

## APPENDIX A

### RESPONSIBILITIES OF COMMITTEE CHAIRS 2022/23

COMMITTEE	MEETINGS - programmed	MEETINGS - Held	ADDITIONAL RESPONSIBILITIES
Education and Economy Scrutiny Committee	5	5 (1 of them led to the 'annual scrutiny workshop')	<ul style="list-style-type: none"> <li>• Scrutiny Forum x 3</li> <li>• Meetings with Head of Department/Cabinet Member (<b>4 Heads</b> of Department in total. Number of meetings varies between 1 to 4 times per year depending on the field.)</li> <li>• Cabinet/Scrutiny Meetings (once a year)</li> <li>• Chair / officer briefings - minimum of 5 times (it has been higher this year)</li> <li>• Annual scrutiny workshop (1/2 days)</li> <li>• 3 savings workshop sessions held this year</li> <li>• Specific briefing sessions on specific fields - 2 have been held this year so far.</li> <li>• 2 training sessions – Chair attended on behalf of the committee members</li> <li>• Councillors' point of contact to raise matters</li> <li>• New role with the Petitions Scheme</li> </ul>
Communities Scrutiny Committee	5	5 (1 of them led to the 'annual scrutiny workshop')	<ul style="list-style-type: none"> <li>• Scrutiny Forum x 3</li> <li>• Meetings with Head of Department/Cabinet Member (<b>2 Heads</b> of Department in total. Number of meetings approximately two times per year)</li> <li>• Cabinet/Scrutiny Meetings (once a year)</li> <li>• Chair / officer briefings- minimum of 5 times</li> <li>• Annual scrutiny workshop (1/2 days)</li> <li>• 3 savings workshop sessions held this year</li> </ul>

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			<ul style="list-style-type: none"> <li>• Specific briefing sessions on specific fields - one held this year.</li> <li>• Councillors' point of contact to raise matters</li> <li>• New role with the Petitions Scheme</li> </ul>
Care Scrutiny Committee	5	5 (1 of them led to the 'annual scrutiny workshop')	<ul style="list-style-type: none"> <li>• Scrutiny Forum x 3</li> <li>• Meetings with Head of Department/Cabinet Member (<b>3</b> Heads of Department in total. Number of meetings approximately three times per year)</li> <li>• Cabinet/Scrutiny Meetings (once a year)</li> <li>• Chair / officer briefings - minimum of 5 times</li> <li>• Annual scrutiny workshop (1/2 days)</li> <li>• 3 savings workshop sessions held this year</li> <li>• Specific briefing sessions on specific fields – Chair meeting with Corporate Director twice a year.</li> <li>• Councillors' point of contact to raise matters</li> <li>• New role with the Petitions Scheme</li> </ul>
Central/General Licensing Committee	4 meetings of the Central Licensing Committee and 4 General Licensing Committee	13 & 7	<p><b>13 General Licensing Sub-committees</b> were held - where a hearing is required for taxi driver licence applications. This happens where the right to refuse a taxi driver licence has not been delegated to officers via the Head of Department. The chair and two members of the main licensing committee sit on the Sub-committee. The chair and members are briefed before/during each meeting.</p> <p><b>7 Central Licensing Sub-committees</b> were held to determine applications for a licence to sell alcohol, where objections to an application were received.</p>

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Planning Committee	12	12	<p>Briefing meetings are held with the Chair, namely 12 of them, before every Planning Committee meeting. Up to 6 site visits are undertaken every year for some Committee applications (this in addition to 12 Planning Committee meetings), and site visits are also chaired by the Chair of the Planning Committee. Any sessions to raise awareness/hold training for the Planning Committee are chaired by the Committee Chair (up to 2 per year).</p> <p>Before Covid - annual meetings were held between Chief Planning Officers, Cabinet Members (Planning) and Planning Committee Chairs - and Welsh Government officers, including the Minister responsible for planning - and it is expected to hear whether or not these meetings will restart.</p>
Pensions Committee	5	5	<ul style="list-style-type: none"> <li>• Attend Pension Board meetings (and be accountable for Pension activity for scrutiny purposes) x 5</li> <li>• Chair the Investment Panel x 4</li> <li>• Gwynedd Pension Fund Representative on the Welsh Pension Partnership Joint Committee x 4</li> <li>• Chair the Pension Fund Employers' Annual Meeting x 1</li> <li>• Represent the Council at National Meetings x 4 (4 LAPFF – Local Authority Pension Fund Forum)</li> <li>• Attend Training / Conferences x 2 (1 Russell Investments Conference and 1 WPP Training (Welsh Pension Partnership)) which is specifically the role of the Pension Committee Chair</li> </ul>
Employment Appeals Committee	Usually, 11 meetings are organised (monthly	2 brief meetings - no full meetings have been held	<ul style="list-style-type: none"> <li>• Prepare towards individual employment cases - read documents, many of them voluminous, and prepare questions.</li> </ul>

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	meeting), but due to the election, approximately 5 were noted in the diary.		<ul style="list-style-type: none"> <li>• Manage the process of holding the hearing, bearing the contentious and sensitive nature of cases for individuals in mind.</li> <li>• Contribute to the process of drawing up a decision letter</li> <li>• In very exceptional cases, the chair may be asked to attend an employment tribunal</li> </ul>
Democratic Services Committee	3	3	Chair / officer briefings - three times a year There have been no additional requirements this year. Sometimes, it will be required to attend national meetings with the Welsh Local Government Association (about once a year) and the Independent Remuneration Panel (about once a year).
SACRE	3 – one every term	3	3 preparatory meetings; Attend Wales WASACRE meetings (on-line) x 3 times per year; Visit individual schools to observe collective worship (has not happened since pre-COVID)
Language Committee	4	4	Briefing meetings before every meeting. The Chair is also invited to attend a Regional Language Forum and Education Language Forum to represent the Committee. The need to correspond on behalf of the Committee from time to time (about twice a year) and to accept and respond to correspondence from the public on matters that are relevant to their Committee.
Civic Salary - Chair/vice-chair of the Council	5	5	Between May 2022 and the end of January 2023, <b>over forty</b> events were attended to foster identity and community pride, as well as promote the Council's benefits and reputation. Many of those occasions were held by himself by virtue of his post as Chair of the Council. Many other events involved attending an event organised by a Council department, which were led by the Leader

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			or the Cabinet Member. The rest were external invitations where he represented the Council as an ambassador.