

## PART 3.1 - TABLE 3- COMMITTEES OF THE COUNCIL

Committee	Functions	Delegation of Functions
<p><b>Appeals Committee</b> 7 <b>6*</b> Members</p>	<p>In relation to item 6 of Part I (Miscellaneous Functions) of table 1 above:-</p> <p>To determine:</p> <p>Appeals by members of staff in respect of disciplinary matters which have led to dismissal, save for any dismissal relating to the Chief Executive, any Director or Head of Service.</p> <p>Appeals relating to student awards.</p>	
<p><b>Appointments Committee "A" for Directors</b> 16 Members (Must comprise a majority of Non Executive Board Members)</p>	<p>In relation to item 6 of part I of table 1 above:-</p> <p>(a) To make recommendations to the County Council in respect of the appointment of the Head of Paid Service.</p> <p>(b) To appoint Directors.</p>	
<p><b>Appointments Committee "B" for Heads Of Service</b> 9 <b>10*</b> Members (Must comprise a majority of Non Executive Board Members)</p>	<p>In relation to item 6 of part I of table 1 above:-</p> <p>To appoint Heads of Service and the Head of Democratic Services</p>	<p>All appointments below Head of Service level are to be dealt with in accordance with the Officer Employment Procedure Rules.</p>

Committee	Functions	Delegation of Functions
<p><b>Audit Committee</b> 8 members +1 Co-opted Voting External Lay Member</p>	<p>(1) to review and scrutinise the Authority’s financial affairs,</p> <p>(2) to make reports and recommendations in relation to the authority’s financial affairs,</p> <p>(3) to review and assess the risk management, internal control and corporate governance arrangements of the authority,</p> <p>(4) to make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements,</p> <p>(5) to oversee the authority’s internal audit &amp; risk management arrangements including:</p> <ul style="list-style-type: none"> <li>(a) monitoring the adequacy &amp; effectiveness of Internal Audit &amp; Risk Management and the extent to which Management fulfil their responsibilities for ensuring an adequate control environment exists throughout the organisation;</li> <li>(b) approving the Authority’s Audit Charter;</li> <li>(c) receiving an Annual Internal Audit Plan from the Head of Internal Audit and monitoring progress against the Plan;</li> <li>(d) receiving an Annual Internal Audit Report from the Head of Audit &amp; Risk Management at the end of the audit year;</li> <li>(e) receiving and considering major internal audit findings and recommendations;</li> </ul>	

Committee	Functions	Delegation of Functions
<b>Audit Committee Continued...</b>	<p>(f) receiving the minutes of the Authority’s Risk Management Steering Group and receiving reports in relation to significant risks identifying significant control failings or weaknesses, their potential or real impact and the corrective action required or being taken;</p> <p>(g) monitoring Management’s response to major findings and the implementation of key recommendations</p> <p>(6) to oversee the authority’s external audit arrangements, including</p> <p>(a) monitoring the adequacy and effectiveness of the External Audit service and to respond to its findings;</p> <p>(b) discuss with the external auditor the nature and scope of the audit of the County Council’s services &amp; functions, and consider the external audit fee and terms of engagement;</p> <p>(c) receiving and considering external audit reports and management letters and advising Full Council as appropriate;</p> <p>(d) monitoring Management’s response to the external auditor’s findings and the implementation of the external auditor’s recommendations</p> <p>(7) to approve the financial statements prepared by the Authority</p>	

Committee	Functions	Delegation of Functions
<b>Audit Committee Continued...</b>	<p>(8) to scrutinise the Authority's Annual Statement of Accounts and any supplementary statements as required by the Accounts &amp; Audit (Wales) regulations eg. Annual Governance Statement</p> <p>(9) to approve the Dyfed Pension Fund's Annual Statement of Accounts</p> <p>(10) to consider and approve amendments to the Contract procedure Rules</p> <p>(11) to consider and approve amendments to the Financial Procedure Rules</p> <p>(12) to interview applicants for the position(s) of Lay Member(s) of the Committee and to recommend an appointment (s) to the Council.</p>	
<b>Democratic Services Committee</b> 5 members	<ol style="list-style-type: none"> <li>(1) review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and</li> <li>(2) make reports and recommendations to the authority at least annually in relation to such provision.</li> <li>(3) To secure the provision of reasonable training and development opportunities for Councillors and prepare reports and recommendations to Council in relation to such provision;</li> <li>(4) To appoint the Council's Member Development Champion;</li> <li>(5) To be consulted on the implementation of reports issued by the Independent Remuneration Panel for Wales in respect of members allowances etc.</li> <li>(6) To promote and support good governance by the Council.</li> </ol>	
<b>Housing Review Panel</b> 7 <del>8</del> * Members +1 permanent substitute per group	To determine Introductory Tenancy Reviews and demoted tenancy reviews (excluding rent arrears).	

Committee	Functions	Delegation of Functions
<b>Investigation Committee “A” For Directors</b> Membership to be considered as and when required.	In relation to item 6 of part I of table 1 above:-  To investigate matters relating to the conduct of JNC officers in accordance with agreed JNC procedures and to determine action to be taken.	
<b>Investigation Committee “B” For Heads Of Service</b> Membership to be considered as and when required.	In relation to item 6 of part I of table 1 above:-  To investigate matters relating to the conduct of JNC officers in accordance with agreed JNC procedures and to determine action to be taken.	
<b>Investment Panel</b> <i>Dyfed Pension Fund Committee</i> 3 Members + 1 Permanent Substitute	<u>Dyfed Pension Panel</u>  To decide on all the policy matters and strategic direction relating to the investments of the Pension Fund. To review and monitor the investment performance of the Fund. To review and determine on all Pension Fund Valuation matters of the fund To determine on Administering Pension Fund Authority policy and strategic matters.  Operational matters of both the Investments and Administration Functions are delegated to Director of Resources  <u>Dyfed Welsh Church Fund</u> To decide on the strategic direction relating to the investments of the Church Fund. To review and monitor the investment performance of the Fund.	

Committee	Functions	Delegation of Functions
<p><b>Licensing Committee</b>  <del>15</del> 14* members</p>	<p>All those functions specified as such in table 1 (parts B and I) and table 2 above.  To recommend to the Council additions and/or amendments to policy in relation to the functions of the Committee.</p> <p>To determine applications for the initial granting or renewal of licences to drive a hackney carriage or a private hire vehicle. To determine applications for the initial grant or renewal of operators licences. To determine applications and requests for licence reviews under the Licensing Act 2003 and the Gambling Act 2005.</p> <p>To determine applications for permits for house to house and street collections. To suspend, vary, revoke or refuse house to house, street collections, drivers, operators and vehicle licences.</p> <p>To determine contentious applications under the Motor Salvage Operators’ Registration Scheme.</p> <p>Licensing Sub Committee to determine applications for the grant of 3 or more gaming machines on alcohol licensed premises, or applications which are subject to objection, under section 34 of the Gaming Act 1968. the Gambling Act 2005.</p>	<p>All matters other than policy matters.</p>

Committee	Functions	Delegation of Functions
<b>Members' Appointments Committee</b> 8-7* Members	To determine the appointment of members to serve on outside bodies Where representation on an outside body requires the views of the Council to be represented as part of its decision making processes and its functions fall within those allocated to the Executive Board then the Executive Board will make the appointment.	
<b>Planning Committee</b> 19-20* Members ** + 4* permanent substitutes from each political group	Planning and conservation. Functions relating to town and country planning and development control as specified in part A of table 1 above, together with functions under items 3 and 4 of part I of table 1.  Matters relating to Public Rights of Way as set out in table 1 and non-executive highways functions and functions relating to trees, hedgerows and pavements.  To determine "departure applications"	All matters other than those relating to the Unitary Development Plan
<b>Standards Committee</b> 3 Members + 5 Independent Voting Members + 1 Co-opted Voting Community Member	As set out in Article 9 of Part 2 to the Constitution	

*\* Subject to approval by the Council as part of Item 9 on the Agenda.*

**Footnote:** Where a Committee is appointing or dismissing officers on behalf of the Council then the Local Authorities (Standing Orders)(Wales) Regulations 2006 require that at least one member of the Committee is an Executive Board Member. However, not more than half of the members of the Committee may be Executive Board members.

~~\*Permanent Substitutes for Planning Committee increased from 3 to 4 at the Annual Meeting of Council 20<sup>th</sup> May 2015 (Minute 15.2 refers)~~

**\*\* Planning Committees:-**

*The Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017 require planning committees in Wales to be structured and operated in accordance with the following requirements:*

- The planning committee must contain no fewer than 11 members and no more than 21 members, but no more than 50% of the authority members (rounded up to the nearest whole number).*

- *Where wards have more than one elected member, only one member may sit on the planning committee, in order to allow other ward members to perform the representative role for local community interests.*

*In addition the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2017 require*

- *Each meeting of the planning committee must have a quorum of 50% to make decisions; and*
- *The use of substitute members is prohibited*