The following is a brief guide to the structure of the Council and its respective Committees and their roles. More detailed information on each is contained in the Council’s Constitution [the relevant Section of the Constitution is noted below]. A diagram showing the Committees is provided at the end of this document.

**Full Council [Powys County Council] [Section 4]**
The Full Council is where all 73 Members participate in discussions. Six meetings, including the AGM are held during the year. Meetings are held in County Hall.

The Council has very specific functions, which cannot be undertaken by the Cabinet or any Council Committee. The following are some of these functions:

- adopting and changing the Constitution;
- approving or adopting the policy framework, the budget, and any application to the National Assembly for Wales in respect of any Housing Land Transfer;
- appointing and removing the Cabinet Leader;
- making appointments to the committees of the Council;
- making appointments of Chairs of the Scrutiny and Democratic Services Committees of the Council;
- agreeing and / or amending the terms of reference for committees, and deciding on their composition and making appointments to them;
- appointing representatives to outside bodies unless the appointment is an executive function or has been delegated by the Council;
- adopting an allowances scheme for Members [Councillors];
- making or confirming the appointment of the Head of Paid Service and other Chief Officers.
- making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or private Bills.
- to determine the level, and any change in the level of the remuneration to be paid to a Chief Officer.

There are three types of Council meeting:

- the annual meeting;
- ordinary meetings;
- extraordinary meetings

and all will be conducted in accordance with the Council Procedure Rules in Section 4 of the Constitution.

**The Cabinet [Section 5]**
The Cabinet consists of the Cabinet Leader together with at least two, but no more than nine other councillors appointed to the Cabinet by the Cabinet Leader. The current Cabinet consists of the Leader plus 7 Cabinet Members. The Cabinet is not required to be politically balanced.

The Cabinet meets once every three weeks and meetings are held in County Hall.

The Cabinet carries out all of the authority’s functions which are not the responsibility of any other part of the authority, whether by law or under the Constitution.

Certain functions cannot be undertaken by the Cabinet, or can be undertaken to a limited extent or in specified circumstances. Subject to this and provisions in other legislation, all functions of a local authority are the responsibility of the Cabinet. The Cabinet Leader can delegate responsibility for specific functions [portfolios] to individual Cabinet
Members, known as Portfolio Holders.

Council Committees

Scrutiny Committees [Section 7]
The Council has three Scrutiny Committees. These are:

- **Economy, Residents, Communities and Governance Scrutiny Committee** -
  A maximum of 14 Members including: 13 Councillors – Politically Balanced and 1 Non-Voting Co-optee for crime and disorder functions

- **Health and Care Scrutiny Committee** -
  14 Members – Politically Balanced

- **Learning and Skills Scrutiny Committee** –
  14 Members – Politically Balanced, plus 3 parent governor and 2 church Representatives, with voting rights, in respect of education functions.

Each Scrutiny Committee meets at least four times per annum and these are held in County Hall. Scrutiny Working Groups are established to consider specific issues/topics. These are time limited Groups and meet as required to undertake its work.

Scrutiny Committees have a range of functions which includes the following:

- pre-scrutiny of draft or amended policies;
- Conduct research, site visits, community and other consultation in the analysis of policy issues;
- review and scrutinise decisions made, and performance of the Cabinet and Council Officers in relation to individual decisions;
- make reports and recommendations to the Cabinet and / or the Council, arising from the outcome of the scrutiny process;
- call-in, for reconsideration, decisions made but not yet implemented, by the Cabinet, a member of the Cabinet, an officer exercising functions delegated by the Cabinet,. (For further information see Call-In Procedure in Section 7 of the Constitution)
- liaising with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

In addition to the above there are also the following Committees:

- **Audit** [Section 7]
  14 members – politically balanced plus
  1 Co-opted Lay Member with voting rights.
  This committee considers matters relating to the finances of the Council, including approving the statement of accounts, internal audit and Welsh Audit Office reports, risk management and internal control and performance monitoring.

- **Co-ordinating Committee** [Section 7]
  Membership - Chairs and Vice-Chairs of the Scrutiny Committees and Audit Committee, three representatives of the Cabinet and two representatives of the Executive Management Team.
  The Committee co-ordinates the work programme of the Scrutiny Committees, receives scrutiny working groups’ final reports prior to submission to the Cabinet and reviews the Scrutiny Committee structure.

- **Finance Panel** [Section 7]
10 Members
The Panel considers, reviews and scrutinises strategic financial matters.

- **Public Service Board Scrutiny Committee** [Section 7]
  Membership - Representatives of Powys County Council, Powys Teaching Local Health Board, Brecon Beacons National Park Authority, Powys Association of Voluntary Organisations, Natural Resources Wales Board, Mid and West Wales Fire and Rescue Authority, Wales Community Rehabilitation Company, Police and Crime Commissioner / Dyfed Powys Police.
  The purpose of the Board is to work together to improve the economic, social, environmental and cultural well-being within Powys, by bringing together the most appropriate key decision-makers in Powys to improve public services in such a way that it is transparent and meaningful as well as accountable to local people.

**Regulatory Committees** [Section 9]
The Council has five regulatory committees. These have a Quasi-Judicial role. As far as practicable each Regulatory Committee will have a politically balanced membership.

These Committees are:
- **Planning, Taxi Licensing & Rights of Way Committee**
  21 Members – Politically Balanced
  This committee considers:
  - Planning Matters - determines planning and other related applications and functions relating to town and country planning and development control. [See Planning Protocol - Section 19 of the Constitution]
  - Licensing Matters - has a range of functions relating to the licensing of hackney carriages and private hire vehicles and other non-Licensing Act 2003 policies and issues.
  - Rights of Way Matters - has a range of functions including determining Definitive Map Modification Orders [DMMOs], the registration and deregistration of Common Land and determining controversial or contested Public Path Orders [PPOs].

  This Committee meets once every three weeks to ensure that planning applications are dealt with within statutory deadlines. Taxi Sub-Committees meet when necessary and meetings are held in Brecon, Llandrindod Wells and Welshpool.

- **Licensing Act 20013 Committee**
  14 Members – Politically Balanced
  This Committee considers functions relating to the licensing and registration of premises and policies reflecting licensing laws. It also deals with the functions under part 8 of the Gambling Act 2005. Sub-Committees meet when necessary and within statutory timescales. Meetings are held in Brecon, Llandrindod Wells and Welshpool.

- **Employment and Appeals Committee**
  14 Members - Politically Balanced. This Committee meets four times a year in County Hall.
  The Committee is responsible for short listing the Head of Paid Service, Strategic Directors and Directors, the short listing and appointment of Heads of Service. The Committee is also responsible for hearing and determining all types of appeals, not just those relating to staffing, where there is a requirement for the
involvement of Members and where statute does not provide for a different bespoke type of arrangement.

- **Pensions and Investments Committee**
  5 Councillors - Politically balanced, plus an employer representative (to represent both admitted and scheduled bodies), a staff member representative (to represent existing members, deferred members and pensioners), and the Portfolio Holder for Finance. Only councillors have voting rights. This Committee meets five times a year and meetings are held in County Hall.
  The Committee’s role is to consider all functions relating to local government pensions.

**Other Committees**
The following Committees have also been established.

**Standards Committee** [Section 8]
4 County Councillors and five ‘Independent’ (Lay) Members. This Committee does not need to be a politically balanced. This Committee meets at least three times a year in County Hall.

The Committee has a number of roles and functions, which include:
- promoting and maintaining high standards of conduct by councillors and co-opted members, church and parent governor representatives;
- advising the Council on the adoption or revision of the Members’ Code of Conduct and monitoring the operation of this Code;
- granting dispensations to councillors, co-opted members and church and parent governor representatives from requirements relating to interests set out in the Members’ Code of Conduct;
- dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
- determining appropriate action on matters referred to it by the Public Services Ombudsman for Wales.

**Democratic Services Committee** [Section 9]
14 Members - Politically Balanced.
The Committee is required to designate one of the Council’s officers as the Head of Democratic Services and will also have responsibilities in relation to overseeing staff and resources concerning the democratic services functions and review the adequacy of provision by the authority of staff, accommodation and other resources to discharge the democratic services functions.
County Council Committee and Cabinet Structure 2019

**County Council**
- All 73 Members

**Cabinet**
- Cabinet Leader and up to 9 Cabinet Members (NPB)

**Licensing Act 2003 Committee**
- 14 Members (PB)

**Planning, Taxi Licensing and Rights of Way Committee**
- 21 Members (PB)

**Employment and Appeals Committee**
- 14 Members (PB)

**Pensions & Investment Committee**
- 5 Members (PB)

**Audit Committee**
- 14 Members (PB) + 1 Voting Co-Opted Lay Member

**Finance Panel**
- Scrutiny Chairs / Opposition Group Leaders / Representatives of Audit Committee

**Economy, Residents, Communities and Governance Scrutiny Committee**
- 13 Members (PB) + 1 Non-Voting Co-Opted Member

**Health and Care Scrutiny Committee**
- 14 Members (PB)

**Learning and Skills Scrutiny Committee**
- 11 Members (PB) + 3 Parent Governor Representatives; 1 Church in Wales Representative; 1 Roman Catholic Church Diocese Representative

**Public Service Board Scrutiny Committee**
- Representatives of Powys County Council, Powys Teaching Local Health Board, Brecon Beacons National Park Authority, Powys Association of Voluntary Organisations, Natural Resources Wales Board, Mid and West Wales Fire and Rescue Authority, Wales Community Rehabilitation Company, Police and Crime Commissioner / Dyfed Powys Police (NPB)

**Democratic Services Committee**
- 14 Members (PB)

**Standards Committee**
- 4 Members (NPB)
- 5 Independent Persons

**Standards Community Sub-Committee**
- 5 Independent Members
- 1 County Councillor
- 3 Community Councillors

**KEY:** PB = Politically Balanced; NPB = Non Politically Balanced; Decision Making Body = Shaded box