

Report of: Democratic Services Manager

Subject: Membership of Disciplinary, Grievance and Appeal Committees

Decision Required: Yes

Recommendation:

The Authority is recommended to confirm the membership of the Investigating and Disciplinary Committee, Grievance Committee and Appeals Committee as set out in the report.

1. Key Messages

Appointment of Members to these Committees is an important element of the Governance of the Authority.

2. Background

Members will recall that, at the Annual General Meeting held on the 24 June 2026, it was reported that consideration of the membership of the Investigating and Disciplinary Committee, Grievance Committee and Appeals Committee would be confirmed once the Chairs and Deputy Chairs of the Authority and other relevant Committees had been appointed. The necessary appointments to the Committees have now taken place.

The [Terms of Reference](#) of the Committees can be found in the Authority's website.

3. Consultation

The Chief Executive has had sight of the report. No consultation has taken place, however Members have the opportunity at this meeting to propose an alternative composition for the Committees.

4. Strategic Policy Context

The information and recommendation(s) contained in this report are consistent with the Authority's statutory purposes and its approved strategic policy context.

Principle 1 of the Authority's Code of Corporate Governance, makes a commitment to adopt a culture of behaviour based on shared values, ethical principles and good conduct and this can be achieved by having in place appropriate complaints and grievance procedures.

5. Financial Considerations

There are no resources or financial implications arising from the proposals.

6. Risk and Compliance Considerations

Appointing Members to these Committees complies with complaints and grievance procedures which mitigates legal, financial and reputational risks to the Authority.

7. Impact on our Public Sector Duties

7.1 Integrated Assessment Completed: No

7.2 Equality, Socio-Economic, Health and Human Rights Impacts

The existence of these Committees protects the rights of staff.

7.3 Welsh Language Impacts

Staff are able to address any of these Committees through the medium of Welsh in accordance with the Authority's Welsh Language Standards.

7.4 Section 6 Biodiversity Duty and Carbon Emission Impacts

These Committees would meet on-line or in person as appropriate, although meeting in person would increase carbon emissions.

7.5 Well-being Goals for Wales and 5 Ways of Working (Sustainable Development Principles) Impacts

Appointment of Members to these existing Committees will have no impact on the Well-being goals for Wales or the Sustainable Development Principles.

8. Conclusion

It is suggested that the composition of the under-mentioned Committees be as follows:

Investigating and Disciplinary Committee

Councillor M Bowen

Dr M Havard, Chair, National Park Authority

Mrs S Hoss

Councillor M James

Councillor C Williams, Chair, Operational Review Committee

Grievance Committee

Councillor C George, Deputy Chair, National Park Authority

Ms H Gwenllian

Mr J Hogg, Deputy Chair, Development Management Committee

Councillor V Thomas,

Councillor M Williams

Appeals Committee

Councillor D Clements

Miss F Day, Deputy Chair, Operational Review Committee

Councillor Dr SL Hancock, Chair, Development Management Committee

Mr G Jones

Councillor B Price

9. List Background Documentation:

[Report](#) to Authority Annual General Meeting: 24 June 2026

(For further information, please contact Caroline Llewellyn, Democratic Services Manager on 01646 624804, or by e-mailing carolinel@pembrokeshirecoast.org.uk)