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| PEMBROKESHIRE COAST NATIONAL PARK AUTHORITYTERMS OF REFERENCE AND OTHER PROCEDURES |  |

# THE NATIONAL PARK AUTHORITY

The Authority is the repository of final authority and decision making. There are statutory requirements in various legislation for the Authority to formally resolve such matters as levy etc. The Authority is ultimately responsible in a custodial sense for establishing the final level of resources within which the various Committees can operate, and is responsible for Park property, capital assets and such like, and for the acquisition, assignment or disposal of the same. The Authority is the final determinant of corporate issues such as image, external communications and complaints (subject to the work of the Standards Committee).

The Authority’s main functions are:

* To approve the development of the Authority’s strategic corporate planning framework through the National Park Management Plan (every five years), the Local Development Plan (every five years), and the Corporate Resources Plan (annually). In developing the strategic framework the Authority will receive advice from the Advisory Groups.
* To determine all policy matters in support of its strategic planning objectives. The Authority may receive advice from its Committees and may also set up task and finish advisory groups to investigate and advise on specific matters.
* To determine all Service Standards, and the Authority’s statutory duties,
* To manage the Authority’s resources ie finance, staffing and assets; and to approve the budget, levy, charges, and the Annual Accounts
* To ensure that the NPA complies with all legislation affecting its services.
* To determine membership of other committees, task & finish groups, working groups and advisory groups, within the NPA, and their terms of reference, and the Authority’s representation on external bodies and organisations.
* To determine the delegation of the Authority’s responsibilities to other Committees of the Authority and when appropriate to the Chief Executive.

The Authority comprises all members and will meet at least 6 times a year.

**DEVELOPMENT MANAGEMENT COMMITTEE**

The Development Management Committee is responsible for carrying out the Authority’s statutory planning functions in relation to the determination of applications, appeals and enforcement matters, and allied issues relating to development and the regulation of uses and activities.

The terms of reference of the Development Management Committee are:

(a) Except where those powers and duties have been delegated by the Authority to one of its officers and subject to its decisions being in conformity with the Authority’s approved statements and plans the Committee shall exercise, with power to act, all the powers and duties of the Authority relating to the consideration of planning, listed building and conservation area applications, notification schemes, tree preservation orders, the control of development and the enforcement of such control, and other consultation schemes where appropriate.

(b) Where members wish to take a decision contrary to the advice / recommendation of officers, which the Chief Executive (National Park Officer) (or in his / her absence the officer with appropriate delegated authority) identifies as constituting a significant departure from an approved plan or policy of the Authority and in particular, the Local Development Plan, or as otherwise having significant implications for the Authority, the following procedure will be followed:

 Development Management Committee

1. When a proposal to make a decision contrary to officer advice is made and seconded and before any vote is taken, Members will give valid planning grounds for taking such a decision.

2. Officers will advise if such reasons constitute valid planning grounds.

3. Provided valid planning grounds have been given, the Committee will vote on the motion and, if the vote succeeds, it will be recorded in the minutes that the resolution of the Committee was that it was ‘minded to’ make a certain decision, as will the reasons for doing so.

4. This starts a ‘cooling off period’, within which officers will manage any associated risk by considering the matter further, commissioning expert advice as appropriate, producing additional report(s) as necessary and / or drafting reasons for refusal or conditions as required.

5. The matter will then be brought back to a future meeting of the Committee with a further officer report and recommendation considering all relevant matters including any issues raised by the previous resolution.

6. Members will reconsider the matter afresh, having regard for any new evidence brought before them. A further motion will therefore be needed.

7. If the motion is contrary to officer advice, valid planning grounds will again be needed before any vote is taken.

8. Officers will advise on the grounds given.

9. Before the final vote is taken, Members will be made aware if the circumstances mean that officers would not be able to defend the Authority’s decision on appeal on the basis that to do so would conflict with their professional code of conduct.

10. The Committee will then vote on the motion.

11. A full minuted record of Members’ reasons for rejecting officer advice will be made, together with a recorded vote.

 Appeals

12. In the event that any decision taken contrary to officer advice is subject to an appeal or court action, called-in application, recovered appeal or nationally significant infrastructure project examination, it will be usual for the proposer and seconder of the motion to defend the Authority’s decision and / or act as its main witnesses, supported by officers / consultants / legal experts as necessary. *(NPA 05/11/14)*

(c) To receive reports from time to time from the Chief Executive (National Park Officer) and other officers on the exercise of any functions relating to the control of development which may have been delegated to them.

1. To deal with all matters relating to the designation and administration of Conservation Areas. *(Policy Committee 10/97)*

# Development Management Committee Site Inspection Procedures

1. The Authority’s Member Services Officer will send a written invitation to every member of the Development Management Committee, enclosing a copy of the relevant Committee report.
2. The planning officer will obtain the owner’s permission to enter the site, if necessary, and will invite consultees whose comments are pertinent to the planning issues under consideration (e.g. Highways, Natural Resources Wales).
3. The planning officer will describe the application and outline the relevant policies and planning considerations.
4. Invited consultees will advise on relevant matters of fact.
5. The applicant and/or agent will only be asked to answer any questions raised by Members at the meeting.
6. The Chairman will bring the site inspection to a close.
7. Immediately before or after the formal site inspection it may also be appropriate for Members to view the site from other vantage points.
8. The Authority’s Standing Orders will also apply generally over such matters as rule of debate.
9. The Chairman may adjourn the meeting at any time, in the event of disturbance to orderly conduct. *(NPA 07/12/11)*

**AUDIT AND CORPORATE SERVICES REVIEW COMMITTEE** *(NPA 11/06/14)*

Role

To exercise the powers and duties of the Authority in relation to the following functions:

1. Regulatory Framework

* To monitor the Authority’s performance against the National Park Management Plan
* To oversee the production of the Annual Governance Statement and to monitor the Authority’s performance against the associated Action Plan
* To monitor the Authority’s performance against the annual Strategic Grant Letter
* To monitor performance against the Welsh Government’s Standards relating to the Welsh language
* To monitor performance against the Authority’s adopted Service Standards

2. Audit Activity

* To consider reports from the Wales Audit Office (e.g. the Annual Improvement Report, Annual Audit Letter) and to monitor the Authority’s performance thereon
* To consider reports from Internal Audit on the Authority’s financial systems and controls

3. Finance

* To consider quarterly reports on the Authority’s financial performance and budgetary matters
* To monitor the Authority’s performance in relation to its Annual Statement of Accounts

4. Human Resources

To monitor the Authority’s performance:

* against its adopted HR policies
* in relation to Health and Safety

5. Information Technology

* To monitor the Authority’s performance in relation to its Information Technology Strategy

6. Performance Management

* To consider quarterly reports on the *Ffynnon* performance management system and to monitor the Authority’s performance thereon
* To review the Authority’s Risk Register in terms of Audit and Corporate functions and make any recommendations to the National Park Authority to change levels of risk
* To consider reports of the meetings of the Continuous Improvement Group

7. Communications

* To monitor the Authority’s performance in relation to Communications and Marketing

8. Other issues

* To review any issue referred to it by the National Park Authority, any of its Committees or the Chief Executive Officer
* To determine an Authority response on any proposals that affect the National Park or the Authority, its powers, duties, functions and responsibilities, particularly but not exclusively, from central, regional or local government, neighbouring authorities, partnerships and other external bodies where the proposals are relevant to the functions of the Committee and where the Chief Executive considers that such response should be determined by the Committee

Mode of operation

The Committee will comprise 9 Members of the Authority (6 PCC and 3 WG), to be selected and/or confirmed at the Annual General Meeting each year

The Committee will meet on a quarterly basis and provide reports to the Authority on its performance

Note

The exercise of such powers and duties exclude:

* matters specifically reserved to be exercised by the Authority
* matters delegated to another Committee or Sub-Committee
* matters that the Chief Executive Officer considers should be referred to a meeting of the Authority for determination

**OPERATIONAL REVIEW COMMITTEE** *(NPA 11/06/14)*

Role

1. To monitor performance and make recommendations to the National Park Authority in relation to the functions of:

* Development Management
* Park Direction
* Park Delivery
* Discovery

unless already covered by the Audit and Corporate Services Review Committee

2. To review the Authority’s financial performance in relation to the functions of the services referred to in 1 above

3. To review any issue referred to it by the National Park Authority, any of its Committees or the Chief Executive Officer

4. To determine an Authority response on any proposals that affect the National Park or the Authority, its powers, duties, functions and responsibilities, particularly but not exclusively, from central, regional or local government, neighbouring authorities, partnerships and other external bodies where the proposals are relevant to the functions of the Committee and where the Chief Executive considers that such response should be determined by the Committee

Mode of operation

The Committee will comprise 9 Members of the Authority (6 PCC and 3 WG), to be selected and/or confirmed at the Annual General Meeting each year. In addition, representatives of Amgueddfa Cymru-National Museum Wales may sit on the Committee (with no voting rights) when matters concerning Oriel y Parc are being considered

The Committee will meet on a quarterly basis and provide reports to the Authority on its performance

Note

The exercise of such powers and duties exclude:

* matters specifically reserved to be exercised by the Authority
* matters delegated to another Committee or Sub-Committee
* matters that the Chief Executive Officer considers should be referred to a meeting of the Authority for determination

**HUMAN RESOURCES COMMITTEE**

The Human Resources Committee is responsible for all matters appertaining to the employment and deployment of staff by the Authority. The terms of reference of the Human Resources Committee are:

1. To make recommendations to the Authority as to Human Resource Policies which might be adopted with regard to the employment relationship that exists between PCNPA and its staff.
2. To review, scrutinise and approve existing Human Resource policies, where proposals are put forward to change their general aims and objectives.
3. To review and approve any National Joint Council (NJC) Terms and Conditions where discretion on its implementation is provided to the Authority and this discretion has a potential impact on financial or other resources.
4. To contribute to the formation and implementation of the Human Resources Strategy, be consulted on all new Human Resource policies subject to NPA approval; and have general oversight of HR policies in development and any legislative changes.
5. To keep under review the establishment, organisation and remuneration of the Authority’s staff and to make recommendations to the Authority from time to time as to any changes which may be desirable.
6. To establish arrangements for and to conduct negotiations on behalf of the Authority with Unions representing the interests of its staff via the Employee Forum or any other negotiating arrangements.
7. To make appointments including the conduct of recruitment and selection procedures in accordance with the Authority’s Human Resources Strategy, and to make any recommendations on the exercise of the appointments’ function as may be deemed appropriate and relevant.
8. To contribute to the Authority’s Health & Safety policies and procedures, such as they extend to staff mental health and general wellbeing.

DELEGATION TO LEADERSHIP TEAM

1. To review and approve new and existing Human Resources policies, which are required as a result of new legislation or changes in NJC terms and conditions.
2. To review and approve existing Human Resource policies where there is no change to the general aims, objectives or direction of decision making.

**EMPLOYEE FORUM**

Objectives

1. To provide a mechanism for formal collective staff involvement and representation with members.

2. To maintain open and collaborative employee relations within the Authority.

3. To receive items referred from the Health & Safety Group and Staff Representative Group.

4. To make recommendations to the Personnel Committee as to employment issues.

5. To consider any matter referred to it, or to discharge such functions assigned to it by the Authority or its Committees.

Membership

The Forum shall consist of 12 members. Composition as follows:

PCNPA Members 6 (4 Councillors, 2 WAG Appointed Members)

Staff/Unison Representatives 6 (plus full-time Unison officer(s))

Chair

A Chair and Vice-Chair shall be appointed by the Employee Forum at their first meeting in each civic year. Chair and Vice Chair will alternate between staff and members each year.

Any permanent vacancy on the Employee Forum shall be filled as it arises. Substitutes are allowable.

If a member of the Employee Forum ceases to be a member or employee of the National Park Authority, (s)he shall immediately cease to be a member of the Employee Forum.

Quorum

The quorum of the Employee Forum shall be three NPA Members (including 1 WAG Appointed Member) and three staff/union representatives.

Voting

The full-time union officers shall not have a vote, nor the Chair a casting vote.

Committee Reporting

The proceedings of any meeting of the Employee Forum shall normally be reported to the Personnel Committee.

Timing

The Employee Forum shall normally meet biannually and at least ten calendar days prior to a scheduled meeting of the Personnel Committee.

Procedure

Decisions will normally follow from discussion and debate, but if necessary to put to the vote, no resolution shall be regarded as carried unless it has been approved by a majority of the members present on each side.

It is accepted that no question of individual discipline, capability or promotion shall be within the scope of the Employee Forum.

Agenda Items

In order to maintain open and collaborative employee relations, staff and members are encouraged to bring forward items for the agenda (at least 10 days in advance of the meeting).

**SUSTAINABLE DEVELOPMENT FUND (SDF) COMMITTEE**

## The Sustainable Development Fund (SDF) Committee is responsible for considering all applications for financial assistance/support in connection with the SDF and Greening Agriculture and for monitoring and reviewing both schemes.

## The Sustainable Development Fund and Greening Agriculture pilot aims:

To help reduce local carbon emissions in our environment and to respond to the climate emergency.

## Committee Composition

## Committee membership will be comprised of six Members (4 PCC and 2 WG), and may appoint up to 2 Advisory Members if they so wish. Advisory Members will be individuals with expertise or experience in areas of importance to the Committee, and will be appointed by the Committee. The Committee may also co-opt individuals with specialist knowledge for additional advice on an *ad hoc* basis.

Quorum

The quorum of the SDF Committee shall be not less than two Authority Members, with at least one County Council-appointed and one Welsh Government-appointed Member being present.

Application Assessment

The Committee will consider all applications against criteria based on the scheme’s objectives as set out in the Authority’s SDF Grant Application Guidelines document and Greening Agriculture guidelines.

In considering applications, the Authority Members on the Committee shall have regard to any recommendation made to it by the Advisory Members/*ad hoc* Advisors, drawing on their specific areas of knowledge and expertise.

Decision Process

Advisory Members will contribute to the decision making process however it is solely the Authority Members of the Committee who are empowered to decide in each case:

1. whether an application should be awarded grant
2. the level of grant to be awarded
3. any conditions to which a grant is to be subject

In relation to applications not awarded a grant the Committee will indicate why an application is not deemed suitable for support under the Fund, or they may suggest amendments to the proposal and invite re-submission of an amended application.

Meetings

Meetings will be held on a quarterly basis as and when required.

Appeals procedure

An aggrieved applicant may lodge an appeal by writing to the National Park Authority’s Monitoring Officer. The appeal must be on the grounds of incorrect procedure only.

**EMERGENCY COMMITTEE**

The Emergency Committee is available to deal with matters which because of their urgency cannot be referred through the normal cycle of meetings and/or the convening of an extraordinary meeting of the Authority.

The terms of reference of the Emergency Committee are:

 The Committee shall have delegated authority to deal with all matters which require immediate attention and which are of such urgency as not to allow time to call a meeting of the Authority or of the relevant Committee to consider them.

**Investigating and Disciplinary Committee** *(NPA 23/10/13)*

Composition

5 Members, comprising 3 County Council and 2 Welsh Government Members

Members cannot be Members of the Grievance Committee or Appeals Committee.

Quorum

3 Members (2 County Council and 1 Welsh Government Member)

Remit

To consider and determine matters relating to the following issues in accordance with agreed procedures as fall to it to make under those procedures, including:

(a) the consideration of any disciplinary action being taken against a Chief Officer (i.e. Chief Executive, Section 151 Officer or Monitoring Officer) on the grounds of misconduct, or if there is any other proposal to dismiss them for any reason other than redundancy, permanent ill health or the expiry of a fixed term contract (unless the Authority has undertaken to renew that fixed term contract);

(b) the consideration of any allegation against a Chief Officer personally, whether or not the matter has been raised by the employee under the Authority’s grievance procedure;

(c) the appointment of a Designated Independent Person to undertake the initial investigation;

(d) the receipt and consideration of the report of the Designated Independent Person with a view to either:

(i) determining whether any further action (short of dismissal) is necessary and, if so, what action, or

(ii) recommending to the Authority that the Chief Officer concerned be dismissed.

(e) the consideration of a grievance raised by a Chief Officer relating to a case of disciplinary proceedings against him/her.

**Grievance Committee** *(NPA 23/10/13)*

Composition

5 Members, comprising 3 County Council and 2 Welsh Government Members

Members cannot be Members of the Investigating and Disciplinary Committee or the Appeals Committee

Quorum

3 Members (2 County Council and 1 Welsh Government Member)

Remit

To consider and determine matters relating to the following issues in accordance with agreed procedures as fall to it to make under those procedures, including:

To consider:

(a) an appeal from a member of staff who has brought a grievance against a Chief Officer, but whose grievance has not been upheld by the initial investigating officer;

(b) to consider any unresolved remedial action proposed by the initial investigating officer following a grievance brought against a Chief Officer being upheld, or

(c) a grievance brought by a Chief Officer against a Member.

To determine:

(a) whether the grievance can be upheld and, if so:

(i) to determine how the matter can best be resolved to the satisfaction of the aggrieved employee, or

(ii) in the case of an aggrieved employee, to refer the matter to the Investigating and Disciplinary Committee if the matter is considered to be of such a serious nature, or

(iii) in the case of an aggrieved Chief Officer, to refer the matter to the Standards Committee for consideration.

(b) whether the grievance can be dismissed.

**Appeals Committee** *(NPA 23/10/13)*

Composition

5 Members, comprising 3 County Council and 2 Welsh Government Members

Members cannot be Members of the Investigating and Disciplinary Committee or the Grievance Committee

Quorum

3 Members (2 County Council and 1 Welsh Government Member)

Remit

To consider and determine matters relating to the following issues in accordance with agreed procedures as fall to it to make under those procedures, including:

To consider:

(a) an appeal against dismissal from a member of staff other than a Chief Officer, and

(b) an appeal against action short of dismissal from a Chief Officer.

**STANDARDS COMMITTEE**

Composition

7 Members, comprising 2 County Council, 1 Welsh Government and 4 Independent Members.

(a) to keep under review the Authority's Code of Conduct and to make recommendations to the Authority as to any changes it considers desirable;

(b) to monitor the operation of the Authority's Code of Conduct;

(c) to provide advice and training for Members of the Authority on matters relating to its Code of Conduct;

(d) to consider any reports relating to Members of the Authority issued by the Monitoring Officer under Section 70 (4) or by the Local Commissioner for Wales under Section 71 (22) (b) of the Local Government Act 2000 and anyrecommendations of theAdjudications Panel for Wales and to take such action thereon as it considered appropriate;

(e) to receive and take action on any reports issued to it by a Case Tribunal under Section 79 of the Act;

(f) to consider and make recommendations to the Authority as to the actions which should be taken on any report from a Case Tribunal under Section 80 of the Act;

(g) to consider requests from Members of the Authority for dispensations under the Standards Committee's (Grant of Dispensations) (Wales) Regulations 2001,

(h) the monitoring of the Authority’s complaints procedure in relation to allegations of maladministration and the making of recommendations thereto *(NPA 17/01/07)* and

(i) to make recommendations to the Authority from time to time with regard to any proposed additions to or revisions of these Terms of Reference.

**MEMBER SUPPORT AND DEVELOPMENT COMMITTEE** *(NPA 30/01/19)*

Composition

9 Members, comprising 6 County Council and 3 Welsh Government Members.

The Committee may, from time to time and without setting a precedent, invite other Members to attend a meeting in relation to a particular area of expertise.

Quorum

3 Members, to include at least one County Council and one Welsh Government Member.

Remit

1. To oversee the delivery of support to, and development of, Members of the Authority.

2. To oversee the delivery of the Member Development Strategy, including Member induction and the Training Plan.

3. To develop an application for the Wales Charter for Member Support and Development and to recommend it to the Authority prior to submission to the Welsh Local Government Association.

4. To review the support available to Members and to make recommendations to the Authority as necessary.

5. To consider any other matter referred to the Committee by the National Park Authority.

Mode of operation

The Committee will meet on a quarterly basis and make recommendations to the National Park Authority.

The Chair and Deputy Chair will be elected at the first meeting following the Authority’s Annual General Meeting each year.

**MEMBER STRATEGY TASK AND FINISH GROUPS** *(NPA 06/05/15)*

Role/purpose

The role of the Task and Finish Group to be determined by the Authority.

Membership

To comprise:

6 Members of the Authority, on a 2:1 ratio of Pembrokeshire County Council (PCC) and Welsh Government (WG) Members.

The Chief Executive to nominate relevant officers.

Members to determine Chairmanship at the inaugural meeting.

The membership to last until the Task and Finish Group has completed its task.

Quorum

To include at least two PCC and one WG Member.

Accountability

The Task and Finish Group is of an advisory nature and will report its findings to the National Park Authority by the set deadline.

Mode of operation

Meetings will be arranged as and when necessary.

**YOUTH COMMITTEE**

Purpose of the Youth Committee

The Youth Committee is a Committee of PCNPA in collaboration with PCC Children and Young People’s Rights Office. It has been established to:

1. Provide young people with a voice in National Park Authority, recognising that they are important stakeholders in the National Park and the work of the Authority.
2. To give young people’s perspective on environmental issues in Pembrokeshire.
3. Seek and represent the views of young people and enhance communication between them, staff and Members of the National Park Authority with respect to a range of National Park issues, policies and developments.
4. Support development of young people’s involvement in new initiatives and projects where appropriate, and to ensure that services delivered by PCNPA are as effective as possible in meeting the needs of young people.
5. Respond to the call for Youth Empowerment in the Europarc Youth Manifesto 2018 and subsequent Pembrokeshire Youth Manifesto editions subject to regular review by the Youth Committee)

Examples of standing agenda items to include:

* Update from NPA / Youth Service / Young People
* Guest speaker (staff member or expert speaker where appropriate and possible) to illustrate range of careers in the NPA / sector and inform discussion of matters arising
* Check in – Check out

Membership

* Members will be drawn from PCNPA Youth Rangers, Pembrokeshire Youth Assembly and members of the Public. Numbers will not exceed 15 Young People.
* Youth Committee will include one Authority Member with voting rights who will be a champion for young people, who will seek to attend meetings regularly and link with the Full National Park Authority.
* Other young people and NPA Members are welcome to attend meetings in addition to the core members but will not have voting rights.

Role of the Youth Committee members

* To be aware of the special qualities of the National Park and the opportunities they offer young people and the wider community.
* To represent the views of young people in a respectful manner, and to report back to other young people as effectively as possible.
* To be aware of the current role and involvement of young people in the National Park and in the work of the National Park Authority.
* To attend regularly (and send apologies if not able to), be honest and open about capacity to do things, and to take responsibility for doing what they say they will
* Undertake relevant training
* To support new members or those needing help (voluntary basis)
* To link with the Pembrokeshire Youth Assembly

Meetings

* Chair and Vice Chair to be elected as required
* Quorum (minimum number of members needed to vote) is 5
* These will take place on a monthly basis on Tuesdays 6.00p.m and ideally finish by 8.30p.m. although the regularity of meetings will be subject to review by the Committee
* Meetings will be held at the Pembrokeshire Archives/ online / regular outdoor meeting venues / site visits as required
* An agenda will be circulated ahead of each meeting and notes will be taken which highlight key decisions, actions and responsibilities.
* The meetings will be arranged and facilitated by Discovery Team staff. Notes will be taken by Children and Young People’s Rights Office (CYPRO) staff.
* Additional meetings can be organised if required and agreed by the Youth Committee. The Committee may also wish to set-up special Working Groups should the opportunity and need arise.
* If online to have camera on wherever possible to aid communication and increase effectiveness of meetings

Communication

* Committee members will be part of a group email list, and manage their own Social Media chat group
* Issues for discussion will be sent in advance where possible, and also can be raised in AOB.
* Basecamp will be used to help organise and progress Youth Committee activity. The purpose for this will be explained and where necessary permission from parents / guardians to use the platform obtained.

Welsh Language

* The Welsh language is valued by the Youth Committee and where possible it will be integrated in the Committee’s work. This will include offering a choice of language to Committee Members, develop use of Welsh in meetings, facilitating Welsh in group work if desired etc alongside English. Welsh Language will be promoted through provision of training / engagement activity undertaken by the Youth Committee. Currently YC Members are happy to communicate in English.

Budget

* Reasonable costs for staffing and providing meetings will be met by PCNPA.
* An additional budget of £500 per year will also be allocated by PCNPA to the Youth Committee subject to costed description of what it will be spent on being provided.

Amendment, Modification or Variation

* These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Committee members

Agreement of the Terms of Reference

* These Terms of Reference are effective from July 2021 and will be reviewed annually.

*Date of issue: June 2008*

*Amended: December 2011*

*SDF ToR amended: March 2012, March 2017, December 2020, October 2022*

*Scrutiny Committee ToR added: June 2012*

*Investigating and Disciplinary Committee, Grievance Committee and Appeals Committee ToR added: October 2013*

*Member Strategy Task and Finish Groups ToR added: May 2015*

*Member Support and Development Committee added: January 2019*

*Agreement of Youth Committee ToR delegated to Chair: June 2020*

*Personnel Committee – name changed to HR Committee and ToR Revised: November 2021*

*Operational Review Committee ToR amended: December 2021*

*Scrutiny Committee ToR deleted: May 2022*