
- (c) increases and additions to remuneration for each chief officer,
- (d) the use of performance-related pay for chief officers,
- (e) the use of bonuses for chief officers,
- (f) the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
- (g) the publication of and access to information relating to remuneration of chief officers.

A Chief Officer is defined in **s.43(2)** of the **Localism Act 2011** as:

(aa) its chief executive appointed under—

(i) section 54 of the Local Government and Elections (Wales) Act 2021 (chief executive of council in Wales), or

(ii) regulations made under Part 5 of that Act (chief executive of a corporate joint committee).

(b) its monitoring officer designated under section 5(1) of the Local Government and Housing Act 1989;

(c) a statutory chief officer mentioned in section 2(6) of that Act;

(d) a non-statutory chief officer mentioned in section 2(7) of that Act;

(e) a deputy chief officer mentioned in section 2(8) of that Act;

(f) its head of democratic services designated under section 8(1) of the Local Government (Wales) Measure 2011 (designation by council of a county or county borough in Wales).

**s.54(3) of The Local Government and Election (Wales) Act 2021** requires the Chief Executive to keep under review such matters as:

(a) the manner in which the exercise by the council of its different functions is co-ordinated;

(b) the council's arrangements in relation to—

(i) financial planning,

(ii) asset management, and

(iii) risk management;

(c) the number and grades of staff required by the council for the exercise of its functions;

(d) the organisation of the council's staff;

(e) the appointment of the council's staff;

(f) the arrangements for the management of the council's staff (including arrangements for training and development).

### **3. Decision**

All decisions will be made in accordance with the following principles: (a) proportionately (i.e. the action must be proportionate to the desired outcome); (b) due consideration and the taking of professional advice from Officers; (c) respect for human rights; (d) a presumption in favour of openness; (e) clarity of aims and desired outcomes; (f) consideration of any alternative options; and (g) the giving and recording of reasons for the decision and the proper recording of these reasons.

The committee has to:-

- Make recommendations on senior pay and reward issues to Council
- Make recommendations on structure of senior pay and reward, and grounds for pay progression.

- To comply with the requirements set out in the Local Government (Wales) Act 2015, and any subsequent legislation, which relate to senior pay decisions. The committee and the Council must have regard to any Independent Remuneration Committee's recommendations when reaching decisions on relevant pay. Appendix 1 provides the process to refer any pay recommendations to the Independent Remuneration Committee (IRP).

The terms of reference will be subject to approval by Council.

#### **4. General Principles**

- No permanent change to pay and reward of the Senior Leadership Team can be actioned until it is ratified by Full Council
- The basic pay of the Senior Leadership Team (including the Chief Executive) will be determined using an Independent HR Consultant and advice sought from any other external experts as deemed appropriate.
- The Committee will provide a structured governance body through which recommendations affecting Chief Officers pay can be taken in the best interests of Monmouthshire County Council and its stakeholders. It enables remuneration issues to be reviewed and considered with an impartial and balanced mind-set.

#### **5. Role**

The Remuneration Committee will make recommendations to Council on the permanent pay and reward of Senior Managers. It will:-

- a) Contribute to the Council's positive reputation with regard to having appropriate and effective corporate governance arrangements for senior pay by operating an independent, transparent and informed approach to managing senior pay through the Remuneration Committee.
- b) Develop broad policy decision for senior pay, having regard to the Council's Pay Policy 2024
- c) Propose levels of remuneration considered to be sufficient to attract, retain and motivate senior managers of the quality required to run the organisation successfully.
- d) Consider the affordability of its proposals
- e) Be sensitive to the context of senior pay, including pay and employment conditions elsewhere in the organisation
- f) Ensure the relationship between reward and senior management tiers and for employees below this level remain reasonable
- g) Ensure individuals are fairly and responsibly rewarded for their individual contribution
- h) Understand what other relevant organisations are paying for similar roles as well as their general approach to reward, and consider whether Monmouthshire County Council should position itself in relation to 'the market' – for example, whether the Council's approach may be to pay at around the lower quartile, median or upper quartile of the market etc.
- i) Ensure that proper and professional advice is obtained to assist in its deliberations

The committee's recommendations will be based on data, advice, evidence and views collected from a number of possible sources – for example:

- External pay data, advice and facilitation (e.g. from external consultants or other sources)
- The Council's Chief Executive, key documents and reports

The Council's policies such as People Strategy

- Performance data where relevant

The committee would not normally expect to present all of the background data and advice it had received

## **6. Membership & Support**

The committee will comprise of 6 Members to give a balanced political background. One member of the committee will act as Chair. The Chair will be appointed at the first meeting.

The membership should include the Lead Member for Resources and one member from Cabinet.

The Lead HR Business Partner will provide a 'secretariat' function to the Committee because she is not part of SLT or a Head of Service. She will be responsible for arranging meetings, coordinating and preparing documentation and arranging support, training, advice and information for the Committee.

The Committee may commission external independent expertise to train and support them in fulfilling their role and/or to provide external data or advice (including relevant market and regional data). The Lead HR Business Partner will provide details of external experts considered suitable for the purposes in terms of experience, cost and best value for the Committee to select from.

## **7. Confidentiality**

Members will be expected to maintain confidentiality whilst discussions are taking place and until the decisions have been published.

## **8. Conflicts of Interest**

Should any committee member feel there is a conflict of interest with regards to any agenda item or discussion in the committee:-

- They should declare any personal and/or prejudicial interest in the matter
- It is prejudicial then they should leave the meeting during any discussion on the matter

## **(J) Appointments Committee**

5 Members are to be appointed to the Committee. At least one member, but not more than half the total membership must be a Cabinet member (The Local Authorities (Standing Orders) (Wales) Regulations 2006).

To discharge the functions of the Council in respect of the appointment and dismissal of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006) other than the Chief Executive and Chief Officers who are part of the Council's Strategic Leadership Team, in accordance with the Council's policies and procedures.

## APPENDIX D – SCRUTINY COMMITTEE TERMS OF REFERENCE

| Scrutiny Committee Terms of Reference   |  |
|---|--|
| <b>Number of Committees:</b>  | <b>4</b>   |
| <b>Frequency of Meetings:</b><br>(Additional meetings called as appropriate)  | <b>People Scrutiny Committee</b> ~ 6 annually<br><b>Place Scrutiny Committee</b> ~ 6 annually<br><b>Performance and Overview Scrutiny Committee</b> ~ 6 annually<br><b>Public Services Scrutiny Committee</b> ~ 6 annually |
| <b>Committees and Terms of Reference:</b>   |  |
| <ul style="list-style-type: none"> <li>• Two thematic Scrutiny Committees, <b>‘People’</b> and <b>‘Place’</b>, engage the public in the design of policy and services, reflecting the public voice to the Cabinet in advance of decisions being taken. These committees are vehicles through which the public can voice their opinion on major decisions, assisting the committees in drawing conclusions and making recommendations to the Cabinet. Members may engage with their communities by holding informal face-to-face meetings in the community or conducting surveys in their local area. The public is also able to submit audio, video and written submissions to these Scrutiny Committees and attend their meetings.</li> <li>• The <b>‘Performance and Overview’</b> Scrutiny Committee provides constructive challenge to the Cabinet, holding them to account for the performance of service delivery and risk management. It also conducts robust financial monitoring and scrutinises the Council’s performance in delivering the corporate objectives outline in its Corporate Plan.</li> <li>• The <b>‘Public Services’</b> Scrutiny Committee scrutinises the effectiveness of strategic partnerships (including the Public Service Board) and other public service providers to ensure that services delivered in partnership with other bodies are accountable and deliver improved outcomes for residents.</li> <li>• Topics suggested for scrutiny are assessed against the ‘scrutiny topic criteria’ to determine the committee best placed to undertake the scrutiny. The Scrutiny Committees are role-based, so policy or service changes are scrutinised by the two thematic policy development committees, and performance reports or reports on risks or financial matters are scrutinised by the Performance and Overview Scrutiny Committee. Work programmes are planned and agreed by the Scrutiny Committees.</li> </ul> |  |

**APPENDIX D – SCRUTINY COMMITTEE TERMS OF REFERENCE**

| <b>People Scrutiny Committee</b>  | <b>Place Scrutiny Committee</b>   | <b>Performance and Overview Scrutiny Committee</b>   | <b>Public Services Scrutiny Committee</b>  |
|---|---|--|--|
| <p>To scrutinise policy and services delivered to adults, children and young people that promotes their health, education and well-being and can include scrutiny of the following:</p> <ul style="list-style-type: none"> <li>• Education (schools and adult learning), Additional Learning Needs, Pupil Support Services, Learning Disability Services.</li> <li>• Safeguarding vulnerable adults and children, children in care.</li> <li>• Family Support Services, support for carers and young carers, respite provision.</li> <li>• Social care and health; including domiciliary, residential, nursing home and community care, occupational therapy, reablement, assistive technology, Disability Services, Community Meals</li> </ul> | <p>To scrutinise policy and services delivered to residents that promotes community safety and well-being and supports sustainable, resilient communities.</p> <p>To ensure that policy and services are responsive to the needs of businesses and visitors and promote economic activity.</p> <p>This can include scrutiny of the following:</p> <ul style="list-style-type: none"> <li>• Housing (Jointly with People Scrutiny Committee).</li> <li>• Public Health, Environmental Health and Trading Standards.</li> <li>• Community Safety</li> <li>• Highways, Transport and Traffic Management.</li> <li>• Street Lighting.</li> <li>• Grounds Maintenance.</li> <li>• Countryside management.</li> </ul> | <p>To scrutinise the ongoing performance of all Council services and ensuring that the Cabinet is held to account.</p> <p>To scrutinise the Council’s delivery against its corporate objectives, corporate risks and to conduct budget monitoring for all services.</p> <p>Scrutiny also includes the following:</p> <ul style="list-style-type: none"> <li>• The Planning Function: Building Control, Development Control.</li> <li>• Asset Management.</li> <li>• Corporate Procurement.</li> <li>• School Performance, Scrutiny of the Educational Achievement Service (EAS)</li> <li>• Management of Individual Schools Budgets, Schools Delegated Budgets, the Authority’s Schools</li> </ul> | <p>To constructively challenge (where powers allow) the work and effectiveness of strategic partnerships (including the Public Service Board) and other public service providers to ensure public accountability of collaborative services, value for money and improved outcomes for people in Monmouthshire.</p> <p>To influence the decisions, policy and practice of public service providers by gathering evidence to make recommendations on effective multi-agency action to improve public service delivery.</p> <p>This can include scrutiny of the following:</p> <ul style="list-style-type: none"> <li>• Key services provided in partnership to local communities, such as those</li> </ul> |

**APPENDIX D – SCRUTINY COMMITTEE TERMS OF REFERENCE**

|  |   |   |   |
|--|---|---|---|
| <p>Service and Sensory Impairment Services.</p> <ul style="list-style-type: none"> <li>• Mental Health Services.</li> <li>• Homelessness prevention and housing.</li> <li>• Poverty prevention and Social Justice.</li> <li>• Youth Services.</li> <li>• Youth Justice and youth offending service.</li> <li>• Leisure services (in terms of health outcomes).</li> <li>• Welfare Rights.</li> <li>• Community Legal Service.</li> </ul> | <ul style="list-style-type: none"> <li>• Climate Change and Sustainability</li> <li>• Waste and Recycling.</li> <li>• Tourism and Destination Management</li> <li>• Public realm – Culture, libraries, museums, and theatre.</li> <li>• Economic growth, Place shaping and enterprise.</li> <li>• Local Development Planning, Economic Development Planning</li> <li>• Digital Infrastructure</li> <li>• Job creation and vocational skills.</li> <li>• Estates Management</li> </ul> | <p>Individually Managed Budgets.</p> <ul style="list-style-type: none"> <li>• Chief Executive’s Function.</li> <li>• Revenues, Council Tax, Non-Domestic Rates and Finance.</li> <li>• Corporate Costs and Levies.</li> <li>• Facilities and Accommodation Management.</li> </ul> | <p>delivered by the Regional Partnership Board.</p> <ul style="list-style-type: none"> <li>• The Council’s interface with the Voluntary Sector.</li> <li>• Any collaborative initiatives, including: <ul style="list-style-type: none"> <li>- Shared Resource Service (SRS)</li> <li>- Integrated Adults Services with Health Partners.</li> <li>- Domestic Violence Service, Drug and Alcohol Services.</li> <li>- Public health and well-being.</li> </ul> </li> <li>• Crime and Disorder Scrutiny in line with the Police and Justice Act (2006) and Welsh Government Guidance published in 2010.</li> </ul> |
|--|---|---|---|

**The Scrutiny Chairs Group**

The Scrutiny Chairs Group comprises the four Scrutiny Chairs and the Chair of the Governance and Audit Committee and meets every 9 weeks to discuss forward Work Programmes to ensure a coordinated approach. The group will also consider periodically: Scrutiny Member Development, Scrutiny Self-evaluation, Public Engagement, Corporate Assessments, Corporate Planning, Risk Management, and other relevant scrutiny matters as appropriate.

## APPENDIX D – SCRUTINY COMMITTEE TERMS OF REFERENCE

**Terms of Reference:**

- To ensure clear purpose and role for topics being tabled to Scrutiny Committees;
- To co-ordinate scrutiny and audit workstreams to avoid duplication, whilst recognising scrutiny has a clear and distinct role in the accountability for performance and scrutiny of budgets from that of the Governance and Audit Committee.

**APPENDIX D – SCRUTINY COMMITTEE TERMS OF REFERENCE**

This page is intentionally left blank

## **APPENDIX E – STANDARDS COMMITTEE TERMS OF REFERENCE**

### **EXTRACT FROM THE COUNCIL’S CONSTITUTION**

#### **11 THE STANDARDS COMMITTEE**

##### **11.1 Composition**

###### **11.1.1 Membership.**

The Standards Committee will be composed of 9 members. Its membership will include:

- (a) up to 5 independent members, who are not either a councillor or an officer or the spouse of a councillor or an officer of this council or any other relevant authority as defined by the Act, appointed in accordance with the procedure set out in the Standards Committees (Wales) Regulations 2001 (as amended);
- (b) 3 county councillors other than the Leader and not more than one member of the executive;
- (c) one member of a town or community council wholly or mainly in the Council’s area (a ‘community committee member’).

###### **11.1.2 Term of office:**

- (a) independent members are appointed for a period of not less than 4 nor more than 6 years and may be reappointed for one further consecutive term not exceeding 4 years;
- (b) members of the local authority who are members of the Standards Committee will have a term of office of no more than 5 years or the period until the next ordinary local government election following their appointment, whichever is the shorter. They may be reappointed for one further term;
- (c) a community committee member will have a term of office of no more than 5 years or the period until the next ordinary local government election following their appointment, whichever is the shorter. They may be reappointed for one further term.

###### **11.1.3 Quorum.**

A meeting of the standards committee shall only be quorate when:

- (a) at least 3 members, including the Chairman, are present, and
- (b) at least half the members present (including the Chairman) are independent members.

###### **11.1.4 Voting.**

Independent members and community committee members will be entitled to vote at meetings.

###### **11.1.5 Community committee members.**

A community committee member shall not take part in the proceedings of the standards committee when any matter relating to their town or community council is being considered.

###### **11.1.6 Chairing the Committee:**

- (a) only an independent member of the standards committee may be the Chairman;

- (b) the Chairman will be elected by the members of the standards committee for a period not exceeding one year. The Chairman is eligible for re-election;
- (c) the election of a Chairman will be the first item of business for the standards committee at the commencement of each municipal year.

## 11.2 Role and Function

11.2.1 The Standards Committee will have the following roles and functions:

- (a) promoting and maintaining high standards of conduct by councillors, co-opted members and church and parent governor representatives;
- (b) assisting the councillors, co-opted members and church and parent governor representatives to observe the Members' Code of Conduct;
- (c) advising the Council on the adoption or revision of the Members' Code of Conduct;
- (d) monitoring and from time to time reviewing the operation of the Members' Code of Conduct and protocols which apply to members of the Council, employees, contractors and other parties or organisations associated with Council activity;
- (e) advising, training or arranging to train councillors, co-opted members and church and parent governor representatives on matters relating to the Members' Code of Conduct;
- (f) granting dispensations to councillors, co-opted members and church and parent governor representatives from requirements relating to interests set out in the Members' Code of Conduct;
- (g) dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales;
- (h) mentoring and supporting the Council's Monitoring Officer in the discharge of their role;
- (i) receiving and investigating (where statute permits) reports and complaints relating to the Members' Code of Conduct and protocols approved by the Council from time to time;
- (j) the exercise of (a) to (i) above in relation to the town and community councils wholly or mainly in its area and the members of those town and community councils.

## MONMOUTHSHIRE COUNTY COUNCIL REPORT

|                                 |                                       |
|---------------------------------|---------------------------------------|
| <b>SUBJECT:</b>                 | <b>APPOINTMENTS TO OUTSIDE BODIES</b> |
| <b>MEETING:</b>                 | <b>County Council</b>                 |
| <b>DATE:</b>                    | <b>14 May 2026</b>                    |
| <b>DIVISION/WARDS AFFECTED:</b> | <b>All</b>                            |

### 1. PURPOSE:

- 1.1 To appoint representatives to serve on outside bodies.

### 2. RECOMMENDATIONS:

- 2.1 That Council notes the appointments made at its 2022 AGM for the term of Council and confirms or amends the appointments that require annual renewal as well as confirming appointments to new positions.
- 2.2 If appointments are not able to made at the meeting itself then political group leaders should communicate their appointments to the Head of Democratic Services as soon as possible following the meeting.

### 3. REASONS:

- 3.1 The Council is required to appoint members to sit on outside bodies and represent the interests of the Council with various stakeholders and partners.
- 3.2 A schedule of appointments to outside bodies is attached. With some exceptions, appointments are normally made for the term of the Council. Some appointments are restricted to the responsible cabinet member as per the terms and conditions of the outside body's standing orders.

### 4. RESOURCE IMPLICATIONS:

- 4.1 In most cases members will be able to claim travel allowances from the County Council. In some cases these expenses are payable by the appropriate outside body.

### 5. CONSULTATION:

Monitoring Officer  
Group Leaders

### 6. BACKGROUND PAPERS:

List of Appointments to Outside Bodies

[Gorchymyn Gwasanaethau Tân ac Achub \(Fframwaith Cenedlaethol ac Amrywio Cynlluniau Cyfuno\) \(Cymru\) 2026 The Fire and Rescue Services \(National Framework and Variation of Combination Schemes\) \(Wales\) Order 2026](#)

7. **AUTHOR:** John Pearson – Local Democracy Manager  
johnpearson@monmouthshire.gov.uk

MCC REPRESENTATION ON OUTSIDE BODIES (MAY 2026)

| No. | Body / Organisation                               | Term of Office  | Source of Expenses          | No. of Reps    | Councillor Appointed  | Date Apointed |
|-----|---|-----------------|-----------------------------|----------------|---|---------------|
| A   | Category A - Regional/National                    |                 |                             |                |   |               |
| 1   | Brecon Beacons National Park Authority            | Term of Council | National Park               | 1              | Simon Howarth   | 19/05/22      |
| 2   | Oldbury Power Station Stakeholder Group           | Term of Council | Council                     | 1              | John Crook  | 19/05/22      |
| 3   | Gwent Police and Crime Panel                      | Term of Council | Police & Crime Commissioner | 2              | Tony Easson / Tony Kear   | 19/05/22      |
| 4   | Joint Council for Wales                           | 1 year          | Council                     | 2 (plus 1 sub) | Phil Murphy / Ben Callard   | 19/05/22      |
| 5   | Gwent Internal Drainage District Engagement Group | Term of Council | Drainage Board              | 9              | Tony Easson / John Crook / Jan Butler / Emma Bryn / Cabinet Member for Climate Change & Environment | 04/01/24      |
| 6   | Cardiff Capital Region Joint Cabinet Committee    | 1 year          |                             | 2              | Leader / Deputy Leader  | 19/05/22      |
| 7   | Local Governemnt Association                      | 1 year          | LGA                         | 2              | Leader / Deputy Leader  | 19/05/22      |
| 8   | Local Government Association - Rural Commission   | 1 year          | LGA                         | 2              | Steven Garratt / Sue Riley  | 19/05/22      |
| 9   | Wye Valley AONB Joint Committee                   | Term of Council | Council                     | 4              | Dale Rooke / Steven Garratt / Ann Webb / Emma Bryn  | 19/05/22      |
| 10  | Welsh Local Government Association                | Term of Council | WLGA                        | 2              | Leader / Deputy Leader  | 19/05/22      |
| 12  | WLGA Executive Board                              | Term of Council | Council                     | 1              | Leader  | 19/05/22      |
| 13  | Welsh Centre for International Affairs            | Term of Council | Council                     | 1              | Sue Riley   | 26/06/25      |
| 14  | Reserve Forces and Cadets Association for Wales   | Term of Council |                             | 1              | Lisa Dymock   | 19/05/22      |
| 15  | Welsh Books Council                               | Term of Council | Council                     | 1              | Emma Bryn   | 19/05/22      |
| 16  | Living Levels Partnership Board                   | Term of Council | Council                     | 2              | Catrin Maby / Frances Taylor  | 19/05/22      |

| No. | Body / Organisation  | Term of Office  | Source of Expenses | No. of Reps | Councillor Appointed         | Date Apointed |
|-----|--|-----------------|--------------------|-------------|------------------------------|---------------|
| B   | Category B - Joint Committees (Appointments made by Cabinet) |                 |                    |             |                              |               |
| 1   | Gwent Archives Joint Committee                               | Term of Council | Council            | 2           | Peter Strong / Fay Bromfield | 19/05/22      |

| No. | Body / Organisation   | Term of Office  | Source of Expenses | No. of Reps | Councillor Appointed                                  | Date Apointed |
|-----|---|-----------------|--------------------|-------------|---|---------------|
| 2   | Gwent Joint Cremation Committee   | Term of Council | Council            | 2           | Angela Sandles / Malcolm Lane (must be at least 1 CM) | 19/05/22      |
| 3   | National Joint Committee for the National Adoption Service and Foster Wales | Term of Council | Council            | 1           | Cabinet Member for Social Care                        | 01/05/24      |
| 4   | Prosiect Gwyrdd Joint Committee   | Term of Council | Council            | 2           | Catrin Maby / Cabinet Member for Resources            | 19/05/22      |
| 5   | Gwent Public Service Board Joint Scrutiny Committee                         | Term of Council | Council            | 2           | Penny Jones / Armand Watts                            | 16/05/25      |

| No. | Body / Organisation  | Term of Office  | Source of Expenses | No. of Reps | Councillor Appointed                 | Date Apointed |
|-----|--|-----------------|--------------------|-------------|--------------------------------------|---------------|
| C   | Category C - Joint Committees and Local Authority Companies (appointments made by Council) |                 |                    |             |                                      |               |
| 1   | Aneurin Bevan Community Health Council   | Term of Council | Council            | 3           | Jill Bond / Jan Butler               | 19/05/22      |
| 2   | Aneurin Bevan Local Health Board - Stakeholder Reference Group                             | Term of Council | Council            | 1           | Maria Stevens                        | 19/05/22      |
| 3   | LASIS - Local Authority School Improvement Service (formerly EAS)                          | Term of Council | Council            | 1           | Angela Sandles                       | 15/05/25      |
| 4   | EAS Audit & Risk Assessment Committee  | Term of Council | Council            | 2           | Chair and Vice Chair of P&O Scrutiny | 19/05/22      |
| 5   | SRS Public   | Term of Council | Council            | 1           | Leader                               | 19/05/22      |
| 6   | CS Foundry Board   | Term of Council | Council            | 1           | Paul Griffiths                       | 19/05/22      |

| No. | Body / Organisation                          | Term of Office  | Source of Expenses | No. of Reps | Councillor Appointed   | Date Apointed |
|-----|--|-----------------|--------------------|-------------|------------------------|---------------|
| D   | Category D - Voluntary Organisations         |                 |                    |             |                        |               |
| 1   | Monmouthshire and Brecon Canal Working Group | Term of Council | Council            | 1           | Dale Rooke             | 19/05/22      |
| 2   | Wales Council for the Blind                  | Term of Council | Council            | 2           | Sue Riley / Jan Butler | 19/05/22      |

| No. | Body / Organisation   | Term of Office           | Source of Expenses | No. of Reps | Councillor Appointed  | Date Apointed |
|-----|---|--------------------------|--------------------|-------------|---|---------------|
| E   | Category E - Local Interest                                     |                          |                    |             |   |               |
| 1   | Monmouthshire County Citizens Advice Bureau                     | Term of Council          | Council            | 2           | Jackie Strong / Phil Murphy   | 19/05/22      |
| 2   | The Palmer Centre   | Term of Council          | Council            | 3           | Armand Watts / Sue Riley / Paul Pavia                                 | 19/05/22      |
| 3   | Raglan Community Centre Committee                               | Term of Council          | Council            | 1           | Penny Jones   | 19/05/22      |
| 4   | Monmouth School and Haberdashers' Monmouth School for Girls     | Term of Council          | Council            | 1           | Steven Garratt  | 19/05/22      |
| 5   | Abergavenny Educational Foundation of King Henry VIII-Governors | Term of Council          | Council            | 5           | Martyn Groucutt / Ben Callard / Malcolm Lane / Jan Butler / Sue Riley | 19/05/22      |
| 6   | Wye Navigation Advisory Committee                               | Term of Council          | Council            | 1           | John Crook  | 19/05/22      |
| 7   | Pratts Charity, Mathern   | 4 years from appointment | Council            | 2           | Lousie Brown / Phil Murphy  | 19/05/22      |
| 8   | Monmouthshire Local Access Forum                                | Term of Council          | Council            | 1           | Tony Easson   | 01/05/25      |

| No. | Body / Organisation                          | Term of Office  | Source of Expenses | No. of Reps | Councillor Appointed             | Date Apointed |
|-----|--|-----------------|--------------------|-------------|----------------------------------|---------------|
| F   | Category F - Other                           |                 |                    |             |                                  |               |
| 1   | Gwent Association of Voluntary Organisations | Term of Council | Council            | 1           | Martyn Groucutt / Angela Sandles | 26/06/25      |
| 2   | Armed Forces Champion                        | Term of Council | Council            | 1           | Peter Strong                     | 19/05/22      |
| 3   | LGBTQ+ Champion                              | Term of Council | Council            | 1           | Ian Chandler                     | 19/01/23      |

| South East Wales Corporate Joint Committee |   | Term of Office | Source of Expenses | No. of Reps | Councillor Appointed                         | Date Apointed |
|--|---|----------------|--------------------|-------------|--|---------------|
| 1  | CJC Governance and Audit Sub-Committee  |                |                    | 1           | Non-Executive - John Crook                   | 16/05/24      |
| 2  | CJC Regional Transport Sub-Committee    |                |                    | 1           | Cabinet Member for Transport - Catrin Maby   | 16/05/24      |
| 3  | CJC Strategic Development Sub-Committee |                |                    | 1           | Cabinet Member for Planning - Paul Griffiths | 16/05/24      |

| No. | Body / Organisation                     | Term of Office  | Source of Expenses | No. of Reps | Councillor Appointed                                       | Date Apointed |
|-----|---|-----------------|--------------------|-------------|--|---------------|
| 4   | CJC Joint Overview & Scrutiny Committee | Term of Council |                    | 2           | Armand Watts (Primary Member) & Jan Butler (Deputy Member) | 16/05/24      |
|     |   |                 |                    |             |  |               |