

## Responsibility for Functions

### Non-Executive Functions

Member Body	Membership	Functions
Appeals Panel	Chairperson and/or Vice Chairperson together with one or two County Borough Councillors drawn on a rota basis from a panel of ten County Borough Councillors	<p>To hear and determine appeals under the following policies and procedures of the Council:</p> <ul style="list-style-type: none"> <li>• Disciplinary;</li> <li>• Grievance;</li> <li>• Management of Absence;</li> <li>• Dignity at Work;</li> <li>• Capability;</li> <li>• Redundancy and Redeployment</li> </ul>
Appointments Committee	<p>The Appointments Committee is comprised of 8 Elected Member representatives:</p> <ul style="list-style-type: none"> <li>• Leader (Chairperson)</li> <li>• Deputy Leader</li> <li>• Cabinet Member (of relevant portfolio to the post)</li> <li>• 1 x Labour Member</li> <li>• 2 x Bridgend County Independents Members</li> <li>• 2 x Democratic Alliance Members</li> </ul>	<p>To undertake the appointment process of JNC officers (other than the Chief Executive).</p> <p>To undertake the appointment process of the Chief Executive and recommend to full Council an appointable candidate(s).</p> <p>Substitution of Appointments Committee Members is permissible but only for the whole of an appointments process.</p> <p>To facilitate the JNC Determination and JNC Appeals Panels. These will comprise of 3 members with the Leader or Deputy Leader chairing the Panel supported by 2 other members of the committee.</p> <p>The JNC Panels cannot be substituted and must be comprised from the original membership of the Appointments Committee.</p>
Governance and Audit Committee	8 County Borough Councillors and 4 Lay Members	<ul style="list-style-type: none"> <li>• Review, scrutinise and issue reports and recommendations in relation to the Council's financial affairs,</li> <li>• Review, scrutinise and issue reports and recommendations on the appropriateness of the Council's risk management, internal control, arrangements to secure value for money and corporate governance arrangements.</li> </ul>

Member Body	Membership	Functions
		<ul style="list-style-type: none"> <li>• To consider the report on the annual risk assessment, any interim reports and the Corporate Risk Management Policy.</li> <li>• Oversee the Council's internal and external audit arrangements (including the performance of external providers of Internal Audit) and review its financial statements.</li> <li>• To approve the Internal Audit Charter.</li> <li>• To approve the risk-based internal audit plan and to approve significant interim changes to the risk-based internal audit plan.</li> <li>• To contribute to the Quality Assurance and Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.</li> <li>• To consider and approve the Head of Internal Audit's annual report and opinion, a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.</li> <li>• To consider and approve reports from Internal Audit on the adequacy of internal control.</li> <li>• To consider and approve reports dealing with the management and performance of the providers of internal audit services.</li> <li>• To consider reports from Internal Audit on agreed recommendations not implemented within a reasonable timescale and approve necessary remedial action.</li> <li>• To identify issues from the Annual Improvement Report by Audit Wales.</li> <li>• To identify areas for examination by Internal and External Audit.</li> <li>• To be responsible for ensuring effective scrutiny of the Treasury Management function and policies, in accordance with the Treasury Statement and Treasury Management Indicators.</li> <li>• To maintain an overview of the Council's Constitution in respect of Contract and Finance Procedure Rules.</li> <li>• To review any issue referred to it by the Chief Executive Officer, the Monitoring Officer and the Section 151 Officer.</li> </ul>

Member Body	Membership	Functions
		<ul style="list-style-type: none"> <li>• To monitor the Council's Anti-Fraud and Bribery Strategy, Anti-Money Laundering Policy and Anti-Tax Evasion Policy.</li> <li>• To review and approve the Council's Annual Governance Statement and Code of Corporate Governance.</li> <li>• To assess the Council's compliance with its own and other published standards and controls.</li> <li>• To review and approve the Annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.</li> <li>• To consider and approve the External Auditor's report in relation to those charged with governance on issues arising from the audit of the accounts.</li> <li>• To review and consider reports from the External Auditor on the Council's performance, financial probity and corporate governance and providing the opportunity for direct discussion with the auditor on these.</li> <li>• To receive reports from the External Regulators as appropriate.</li> <li>• To attend relevant training sessions in accordance with the Members Training programme e.g. Treasury Management.</li> <li>• To review and assess the Council's ability to handle complaints effectively.</li> <li>• To make reports and recommendations in relation to the Council's ability to handle complaints effectively.</li> <li>• To review the Council's draft self-assessment report on its performance and, if deemed necessary, make recommendations for changes to the conclusions.</li> <li>• To receive the Council's self-assessment report in respect of a financial year as soon as reasonably practicable after the end of that financial year.</li> <li>• At least once during the period between two consecutive ordinary elections of councillors to the Council, consider the panel performance assessment report into</li> </ul>

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		<p>which the Council is meeting its performance requirements.</p> <ul style="list-style-type: none"> <li>• To receive and review the Council's draft response to the report of the panel performance assessment and, if deemed necessary, make recommendations for changes to the statements made in the draft response.</li> <li>• To consider the assurance framework, including partnerships and collaboration arrangements.</li> </ul> <p>To support the ethical framework of the Council.</p>
Democratic Services Committee	11 County Borough Councillors	<ol style="list-style-type: none"> <li>1. To designate an officer as the Head of Democratic Services,</li> <li>2. To review the adequacy of provision of staff, accommodation and other resources to discharge democratic services functions, and</li> <li>3. To make reports and recommendations to Council, at least annually, in relation to such provision.</li> <li>4. At the request of the Council, review any matter relevant to the support and advice available to members of the Council, and the terms and conditions of office of those members.</li> <li>5. To make reports and recommendations to the Council following a review.</li> </ol>
Democratic Services Sub-Committee	3 County Borough Councillors that are members of the Democratic Services Committee	<p>A Panel constituted under The Family Absence for Members of Local Authorities (Wales) Regulations 2013.</p> <ol style="list-style-type: none"> <li>a) Determine a complaint made by a Member regarding cancellation of family absence by the authority</li> <li>b) The Sub-Committee may confirm a decision made or substitute its own decision as to the Member's entitlement to a period of family absence in accordance with the 2013 Regulations.</li> <li>c) Determine a complaint made by a Member on maternity absence or parental absence regarding a decision made by the chair of the</li> </ol>

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		<p>authority as to the Member attending any meeting or performing any duty;</p> <p>d) The Sub-Committee may confirm the decision of the chair of the authority or substitute its own decision as to the Member attending any meeting or performing any duty;</p> <p>e) The decision of the Sub-Committee is final.</p>
Development Control Committee	18 County Borough Councillors	<ol style="list-style-type: none"> <li>1. To make recommendations to the Council in respect of Departure Applications which the Committee are minded to approve and Applications which accord with Council policy which the Committee are minded to refuse;</li> <li>2. To determine applications for planning permission including applications by the Council for deemed planning permission other than Departure Applications which the Committee are minded to approve and Applications which accord with Council policy which the Committee are minded to refuse;</li> <li>3. To deal with all matters relating to or arising under the regulations for the time being in force governing the control of advertisements;</li> <li>4. To authorise the service of notices and the making of orders in accordance with the powers conferred upon the Council as local planning authority by Parts III, IV, VI, VII, VIII and XIII of the Planning (Listed Buildings and Conservation Areas) Act 1990;</li> <li>5. To discharge the Council's functions pursuant to Part I, Chapters II, III, IV and VI, Part II, Sections 72-75, Part III and Part IV of the Planning (Listed Buildings and Conservation Areas) Act 1990;</li> <li>6. To discharge the Council's functions pursuant to the Planning (Hazardous Substances) Act 1990;</li> </ol>

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		<p>7. To deal with all matters relating to or arising under the regulations for the time being in force governing European Nature Conservation Sites;</p> <p>8. To discharge the Council's functions under the Building Regulations;</p> <p>9. To be responsible for:</p> <ul style="list-style-type: none"> <li>a) The making of Tree Preservation Orders;</li> <li>b) The confirmation of Tree Preservation Orders in respect of which there are no subsisting objections or representations;</li> <li>c) The determination of all applications for consent under confirmed Tree Preservation Orders;</li> <li>d) The making of observations on tree felling licences proposed to be granted by National Resources Wales;</li> <li>e) The determination of applications under the Woodland Grant Scheme;</li> </ul> <p>10. To approve design briefs and advice notes relating to the control of development;</p> <p>11. To accept tenders for the execution of work, the performance of services or the supply of goods or materials in connection with the exercise of the functions of the Committee;</p> <p>12. To exercise those functions relating to town and country planning and development control specified:</p> <ul style="list-style-type: none"> <li>(a) In column (1) of Schedule 1 to the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2001; and</li> <li>(b) In Regulations 2(2), 2(3) or 2(4) of those Regulations; which are not specified in paragraphs 1 to 11 above, unless the responsibility for exercising any of those functions has been delegated by the Council to any other committee, sub-committee, panel or other body.</li> </ul>

Member Body	Membership	Functions
Rights of Way Sub-Committee	6 County Borough Councillors (plus one observer from each: Ramblers' Association; the British Horse Society; and a Footpath Secretary.	<ol style="list-style-type: none"> <li>1. To approve the making of applications for and the making, modification or variation of orders relating to rights of way in pursuance of any provision contained in the following enactment (or any statutory modification, re-enactment or amendment thereof): Town and Country Planning Act 1990;</li> <li>2. To confirm, where the Council has power to do so, any proposed Order made in accordance with paragraph 1 above to which there are no objections or in respect of which any objections made are withdrawn;</li> <li>3. Where the Council does not have power to determine any proposed Order to refer the proposed Order to such determining body (i.e. the National Assembly for Wales, the Magistrates' Court or the County Court) as is appropriate in the circumstances.</li> </ol>
The Licensing Committee	14 County Borough Councillors	<ol style="list-style-type: none"> <li>1. To determine from time to time any standard conditions applicable to and detailed policies governing the issue of the following licences, permits and consents; to determine the amount of the fees to be charged from time to time in respect of those licenses, permits and consents; and to determine objections in relation to proposed fee revisions: <ol style="list-style-type: none"> <li>a) Hackney Carriage and Private Hire Vehicle Licences, Drivers' Licences and Operators' Licences;</li> <li>b) Licences for Pleasure Boats and Vessels;</li> <li>c) Street Trading Licences and Consents;</li> <li>d) Sex Establishments;</li> <li>e) Street Collections;</li> <li>f) House to House Collections;</li> <li>g) Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987.</li> </ol> </li> </ol>

Member Body	Membership	Functions
		<p>h) Section 26(1)(bb) of the Marriage Act 1949, (as amended)</p> <p>2. To prescribe guidelines, conditions, limitations or restrictions governing the grant of applications for Hackney Carriage and Private Hire Vehicle Drivers' Licences by Council officers under the power delegated to them;</p> <p>3. To resolve to designate any street within the County Borough under the street trading provisions contained in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 and to deal with any matter arising there from, including licence and consent issues.</p>
The Licensing Sub-Committee	Two Panels sitting on a rota basis each consisting of seven county borough councillors, and chaired by the Chairperson and Vice Chairperson of the Licensing Committee	<p>1. To hear and determine applications and to deal with all detailed matters (including the suspension and revocation of licences) relating to:</p> <ul style="list-style-type: none"> <li>a. Hackney Carriage and Private Hire Vehicle Licences, Drivers' Licences and Operators' Licences;</li> <li>b. Licences for Pleasure Boats and Vessels;</li> <li>c. Street Trading Licences and Consents;</li> <li>d. Sex Establishments;</li> <li>e. Street Collections;</li> <li>f. House to House collections;</li> </ul> <p>2. To determine any matters in relation to the Drivers Awareness Course for Hackney Carriage and Private Hire Vehicle Drivers, including the making of any charges deemed appropriate.</p> <p>3. To determine all applications in respect of both designated grounds and regulated stands and grounds under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987.</p>



Member Body	Membership	Functions
		<p>4. To hear and determine applications for the grant or renewal of approvals of premises for the solemnisation of marriages in pursuance of Section 26(1)(bb) of the Marriage Act 1949, (as amended) or to revoke such approvals, in circumstances in which the Council Officer to whom the power to determine such applications, or to revoke such approvals, has been delegated has declined to exercise the delegated power.</p>
The Licensing Act 2003 Committee	14 County Borough Councillors	<p>1. All matters relating to the discharge by the licensing authority of its licensing functions under the Licensing Act 2003 other than any function conferred by section 5 in respect of its statement of licensing policy;</p> <p>2. All matters relating to the discharge by the Licensing Authority of its licensing functions under the Gambling Act 2005 other than any function conferred by section 349 in respect of its statement of Licensing Policy and section 166 in respect of a resolution not to issue a casino license.</p>
The Licensing Act 2003 Sub-Committee(s)	Ad-hoc panels of 3 Licensing Act 2003 Committee members sitting on a rota basis chaired by the Chairperson or Vice-Chairperson of the Licensing Act 2003 Committee or in their absence a member of the panel to be elected as Chairperson for that meeting	<p>1. To hear and determine or make decisions (as appropriate) under the Licensing Act 2003 regarding the following matters:</p> <ul style="list-style-type: none"> <li>(a) Applications for personal licences (if police objection);</li> <li>(b) Applications for personal licences with unspent convictions;</li> <li>(c) Applications for premises licences/club premises certificates (if relevant representation made);</li> <li>(d) Applications for provisional statements (if relevant representation made);</li> <li>(e) Applications to vary premises licences/club premises certificates (if relevant representation made);</li> <li>(f) Applications to vary designated premises supervisor (if police objection);</li> <li>(g) Applications for transfer of premises licence (if police objection);</li> </ul>

Member Body	Membership	Functions
		<ul style="list-style-type: none"> <li>(h) Applications for interim authorities (if police objection);</li> <li>(i) Applications to review premises licences/club premises certificate;</li> <li>(j) Whether to object when the authority is a consultee and not the relevant authority considering an application;</li> <li>(k) Determination of police objections (counter notices) to temporary event notices;</li> <li>(l) Revocations of licences where convictions come to light.</li> </ul> <p>2. To determine applications received in respect of the Legislative Reform (Minor variations to Premises Licences and Club Premises Certificates) Order 2009.</p> <p>3. To determine applications received in respect of the Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls &amp;c.) Order 2009.</p> <p>4. To hear and determine or make decisions (as appropriate) under the Gambling Act 2005 regarding the following matters:</p> <ul style="list-style-type: none"> <li>(a) Applications for Premises Licence;</li> <li>(b) Application for variation of Premises License;</li> <li>(c) Application for transfer of Premises Licence;</li> <li>(d) Application for Provisional Statement;</li> <li>(e) Review of Premises License;</li> <li>(f) Application for Club Gaming / Club Machine permit;</li> <li>(g) Cancellation of Club Gaming / Club Machine permit;</li> <li>(h) Cancellation of Licensed Premises Gaming Machine permit;</li> </ul>

Member Body	Membership	Functions
		<ul style="list-style-type: none"> <li>(i) Consideration of temporary use notice;</li> <li>(j) Decision to give counter notice to a temporary use notice;</li> <li>(k) Decision to refuse application for small lottery registration;</li> <li>(l) Decision to disapply s282 - automatic entitlement to gaming machines in licensed premises.</li> <li>(m) Other matters where the Council Officer to whom the power to determine or revoke has been delegated declines to exercise the delegated power.</li> </ul>
Standards Committee	5 Independent Members; 2 County Borough Councillors; 1 Town / Community Councillor	<ol style="list-style-type: none"> <li>1. Promoting and maintaining high standards of conduct by Councillors and co-opted Members of the Authority;</li> <li>2. Assisting the Councillors and co-opted Members to observe the Members' Code of Conduct;</li> <li>3. Advising the Council on the adoption or revision of the Members' Code of Conduct;</li> <li>4. Monitoring the operation of the Members' Code of Conduct;</li> <li>5. Advising, training or arranging to train Councillors and co-opted Members on matters relating to the Members' Code of Conduct;</li> <li>6. Monitoring the operation of the Council's Whistleblowing Policy;</li> <li>7. To grant dispensations from the prohibitions contained in the Members' Code of Conduct in accordance with the Regulations;</li> <li>8. Consider reports submitted by the Public Services Ombudsman for Wales and the Council's Monitoring Officer;</li> <li>9. Monitoring compliance by leaders of political groups on the Council with their duties to promote and maintain high</li> </ol>

Member Body	Membership	Functions
		<p>standards of conduct by the members of the group;</p> <p>10. Advising, training or arranging to train leaders of political groups on the Council about matters as outlined above.</p>
Town and Community Council Forum	19 County Borough Councillors and 1 Town / Community Councillor representing each Town / Community Council	To consult with representatives of Town and Community Councils within the County Borough on matters of mutual interest.
Corporate Overview and Scrutiny Committee	12 County Borough Councillors. (for consideration of education matters to include 5 Education Representatives)	<ol style="list-style-type: none"> <li>1. To consider the service provision, planning, management and performance relating to corporate performance and governance;</li> <li>2. To consider policies, protocols and plans relating to corporate performance and governance;</li> <li>3. To co-ordinate the recommendations from each Overview and Scrutiny Committee upon the draft annual MTFS, including the budget savings proposals and comments upon the consultation process;</li> <li>4. To scrutinise the performance and budget monitoring of all Directorates in the achievement of the Corporate Priorities;</li> <li>5. To consider reports regarding any recommendations made by the Public Service Board Scrutiny Panel regarding the performance of Bridgend's Public Service Board (PSB) in accordance with the Well-being of Future Generations (Wales) Act 2015 and Guidance;</li> <li>6. To scrutinise the Community Safety Partnership and its constituent bodies in respect of their community safety roles in accordance with the Crime and Disorder guidance;</li> <li>7. To consider the Council's Corporate Plan and monitor progress against the Corporate Priorities;</li> </ol>

Member Body	Membership	Functions
		<p>8. To develop and implement a Forward Work Programme for the Committee having regard to the Council's Corporate Priorities and Risk Management Framework and have oversight and coordination of the Forward Work Programmes for the Overview and Scrutiny Committees.</p>
<p>Subject Overview and Scrutiny Committee 1 (Education themed but not exclusive to)</p>	<p>12 County Borough Councillors  (for consideration of education matters to include 5 Education Representatives)</p>	<p>To consider the service provision, planning, management and performance relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</p> <p>To consider policies, protocols and plans relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</p> <p>To contribute to the annual MTFS budget consultation process in relation to the relevant subject area;</p> <p>To propose items for the Forward Work Programme having regard for the Council's Corporate Priorities and Risk Management Framework and subject to oversight and coordination by the Corporate Overview and Scrutiny Committee.</p>

<b>Member Body</b>	<b>Membership</b>	<b>Functions</b>
Subject Overview and Scrutiny Committee 2 (Social Services and Wellbeing themed but not exclusive to)	12 County Borough Councillors (for consideration of education matters to include 5 Education Representatives)	<p>To consider the service provision, planning, management and performance relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</p> <p>To consider policies, protocols and plans relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</p> <p>To contribute to the annual MTFS budget consultation process in relation to the relevant subject area;</p> <p>To propose items for the Forward Work Programme having regard for the Council's Corporate Priorities and Risk Management Framework and subject to oversight and coordination by the Corporate Overview and Scrutiny Committee.</p>
Subject Overview and Scrutiny Committee 3	12 County Borough Councillors (for consideration of education matters to include 5 Education Representatives)	<p>To consider the service provision, planning, management and performance relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</p> <p>To consider policies, protocols and plans relating to the relevant subject area prioritised and allocated by the Corporate Overview and Scrutiny Committee;</p> <p>To contribute to the annual MTFS budget consultation process in relation to the relevant subject area;</p> <p>To propose items for the Forward Work Programme having regard for the Council's Corporate Priorities and Risk Management Framework and subject to oversight and coordination by the Corporate Overview and Scrutiny Committee.</p>