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**REPORT OF DIRECTOR OF GOVERNANCE & LEGAL  
SERVICES & MONITORING OFFICER**

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**ESTABLISHMENT OF STANDING COMMITTEES OF THE  
COUNCIL 2017/18**

**Reason for this Report**

1. To approve the establishment of Standing Committees of Council for 2017/18, their size and terms of reference.

**Background**

2. The Constitution provides that, at its Annual meeting, the Council will decide on any amendment to the standing committees of the Council, including amendments to their size and terms of reference (Council Meeting Procedure Rules, Rule 2(b)(xi)).

**Issues**

Proposed Committees

3. The Council is recommended to establish the Committees shown in Table A with the indicated number of seats. The list of Standing Committees approved at the last Annual Meeting of Council is to be amended by the addition of the Pension Committee established by Council on 30 June 2017.
4. A report on the establishment of the Scrutiny Committees will be considered as a separate item as part of the Annual Council 25 May 2017 agenda

**TABLE A – Establishment of Committees and Size**

<b><u>COMMITTEES</u></b>	<b><u>SEATS</u></b>
<b><u>Regulatory and Other Committees</u></b>	
Appointments Committee (convened as and when required)	To comprise 5 Members from those appointed to serve in accordance with the rule on political balance
Audit Committee	12 (8 Elected Members and 4

<b><u>COMMITTEES</u></b>	<b><u>SEATS</u></b>
	Independent Members) Cannot include more than 1 Member of the Cabinet who must not be the Council Leader
Constitution Committee	12
Corporate Parenting Advisory Committee	8 (Includes Lead Cabinet Members as appropriate up to maximum of 3) (Must not be Members of the Children & Young People Scrutiny Committee (or equivalent))
Council Appeals Committee	9
Democratic Services Committee	12 (Cannot include more than 1 Member of the Cabinet who must not be the Council Leader)
Disciplinary & Grievance Appeals Committee (Convened as and when required)	To comprise not less than 3 and not more than 5 Members from those appointed to serve in accordance with the rule on political balance.
Employment Conditions Committee	8
Family Absence Appeals Panel (Called as and when required)	3 (To be Members of the Democratic Services Committee but not include the Chair of Council)
Licensing Committee	12
Local Authority Governor Panel	7
Planning	12
Public Protection	12
Standards & Ethics Committee	9 (3 Elected Members**, 5 Independent Members & 1 Community Member)  **Not subject to Political balance arrangements
Pensions Committee	5
<b><u>Other Groups and Panels</u></b>	
Health & Safety Advisory Group	5 (Appropriate Cabinet Member and up to 4 other Members)

<b><u>COMMITTEES</u></b>	<b><u>SEATS</u></b>
Pension Panel	3 (to be Members of the Pension Committee)
Works Council	5 (To be Members of Employment Condition Committee)

### Terms of Reference

5. The proposed terms of reference for each of the Standing Committees and Groups are set out in **Appendix A**.
6. Council is asked to note and agree the revised terms of reference for the Audit Committee, as set out in **Appendix A**, which were recommended by the Audit Committee at its meeting on 14<sup>th</sup> March 2017 for approval by full Council. Members may wish to note that the report to Audit Committee indicates that the revised terms of reference reflect those prescribed by CIPFA.

### **Legal Implications**

6. The arrangements made by the Council for discharging its functions may include the establishment of one or more ordinary committees. The size of its committees and their terms of reference are to be determined by Council (pursuant to the Local Government Act 1972, sections 101 and 102).

There are specific legislative provisions governing the following committees:

### Standards and Ethics Committee

7. Councils in Wales are required to establish a Standards Committee to discharge the functions conferred under Part 3 of the Local Government Act 2000 governing Member conduct issues. Standards Committees must consist of not less than five and not more than nine members, and independent members must comprise at least half of all members. The Committee must include at least one 'Community Committee member' (i.e. a member of a community council within the authority's area) as the Standards Committee discharges functions in relation to Community Councils. Regulations specifically prohibit anyone other than a member of the Council, an independent member or a 'Community Committee' Member from being a member of the Committee. The Leader is prohibited from being a member of the Standards Committee, and no more than one member of the Cabinet may be a member of the Committee. The political balance requirements of the Local Government and Housing Act 1989 do not apply.

8. The Council's Constitution (Article 9) provides that the Standards & Ethics Committee will be composed of 9 members comprising 5 'independent' members, 3 Cardiff County Councillors and 1 Community Councillor.

#### Democratic Services Committee

9. The Local Government (Wales) Measure 2011 requires Councils to establish a Democratic Services Committee to discharge the functions conferred under Part 1, Chapter 2 of the Measure. The legislation states that the Democratic Services Committee cannot include more than one member of the Cabinet, who must not be the Leader.

#### Audit Committee

10. The Local Government (Wales) Measure 2011 also requires Councils to establish an Audit Committee to discharge the functions conferred under Part 6, Chapter 2 of the Measure. The legislation provides that there must be at least one lay member on the Audit Committee or up to a third of the total membership. Subject to that, the Council must decide how many non-councillors should be appointed to the Audit Committee. The Committee can include no more than one Cabinet member, who may not be the Leader. Statutory Guidance recommends that all Members of the Committee should display independence of thinking and unbiased attitudes, and must recognise and understand the value of the audit function.
11. The current composition of the Audit Committee, as approved at Annual Council in May 2016, includes four non - councillor 'Independent Members' and 8 Councillors. The proportion of Independent Members is one third of the Committee members, which is the maximum permitted by law.

#### Planning Committee

12. As noted in the separate report on the Planning Committee – New Regulations (Agenda item 11), new regulations came into force on 5<sup>th</sup> May 2017, introducing 2 new requirements for any committee discharging relevant planning functions:
  - (a) A 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); and
  - (b) 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 (but this rule is not applicable to authorities comprised solely of multiple Member wards).

13. The recommended size of Cardiff's Planning Committee is 12 members, which complies with the new requirements in relation to the size of the committee (sub-paragraph (a) above). The new requirements in relation to multi-member wards (sub-paragraph (b) above) will need to be followed in considering appointments to the Planning Committee, which is dealt with in the separate Council report under Agenda item 14.
14. All decisions taken by or on behalf the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers of behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Council Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances

### **Financial Implications**

15. Assuming that the number of Committees and their size remains unchanged, there are no additional financial implications arising from this report that have not been included within the Council's budget for 2017/18.

### **RECOMMENDATIONS**

That the Council approves the establishment of the Council Committees set out in paragraph 4 (Table A), and their size as set out in that Table A; and the terms of reference of each Committee, as set out in **Appendix A** of this report, for the 2017/18 Municipal Year.

**DAVINA FIORE**

**Director of Governance & Legal Services and Monitoring Officer**

18 May 2017

Appendix A – Committee Terms of Reference

#### Background Papers

Full Council 30 June 2016 – Report - Establishment of a Pensions Committee and Participation of the Cardiff & Vale of Glamorgan Pension Fund  
Audit Committee 14 March 2017 – Report – Audit Committee Terms of Reference

**TERMS OF REFERENCE FOR COMMITTEES**

**APPENDIX A**

Committee	Terms of Reference
<p>Appointments (convened as and when required)</p>	<p>To discharge the functions of the authority 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) and the statutory Head of Democratic Services, in accordance with the Employment Procedure Rules and any other relevant Council policies and procedures.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
<p>Audit</p>	<p><u>Governance, Risk &amp; Control</u></p> <ul style="list-style-type: none"> <li>• To review the Council’s corporate governance arrangements against the good governance framework and consider annual governance reports and assurances.</li> <li>• To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account the internal audit opinion on the overall adequacy and effectiveness of the Council’s framework of governance, risk management and internal control.</li> <li>• To consider the council’s arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.</li> <li>• To consider the Council’s framework of assurance and ensure that it adequately addresses the risk and priorities of the Council.</li> <li>• To monitor the effective development and operation of risk management in the Council.</li> <li>• To monitor progress in addressing risk-related issues reported to the committee.</li> <li>• To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.</li> <li>• To review the assessment of fraud risks and potential harm to the council from fraud and corruption.</li> <li>• To monitor the Counter-fraud strategy, actions and resources.</li> </ul>

Committee	Terms of Reference
	<p data-bbox="480 255 671 286"><u>Internal Audit</u></p> <ul style="list-style-type: none"> <li data-bbox="480 293 1094 324">• To approve the Internal Audit Charter.</li> <li data-bbox="480 371 1425 510">• To approve the risk-based internal audit plan, containing internal audit's resource requirements, the approach to using other sources of assurances and any work required to place reliance upon those other sources.</li> <li data-bbox="480 557 1425 696">• To approve significant changes to the risk-based internal audit plan, including audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.</li> <li data-bbox="480 743 1425 808">• To approve significant interim changes to the risk based internal audit plan and resource requirements.</li> <li data-bbox="480 855 1425 958">• To make appropriate enquiries of both management and the audit manager to determine if there are any inappropriate scope or resource limitations.</li> <li data-bbox="480 1005 1425 1547">• To consider reports from the Audit Manager on Internal Audit's performance during the year. These will include: <ul style="list-style-type: none"> <li data-bbox="560 1115 1425 1218">- Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work</li> <li data-bbox="560 1265 1425 1330">- Regular reports on the results of the Quality Assurance and Improvement Programme</li> <li data-bbox="560 1377 1425 1547">- Reports on instances where the internal audit function does not conform to the PSIAS and Local Government Application Note considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement.</li> </ul> </li> <li data-bbox="480 1594 1425 1765">• The opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and internal control together with a summary of the work supporting the opinion – these will assist the committee in reviewing the Annual Governance Statement.</li> <li data-bbox="480 1812 1425 1877">• To consider summaries of specific internal audit reports as requested.</li> <li data-bbox="480 1924 1425 2063">• To receive reports outlining the action taken where the Audit Manager has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation</li> </ul>

Committee	Terms of Reference
	<p>of agreed actions.</p> <ul style="list-style-type: none"> <li>• To contribute to the Quality Assurance and Improvement Programme and in particular the external quality assessment of internal audit that takes place at least once every five years.</li> <li>• To consider a report on the effectiveness of internal audit to support the Annual governance Statement, where required to do so by the Accounts and Audit Regulations.</li> <li>• To support the development of effective communication with the audit manager.</li> </ul> <p><u>External Audit</u></p> <ul style="list-style-type: none"> <li>• To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.</li> <li>• To consider specific reports as agreed with the external auditors.</li> <li>• To comment on the scope and depth of external audit work and to ensure it gives value for money.</li> <li>• To commission work from internal and external audit.</li> <li>• To advise and recommend on the effectiveness of relationships between external and internal audit and other inspector agencies or relevant bodies.</li> </ul> <p><u>Financial Reporting</u></p> <ul style="list-style-type: none"> <li>• To review 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 the external auditor's report to those charged with governance on issues arising from the audit of the accounts.</li> <li>• To seek assurances that the Council has complied with the Treasury Management Strategy and Practices by demonstrating effective control of the associated risks and pursuing optimum performance consistent with those risks.</li> </ul> <p><u>Accountability Arrangements</u></p> <ul style="list-style-type: none"> <li>• To report to Council on the Committee's findings, conclusions and recommendations concerning the adequacy</li> </ul>



Committee	Terms of Reference
	<p>and effectiveness of the governance, risk management and internal control frameworks, financial reporting arrangements and internal and external audit functions.</p> <ul style="list-style-type: none"> <li>• To report to Council on an annual basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.</li> <li>• To raise the profile of probity generally within the Council and to report on matters of concern to the individual Cabinet Member, relevant Scrutiny Committee, Cabinet or to Council as necessary and appropriate.</li> <li>• To work in synergy with the Scrutiny Committees of the Council and liaise with other Council Committees as and when appropriate to avoid duplication in work programmes.</li> </ul> <p><u>Training &amp; Development</u></p> <ul style="list-style-type: none"> <li>• To attend relevant training session in accordance with the Member Development Programme including specialist training tailored for Members of the Audit Committee e.g. treasury management.</li> </ul>
Constitution	<p>To review the Council's Constitution, and to recommend to Council and/or Cabinet any changes, except that the Committee will have authority (subject to the Monitoring Officer's advice) to make the following changes on behalf of the Council:-</p> <ul style="list-style-type: none"> <li>(a) Drafting improvements to enhance clarity and remove minor anomalies.</li> <li>(b) Updating to reflect legislative changes and matters of record.</li> <li>(c) Amendments to the Financial, Contracts and Land Procedure Rules (subject to the advice of the S.151 Officer being sought).</li> </ul>
Corporate Parenting Advisory Committee	<ul style="list-style-type: none"> <li>(a) To actively promote real and sustained improvements in the life chances of Looked After Children, Children in Need, Care Leavers and children and young people in the criminal justice system and to work within an annual programme to that end;</li> <li>(b) To develop, monitor and review a corporate parenting strategy, and ensure its effective implementation through work plans and corporate parenting training programmes;</li> <li>(c) To seek to ensure that the life chances of Looked After Children, Children in Need and care leavers are maximised in</li> </ul>

Committee	Terms of Reference
	<p>terms of health, educational attainment, and access to training and employment, to aid the transition to a secure and productive adulthood;</p> <p>(d) To recommend ways in which more integrated services can be developed across all Council directorates, schools and other stakeholders to lead towards better outcomes for Looked After Children, Children in Need and care leavers;</p> <p>(e) To ensure that mechanisms are in place to enable Looked After Children, Children in Need and care leavers, to play an integral role in service planning and design, and that their views are regularly sought and acted upon;</p> <p>(f) To ensure performance monitoring systems are in place, and regularly review performance data to ensure sustained performance improvements in outcomes for Looked After Children, Children in Need and care leavers;</p> <p>(g) To receive all relevant Children's Services inspection and annual reports, including: Children's Homes Quality of Care Report; Case Practice Reviews, Fostering Annual Quality of Care Report; Adoption Fostering Annual Quality of Care Report; 4C's Commissioning; Out of Area Annual Report; Annual Report of Brighter Futures (with education); Children's Complaints reports; and Advocacy Annual Report;</p> <p>(h) To report to the Cabinet at least twice a year;</p> <p>(i) To make recommendations to the Cabinet where responsibility for that function rests with the Cabinet;</p> <p>(j) To report to the Children and Young People's Scrutiny Committee as necessary;</p> <p>(k) To recommend the appointment of co-opted members to the Committee for approval by Council;</p> <p>(l) To develop and undertake a programme of consultation, listening and engagement events with Looked After Children and care leavers, as well as visits to services providing support and advice to Looked After Children, Children in Need and care leavers;</p> <p>(m) To submit an Annual Report on the work of the Committee to full Council.</p> <p>(n) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>

Committee	Terms of Reference
Council Appeals	<p>To hear and determine appeals (other than those appeals which are within the terms of reference of any other Committee) from determinations and decisions of the Authority where there is a statutory requirement for there to be an appeal to Members of the Council or where such appeal is allowed for in any policy or procedure approved by the Council.</p> <p>On hearing an appeal the Committee shall be empowered, on behalf and in the name of the Council, to make such order as it considers appropriate, within the range of decisions permissible at law.</p> <p>The Committee, when sitting to hear an appeal, shall not include any Members of the Cabinet, or Members of any Committee principally concerned with the service by which the decision or determination has been made, or Members who have been concerned in any previous consideration of the matter, which has given rise to or from which the appeal arises.</p> <p>At each sitting of the Committee to hear an appeal, the Committee shall, firstly, ensure that the appeal has been properly made and, secondly, that the appellant has been afforded the opportunity of being represented at the hearing of his/her appeal by such friend, lawyer or other representative as he/she may choose.</p> <p>In hearing an appeal the Committee shall conform to the rules of natural justice.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Democratic Services	<p>(a) To carry out the local authority's function of designating the Head of Democratic Services.</p> <p>(b) To keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services in order to ensure that it is adequate for the responsibilities of the post.</p> <p>(c) To make reports, at least annually, to the full Council in relation to these matters.</p>
Disciplinary & Grievance Appeals (convened as and when required)	<p>To hear and determine:</p> <p>(a) all appeals by employees of the Council who may have a right to appeal to Councillors in accordance with disciplinary and grievance procedures approved by the Council;</p>

Committee	Terms of Reference
	<p>(b) all other appeals from disciplinary actions which may be referred to it, whether by the Council or a Committee;</p> <p>(c) grievances by and against the Chief Executive in accordance with grievance procedures approved by the Council; and, with a differently constituted membership, appeals following decisions on such grievances; and</p> <p>(d) in exceptional circumstances, where the Chief Executive cannot address matters because of an associated grievance, disciplinary proceedings against the Chief Operating Officer; a Corporate Chief Officer or a Chief Officer; and, with a differently constituted membership, appeals following decisions in such disciplinary proceedings</p> <p>On hearing each case the Committee shall be empowered, on behalf and in the name of the Council, to make such order as it considers appropriate, except where retirement or redundancy is contemplated, when consultation with the Cabinet will take place prior to determination of the matter.</p> <p>The Committee, when sitting to hear an individual case, shall comprise not less than three nor more than five members. From the members appointed to serve on the Committee, those who are to sit to hear any particular matter shall be chosen by rota following consultation with the Group Whips, subject to the exclusion of any member who:</p> <p>(i) is a member of the Cabinet or of a Committee principally concerned with the service in which the employee concerned is employed; or</p> <p>(ii) has been concerned in any previous consideration of the matter which has given rise to the disciplinary action, grievance, or decision from which an appeal arises.</p> <p>At each sitting of the Committee to hear a disciplinary matter or appeal, the Committee shall, firstly, ensure that the matter of complaint has been clearly put to the employee and, secondly, that the employee has been afforded the opportunity of being represented at the hearing by such friend, trade union officer, lawyer or other representative as he/she may choose.</p> <p>In any hearing the Committee shall conform to the rules of natural justice.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>

Committee	Terms of Reference
Employment Conditions	<p>(a) to consider and determine policy and issues arising from the organisation, terms and conditions of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time where this is necessary, subject to the approval of Council in respect of any determination or variation of the remuneration of Chief Officers;</p> <p>(b) to decide requests for re-grading of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time, whether by way of appeal by an employee against a decision to refuse a re-grading application or to decide applications for re-grading which are supported, subject to the approval of Council in respect of any determination or variation of the remuneration of a Chief Officer.</p> <p>(c) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Family Absence Appeals Panel	<p>To be the Appeals Panel required pursuant to Regulation 36(1) of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 and any amendment thereof; and to discharge all functions of the Panel pursuant to those Regulations.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Licensing	<p>To be the Council's Licensing Committee as required by the Licensing Act 2003 and Gambling Act 2005 and any re-enactment or modification thereof; and as full delegate of the Council to exercise all the powers and functions permitted under those Acts.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Local Authority Governors Panel	<p>For School Governing Bodies constituted under The Government of Maintained Schools (Wales) Regulations 2005:</p> <p>(a) To advise the Council on appointments and removal of governors to those places allocated to the Local Authority;</p> <p>(b) To consider and make decisions relating to the recruitment, training and vetting of potential governors and any other matters that may be referred to the Panel by the Cabinet for the Constitution Committee; and</p>

Committee	Terms of Reference
	<p>(c) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Planning	<p>(a) Those functions listed in Section A of Schedule 1 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 and any amendments thereto and any matters ancillary thereto as defined in Regulation 3 (2) to (4) of the Regulations.</p> <p>(b) Those functions listed in paragraphs 3 and 4 of Section I of Schedule 1 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 and any amendments thereto and any matters ancillary thereto as defined in Regulation 3 (2) to (4) of the Regulations.</p> <p>(c) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Public Protection	<p>(a) Those functions listed in Sections B and C, and paragraph 10 of Section I, of Schedule 1 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities)(Wales) Regulations 2007 (the Regulations), any amendments thereto and any matters ancillary thereto as defined in Regulation 3 (2) to (4) of the Regulations, except to the extent that such matters fall to the Licensing Committee by virtue of Section 7 of the Licensing Act 2003 or the Gambling Act 2005.</p> <p>(b) In relation to those functions acting as Appeal Committee where appropriate.</p> <p>(c) The discharge of any function relating to the control of pollution or the management of air quality.</p> <p>(d) The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the Authority's area.</p> <p>(e) Any function relating to contaminated land.</p> <p>(f) The service of an abatement notice in respect of a statutory nuisance.</p> <p>(g) Any function under a local Act of a licensing or regulatory nature.</p> <p>(h) Any function in relation to the making of an Alcohol Consumption in Designated Public Places Order under the</p>

Committee	Terms of Reference
	<p>provisions of the Criminal Justice and Police Act 2001.</p> <p>Without prejudice to the functions lawfully exercised by the Shared Regulatory Services Joint Committee, pursuant to the Shared Regulatory Service Collaboration Agreement dated 10<sup>th</sup> April 2015.</p> <p>All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Standards & Ethics	<ul style="list-style-type: none"> <li>(a) To monitor and scrutinise the ethical standards of the Authority, its Members, employees and any associated providers of the Authority's services, and to report to the Council on any matters of concern.</li> <li>(b) To advise the Council on the content of its Ethical Code and to update the Code as appropriate.</li> <li>(c) To advise the Council on the effective implementation of the Code including such matters as the training of Members and employees on the Code's application.</li> <li>(d) To consider and determine the outcome of complaints that Councillors and co-opted members have acted in breach of the Code in accordance with procedures agreed by the Standards Committee, including the imposition of any penalties available to the Committee.</li> <li>(e) To oversee and monitor the Council's whistleblowing procedures and to consider ethical issues arising from complaints under the procedure and other complaints.</li> <li>(f) To grant or refuse requests for dispensations in respect of Members' interests under the Members Code of Conduct in accordance with the relevant statutory provisions.</li> <li>(g) To undertake those functions in relation to community councils situated in the area of the Council and members of those community councils which are required by law</li> <li>(h) To recommend to Council and the Cabinet any additional guidance on issues of probity.</li> <li>(i) To hear and determine any complaints of misconduct by Members or a report of the Monitoring Officer, whether on reference from the Ombudsman or otherwise.</li> <li>(j) To recommend the provision to the Monitoring Officer of such resources as he/she may require for the performance of his/her duties.</li> </ul>

Committee	Terms of Reference
	<p>(k) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>
Pensions Committee	<p>To discharge the functions of the authority as Administering Authority of the Cardiff &amp; Vale of Glamorgan Pension Fund ('the Fund') as described in the Local Government Pension Scheme (LGPS) Regulations made under the Superannuation Act 1972 (sections 7,12 or 24) and Section 18(3A) of the Local Government and Housing Act 1989; and</p> <p>To discharge the following specific strategic functions with regards to the Fund, taking account of advice from the Corporate Director Resources and the Fund's professional advisers:-</p> <ul style="list-style-type: none"> <li>a) Determining the Fund's aims and objectives, strategies, statutory compliance statements, policies and procedures for the overall management of the Fund, including in relation to the following areas: <ul style="list-style-type: none"> <li>i) Governance – approving the Governance Policy and Compliance Statement for the Fund;</li> <li>ii) Funding Strategy – approving the Fund's Funding Strategy Statement including ongoing monitoring and management of the liabilities, giving due consideration to the results and impact of the triennial actuarial valuation and interim reports;</li> <li>iii) Investment strategy - approving the Fund's investment strategy, Statement of Investment Principles and Myners Compliance Statement including setting investment targets and ensuring these are aligned with the Fund's specific liability profile and risk appetite;</li> <li>iv) Communications Strategy – approving the Fund's Communication Strategy;</li> <li>v) Discretions – determining how the various administering authority discretions are operated for the Fund; and</li> <li>vi) Internal Dispute Resolution Procedure – determining how the Scheme Member disputes are administered.</li> </ul> </li> <li>b) Monitoring the implementation of these policies and strategies as outlined in a) above on an ongoing basis.</li> <li>c) Considering the Fund's financial statements as part of the approval process and agreeing the Fund's Annual Report. Receive internal and external audit reports on the same.</li> <li>d) Receiving ongoing reports from the Corporate Director Resources in relation to the delegated operational functions.</li> </ul>



Committee	Terms of Reference
	<p>e) To provide independent assurance to members of the Fund of the adequacy of the risk management and associated control environment, responsible for the Fund's financial and non-financial performance.</p> <p>f) To adhere to the principles set out in the Pensions Regulator Code of Practice and undertake its duties in compliance with the obligations imposed on it.</p> <p>g) To receive regular training to enable Committee Members to make effective decisions and be fully aware of their statutory and fiduciary responsibilities and their stewardship role.</p> <p>h) Consider any pension compliance matters raised by the Fund's Local Pension Board.</p> <p>i) All Members of the Committee will be required to undertake relevant training to enable them to properly discharge their duties.</p>