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Contact Officer:
Maureen Potter / 01352 702322

To: Edward Michael Hughes (Chairman)

Councillors: Patrick Heesom, Paul Johnson and Arnold Woolley

Co-opted Members

Robert Dewey, Jonathan Duggan-Keen, Phillipa Ann Earlam and Kenneth Harry Molyneux

27 June 2017

Dear Councillor

You are invited to attend a meeting of the Standards Committee which will be held at 6.30 pm on Monday, 3rd July, 2017 in the Clwyd Committee Room, County Hall, Mold CH7 6NA to consider the following items.

Please note that a training session for the Standards Committee members will be held from 6.00pm until 6.30pm.

A G E N D A

1 APOLOGIES

Purpose: To receive any apologies.

2 DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)

Purpose: To receive any Declarations and advise Members accordingly.

3 MINUTES (Pages 3 - 6)

Purpose: To confirm as a correct record the minutes of the previous meeting.

4 DISPENSATIONS

Purpose: To receive any requests for dispensations.

5 REAPPOINTMENT OF TOWN AND COMMUNITY COUNCIL REPRESENTATIVE (Pages 7 - 8)

To report on any observations on the reappointment of Councillor Duggan-Keen

6 CONDUCT TRAINING FOR TOWN AND COMMUNITY COUNCILS (Pages 9 - 28)

To provide an update on town and community council training

7 ANNUAL REPORT BY MEMBERS (Pages 29 - 42)

To update Committee on the Annual Report

8 FORWARD WORK PROGRAMME (Pages 43 - 44)

Purpose: For the Committee to consider topics to be included on the attached Forward Work Programme.

Yours sincerely



Robert Robins
Democratic Services Manager

STANDARDS COMMITTEE **5 JUNE 2017**

Minutes of the meeting of the Standards Committee of Flintshire County Council held at County Hall, Mold on Monday, 5 June 2017

PRESENT: Edward Hughes (Chairman)

Councillor:

Patrick Heesom

Co-opted members:

Jonathan Duggan-Keen and Ken Molyneux

APOLOGIES: Robert Dewey and Phillipa Earlam

ALSO PRESENT: Councillors Paul Johnson and Arnold Woolley

IN ATTENDANCE: Monitoring Officer and Committee Officer

1. QUORUM

The Monitoring Officer explained the constitutional requirement for meetings of the Committee to be quorate when at least half of those present were independent members. Having explained the options available to the Committee, it was agreed that Councillors Paul Johnson and Arnold Woolley would remain as observers at the meeting and be allowed to participate with the permission of the Chairman.

RESOLVED:

That Councillors Paul Johnson and Arnold Woolley be recorded as observers to the meeting to enable the Committee to be quorate.

2. DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)

None were received.

3. MINUTES

The minutes of the meeting of the Committee held on 3 April 2017 were submitted.

Minute number 36: White Paper 'Reforming Local Government: Resilient and Renewed' - typographical errors were identified in the last sentence of section (ii) and the first bullet point of section (v).

On the same item, the Committee was advised that the Welsh Government had not yet responded to the consultation responses and that a statement was expected later in the month.

RESOLVED:

That subject to the two corrections, the minutes be signed by the Chairman as a correct record.

4. VERBAL UPDATE ON MEMBERSHIP OF THE COMMITTEE FOLLOWING THE ELECTIONS

It was reported that at the recent Annual General Meeting, Members had agreed that Jonathan Duggan-Keen should continue to serve on the Committee as the Town and Community Council representative until he could be reappointed or a new appointment made. The consultation exercise with Town and Community Councils was due to conclude at the end of the month.

5. DISPENSATIONS

None were received.

6. MEMBER INDUCTION

The Monitoring Officer presented information on the programme of Member induction training which had been well attended by both new and returning Members. An additional training session would be provided for one of the new Members who was away on leave during that time.

A report on the training sessions for Town and Community Councils, which were currently underway, would be brought to the next meeting. Councillor Johnson commented that these sessions could have been extended over a longer period to enable newly co-opted members of Town and Community Councils to participate. This suggestion would be discussed as part of the report to the next meeting.

Positive feedback was given on the training sessions by various members of the Committee who had been in attendance.

Following a request by Ken Molyneux, the Monitoring Officer agreed to circulate the local election results for each political party in Flintshire to independent members of the Committee.

RESOLVED:

- (a) That the Committee notes the training already delivered to county councillors and the plans to induct the councillor who was on leave; and
- (b) That the Committee considers that no additional training is required as part of the induction programme.

7. LOCAL RESOLUTION PROCEDURE FOR TOWN AND COMMUNITY COUNCILS

The Monitoring Officer presented a report on the adoption of a Local Resolution Procedure for Town and Community Councils to help reduce the number of low-level complaints submitted to the Public Services Ombudsman for Wales (PSOW).

Views were sought on whether Town and Community Councils should be encouraged to adopt a simplified model protocol which had been made available by One Voice Wales. It was explained that the protocol allowed for some flexibility for councils to adapt to their own use at a stage when there were no live or ongoing complaints.

Whilst Councillors Heesom and Woolley had no issues with the content of the protocol, both had reservations about the willingness of Town and Community Councils to adopt a procedure from One Voice Wales. Councillor Woolley also commented on the need for a uniform approach across Wales.

Following further debate, the Monitoring Officer explained that the resolution arrangements previously adopted by the Council were not appropriate for Town/Community Councils and that the protocol presented now was the only suitable precedent for them to adopt.

In view of the concerns raised, a number of suggestions were made on how best to promote the protocol and encourage its adoption.

Following a suggestion by the Chairman, it was agreed that the Committee would note the principles outlined within the One Voice Wales Local Resolution Procedure and encourage its adoption by Town and Community Councils.

RESOLVED:

That the Committee notes the principles outlined within the One Voice Wales Local Resolution Procedure and encourages its adoption by Town and Community Councils.

8. FORWARD WORK PROGRAMME

The Committee received the current Forward Work Programme for consideration.

On the meeting with Town and Community Councils in October, concerns were raised about low attendance at previous joint meetings. It was therefore agreed that the Monitoring Officer would promote the meeting at an earlier stage and seek agenda items from Town and Community Councils, so that arrangements were in place before the August recess. The Chairman asked members of the Committee to forward any suggestions for a venue to the Monitoring Officer.

Future training sessions were suggested on:

- Roles and Responsibilities - as delivered before the start of the meeting, to enable all the Committee members to take part.
- Dispensations.

RESOLVED:

That the Forward Work Programme be noted.

9. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There were no members of the press or public in attendance.

(The meeting started at 6.30pm and ended at 7.20pm)

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Chairman



STANDARDS COMMITTEE

Date of Meeting	Monday, 3 July 2017
Report Subject	Reappointment of Town and Community Council Representative
Report Author	Gareth Owens, Monitoring Officer

EXECUTIVE SUMMARY

The term of office for the Town and Community Representative came to an end with the local elections in May. A report was presented at the Annual Meeting of the Council recommending that Councillor Duggan-Keen, the current representative, be reappointed for a further term.

RECOMMENDATIONS

1	That the Committee notes that no town or community council has objected to the reappointment of Councillor Duggan-Keen.
2	That a report be presented to the September meeting of County Council recommending that Councillor Duggan-Keen be reappointed for a further term.

REPORT DETAILS

1.00	REAPPOINTMENT
1.01	At the Annual Meeting of the County Council it was agreed to reappoint Councillor Duggan-Keen to the Standards Committee subject to consultation with Town and Community Councils.
1.02	The Monitoring Officer consulted with the Town and Community Councils, asking for their observations on the reappointment. The following responses were received: <ul style="list-style-type: none"> • Halkyn - no observations • Whitford – do not object to the appointment

1.03	A copy of the consultation email to Town and Community Councils was also sent to One Voice Wales.
1/04	The Council can therefore confirm the appointment of Councillor Duggan-Keen. The next meeting of full Council is 27 September.

2.00	RESOURCE IMPLICATIONS
2.01	None The current arrangements will continue with the reappointment of Councillor Duggan-Keen.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Consultation with Town and Community Councils was carried out following the Annual Meeting of Council in May.

4.00	RISK MANAGEMENT
4.01	None

5.00	APPENDICES
5.01	None

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Report of the Monitoring Officer to the Annual Meeting of the Council Contact Officer: Gareth Owens, Monitoring Officer Telephone: 01352 702344 E-mail: gareth.legal@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	None



STANDARDS COMMITTEE

Date of Meeting	Monday, 3 July 2017
Report Subject	Conduct Training for Town and Community Councils
Report Author	Gareth Owens, Monitoring Officer

EXECUTIVE SUMMARY

The Council provided 3 training sessions for town and community councillors on the Code of Conduct and Governance.

A further training session is planned for September (date to be arranged) to cover those councillors who had not been co-opted in time for the sessions in May.

RECOMMENDATIONS

1	That the Committee note the training provided and the further event planned.
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REPORT DETAILS

1.00	TRAINING SESSIONS
1.01	The Council provided 3 training sessions for town and community councillors on the Code of Conduct and Governance (slides attached). In total 54 councillors from 23 councils attended (plus 3 members of the Standards Committee).
1.02	It is common for town and community councils to have insufficient candidates for election. When this happens they go through a process of co-option which takes until June or July. There will therefore be a number of new councillors who were not able to attend the training and several councils have asked for a further training session later in the year, which will be provided in September (date to be arranged).

2.00	RESOURCE IMPLICATIONS
2.01	This training will be provided within existing resources.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None

4.00	RISK MANAGEMENT
4.01	None

5.00	APPENDICES
5.01	Appendix 1 – slides of the presentation

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None Contact Officer: Gareth Owens, Monitoring Officer Telephone: 01352 702344 E-mail: gareth.legal@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	None



Conduct and Governance for Town and Community Councils

Matthew Georgiou
Gareth Owens



Programme

- » **Constitutional issues**
- » **Code of conduct for councillors**
- » **Working with the County Council**



Constitutional Issues

» **Section 33 Local Government Act 1972**

(1) A community council shall be a body corporate consisting of the chairman and community councillors and shall have the functions given to them by this Act or otherwise.

» **Delegating authority**

» Committees/sub-committees

» Joint committees

» Officers

» **List of Powers**



Meetings

- » **Part IV, Schedule 12 LGA 1972**
- » **Agendas 3 days before**
- » **Public Bodies (Admission to Meetings) Act 1960**
- » **Role of the chair**
- » **Role of the clerk**
- » **Behaviour at meetings**



Code of Conduct for Councillors

- » **Nolan Principles**
- » **Local Government Act 2000**
- » **Local Authorities (Model Code of Conduct) (Wales) Order 2008 (as amended 2016)**
- » **Mandatory code**
- » **When does it apply?**



Principles of Public Life

- » ***Selflessness***
- » ***Honesty***
- » ***Integrity and Propriety***
- » ***Duty to Uphold the Law***
- » ***Stewardship***
- » ***Objectivity in Decision-making***
- » ***Equality and Respect***
- » ***Openness***
- » ***Accountability***
- » ***Leadership***

Selflessness

1. Members must act solely in the public interest. They must never use their position as members to improperly confer advantage on themselves or to improperly confer advantage or disadvantage on others.

» Paragraphs 7 and 10 - 14

» Behaviours

✓✓✓

x x x

» Evidence based decision making » Lobbying officers or members

» Declaring interests » Seeking favours “as a councillor”



Honesty

2. Members must declare any private interests relevant to their public duties and take steps to resolve any conflict in a way that protects the public interest.

» **Paragraphs 10 - 14**

» **Behaviours**

✓✓✓

x x x

» **Declaring interests**

» **Lobbying officers and members**

» **Seeking**

dispensation

» **Participating with
prejudicial interest**

Integrity and Propriety

- 3. Members must not put themselves in a position where their integrity is called into question by any financial or other obligation to individuals or organisations that might seek to influence them in the performance of their duties. Members must on all occasions avoid the appearance of such behaviour.**
- » Paragraphs 9 and 17 + 18
 - » Behaviours x x x
 ✓✓✓
 - » Declaring + refusing » Taking bribes or gifts
 gifts Being too close to
 - » Declaring lobbying lobbyists, contractors etc

Uphold the Law

4. Members must act to uphold the law and act on all occasions in accordance with the trust that the public has placed in them.

» **Paragraph 6**

» **Behaviours**

✓✓✓

x x x

» **Role model for the code** » **Ignoring advice on code, governance or process**

» **Not break the law in private life** » **Committing criminal offences**

» **Respect law in office**

Stewardship

5. In discharging their duties and responsibilities members must ensure that their authority's resources are used both lawfully and prudently.

» Paragraphs 7b

» Behaviours

✓✓✓

x x x

» Open and transparent contracting

» Photocopying election materials

» Declaring interests

» Favouring friends with contracts



Objectivity in Decision-making

6. In carrying out their responsibilities ... members must make decisions on merit. Whilst members must have regard to the professional advice of officers and may properly take account of the views of others, including their political groups, it is their responsibility to decide what view to take and, if appropriate, how to vote on any issue.

» Paragraph 8

» Behaviours

✓✓✓

x x x

» Keeping an open mind » Predetermining issues



Equality and Respect

- 7. Members must carry out their duties and responsibilities with due regard to the need to promote equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion, and show respect and consideration for others.**
 - » **Paragraphs 4 and 6 (2)**
 - » **Behaviours** ✓✓✓ **x x x**
 - » **Listening to and valuing officers** » **Insulting or bullying behaviour**
 - » **Promoting fairness** » **Discrimination**



Openness

8. Members must be as open as possible about all their actions and those of their authority. They must seek to ensure that disclosure of information is restricted only in accordance with the law.

» **Paragraphs 5 and principle of registration**

» **Behaviours**

✓✓✓

x x x

» **Constructive challenge** » **Suppressing information**
+ **questioning**

» **Learn from experience** » **Conducting witch hunts**

» **Registration** » **Seeking personal data**

Accountability

9. Members are accountable to the electorate and the public generally for their actions and for the way they carry out their responsibilities as a member. They must be prepared to submit themselves to such scrutiny as is appropriate to their responsibilities.

» Paragraphs 15 – 17

» Behaviours

✓✓✓

x x x

» Registration of interests and gifts

» Failure to register interests or gifts

Leadership

10. Members must promote and support these principles by leadership and example so as to promote public confidence

» **Paragraph 6**

» **Behaviours**

✓✓✓

x x x

» **Respecting the code**

» **Flouting the code**

» **Seeking + considering advice**

» **Trying to “get away with it”**

» **Role model to others**

» **Criticising the ethical regime**



Working With the County Council

- » **Governance and Ethical Issues**
- » **Service delivery**
- » **County Charter and County Forum**



Contact Details

- » **Matthew Georgiou**
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 - » Email matthew.Georgiou@Flintshire.gov.uk
- » **Gareth Owens**
 - » Telephone 01352 702344
 - » Email Gareth.legal@Flintshire.gov.uk



STANDARDS COMMITTEE

Date of Meeting	Monday, 3 July 2017
Report Subject	Annual Report by Members
Report Author	Gareth Owens, Monitoring Officer

EXECUTIVE SUMMARY

Councillors are encouraged by Welsh Government to write annual reports. When the Committee looked at the issue last it discovered that whilst few councillors write annual reports many publish their own newsletters.

The Committee resolved to remind members of the procedures for writing annual reports.

RECOMMENDATIONS

1	That all councillors be advised of the procedures for writing annual reports.
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REPORT DETAILS

1.00	COUNCILLOR COMMUNICATIONS
1.01	In February 2016 and May 2016 the Committee looked at how councillors communicate with their electors (reports attached). In May 2016 the committee resolved: “That Members be contacted in May each year with a template annual report and be advised that any completed annual reports could be placed on the Council’s website by Democratic Services.”
1.02	Following the elections, and in accordance with the above minute, it is

	appropriate to remind members of the procedure.
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2.00	RESOURCE IMPLICATIONS
2.01	The recommendation can be accommodated within existing resources.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None

4.00	RISK MANAGEMENT
4.01	None

5.00	APPENDICES
5.01	Appendix 1 – Report and Minutes May 2016 Appendix 2 – Report February 2016

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None Contact Officer: Gareth Owens, Monitoring Officer Telephone: 01352 702344 E-mail: gareth.legal@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	None

Agenda Item 3

STANDARDS COMMITTEE **9 MAY 2016**

Minutes of the meeting of the Standards Committee of the Flintshire County Council held at County Hall, Mold, on Monday, 9 May 2016.

PRESENT: Edward Hughes (Chair)

Councillors: Hilary McGuill and Arnold Woolley

Co-opted Members: Robert Dewey, Jonathan Duggan-Keen, and Phillipa Earlam

APOLOGIES: Ken Molyneux

IN ATTENDANCE:

Monitoring Officer, Deputy Monitoring Officer, and Committee Officer

54. DECLARATIONS OF INTEREST (including whipping declarations)

None were received.

55. MINUTES

The minutes of the meeting held on 11 April 2016 were submitted.

Planning Protocol

The Deputy Monitoring Officer referred to point 5 of the resolution on page 6 and advised that at the meeting of the Planning Strategy Group held on 21 April 2016 it had been resolved to accept the recommendations of the Standards Committee except that Planning Strategy Group considered that a Member who had submitted an application should not attend the site visit and this would be referenced in the consultations response to the Welsh Minister.

RESOLVED:

That the minutes be received, approved and signed by the Chairman as a correct record.

56. DISPENSATIONS

There were no applications for dispensation.

57. MEMBER COMMUNICATIONS

The Monitoring Officer introduced a report to provide details of the responses to a survey which was undertaken by Members on Member communications. He provided background information and reported on the responses to the survey as detailed in the report.

The Monitoring Officer explained that there had been little interest by Members in the production of Annual Reports which were to be written by the councillors but published by the Council on its website. However, from the survey it was clear that Members themselves regularly communicated with their residents through newsletters and the like. However, the facility to publish annual reports still existed and it was therefore recommended that the Authority contact Members annually during May, with a template annual report, to remind them that annual reports could be placed on the Council's website for publication if they wished.

In response to a question from Robert Dewey concerning editorial control the Monitoring Officer explained that Members' Annual Reports were not allowed to be political or defamatory, but that in all other respects officers would not exercise any editorial control over the content of annual reports.

Councillor Arnold Woolley expressed disappointment at the low number of Members who had taken the opportunity to respond to the survey.

RESOLVED:

- (a) That the responses to the survey be noted; and
- (b) That Members be contacted in May each year with a template annual report and be advised that any completed annual reports could be placed on the Council's website by Democratic Services.

58. FORWARD WORK PROGRAMME

The Monitoring Officer presented the current Forward Work Programme. He provided an update on the Standards Forum and advised that Anglesey Council had offered to host the first meeting, however, the meeting scheduled to be held in June 2016 had been postponed to July 2016. The Monitoring Officer explained that a revised date had yet to be confirmed but suggested that the Committee could put forward any items for consideration at the Standards Forum at the next meeting of the Committee to be held on 6 June 2016.

During discussion Councillors Hilary McGuill and Arnold Woolley referred to the need for all Members (including Town and Community Councillors) to have full knowledge and understanding of the standards set out in the Code of Conduct which they were expected to adhere to. The Monitoring Officer confirmed that following election all councillors were asked to sign an acceptance of office which included an undertaking to abide by the Code of Conduct.

Robert Dewey expressed concerns around the behaviour of some councillors and said there was a need for training to be provided to enforce the standards required by the Code of Conduct. The Monitoring Officer agreed to follow-up the matters raised by members concerning the signing of



STANDARDS COMMITTEE

Date of Meeting	Monday, 9 May 2016
Report Subject	Member Communications
Report Author	Chief Officer (Governance)

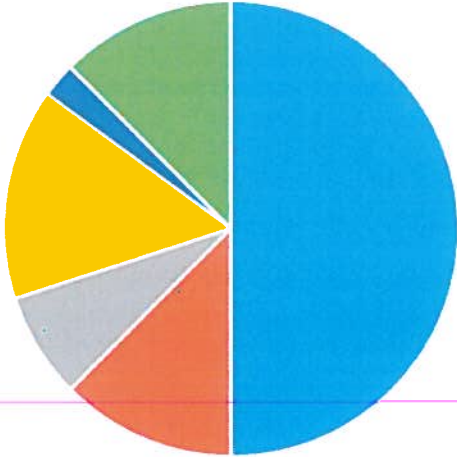
EXECUTIVE SUMMARY

To provide details of a survey undertaken on Member Communications.

RECOMMENDATIONS

1	To receive the details of the survey; and
2	That Members be contacted in May each year with a template annual report and be advised that any completed annual reports can be placed on the Council's website by Democratic Services.

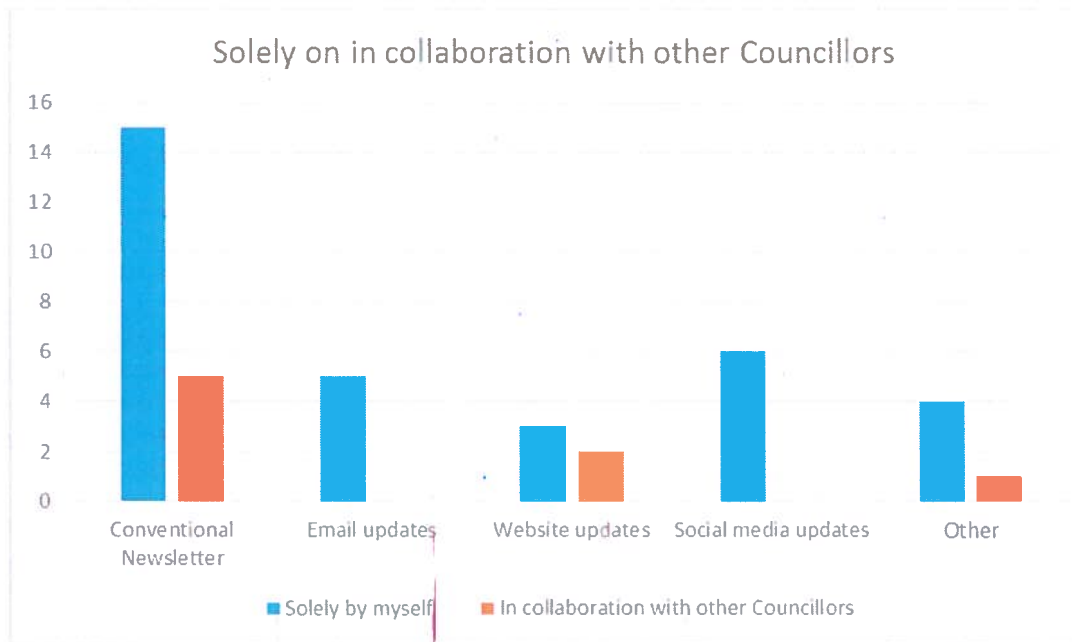
REPORT DETAILS

1.00	MEMBER COMMUNICATIONS														
1.01	At the meeting of Standards Committee on 8 th February 2016 a report was considered on the Review of Protocol on Councillor Newsletters. The report highlighted that since July 2013 there had been little interest in or take up of the production of annual reports by Members with the number being published for 2014/15 being three.														
1.02	The Standards Committee resolved that the arrangements for Councillor newsletters and annual reports was sufficient and did not require amendment. It also resolved that a survey be undertaken to ask Councillors whether they produced any communications and if so, how often.														
1.03	<p>The survey was sent to Members electronically with a paper copy being provided to the four Members who do not use electronic devices. The survey was combined with another survey which had been commissioned on the Frequency and times of Council Meetings. A summary of the questions asked and answers given in relation to Members' communications is below:</p> <p>Question 1 – Do you produce community communications?</p> <p>Yes – 26</p> <p>No – 2</p> <p>Question 2 – Considering the options below please identify the method(s) of your communications</p> <div data-bbox="293 1339 1369 1973" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Method</p>  <table border="1" data-bbox="363 1921 1326 1951"> <thead> <tr> <th>Method</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Conventional Newsletter</td> <td>26</td> </tr> <tr> <td>Email Updates</td> <td>2</td> </tr> <tr> <td>Website</td> <td>2</td> </tr> <tr> <td>Social Media</td> <td>2</td> </tr> <tr> <td>Local Free Press</td> <td>2</td> </tr> <tr> <td>Other</td> <td>2</td> </tr> </tbody> </table> </div>	Method	Count	Conventional Newsletter	26	Email Updates	2	Website	2	Social Media	2	Local Free Press	2	Other	2
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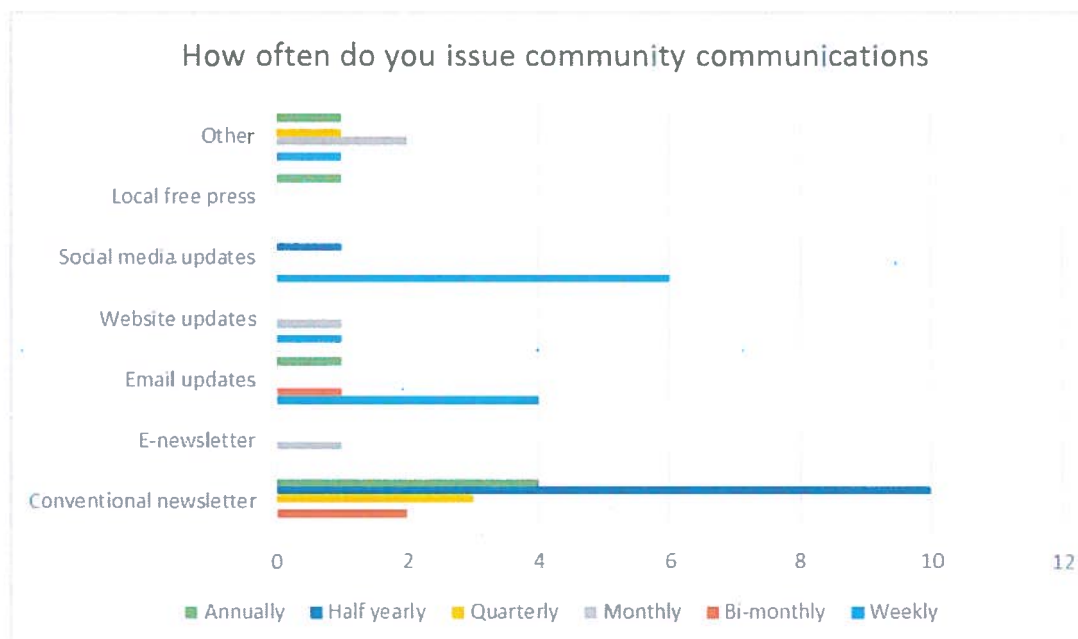
"Other"

Village Newsletter; Church Magazine; Monthly report to Community Council and entries on Community Council Website; Five Villages Chronicle; Report to Community Council and in free Community booklet

Question 3 - Please identify below your level of involvement in the production of the communications



Question 4 – How often do you issue your community communications?



	<p>Question 5 – Do you produce an Annual Report?</p> <p>Yes – 4</p> <p>No – 22</p> <p>Question 6 - When did you last produce your last Annual Report?</p> <p>January 2015</p> <p>2015</p> <p>Question 7 - Do you provide the Council with a copy of your Annual Report for publication on it's website in line with the required provision?</p> <p>Yes – 2</p> <p>No – 1</p>
1.03	At the Standards Committee meeting on 11 April 2016, it was suggested and agreed that Members would be contacted on an annual basis to remind them that Democratic Services could place Councillors annual reports on the Council's website. This reminder would include a template of an annual report for ease of completion.

2.00	RESOURCE IMPLICATIONS
2.01	There are no additional resource implications. Annual Reports will be placed on the website by staff in Democratic Services who will also send out the yearly reminder.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	All Members of the Council were sent a copy of the survey.

4.00	RISK MANAGEMENT
4.01	There are no risks identified in this report.

5.00	APPENDICES
5.01	None.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Report of the Chief Officer (Governance) to Standards Committee on 8 February 2016 and related minute.</p> <p>Contact Officer: Nicola Gittins, Team Manager – Committee Services Telephone: 01352 702345 E-mail: nicola.gittins@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	<p>Annual Reports – the Council is required to make arrangements so that those Members who wish to do so can produce an annual report of their work and have it publicised.</p>



STANDARDS COMMITTEE

Date of Meeting	Monday, 8 February 2016
Report Subject	Review of Protocol on Councillor Newsletters
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

In 2012 the Committee considered whether to introduce a protocol on councillors using council resources to produce newsletters in their wards. It made recommendations to Council which Council chose not to adopt, preferring instead to prohibit the use of council resources for such purposes.

On a similar note, Section 5 of the Local Government (Wales) Measure 2011 requires the Council to make arrangement for every member to prepare an annual report, which it must then publish. Guidance published in May 2013 allowed councils to set conditions/limits on what it contained within such reports, and also for councils to decide how the reports would be published.

On 17 July 2013 the Democratic Services Committee resolved:

- (a) That the following conditions be imposed as part of the arrangements under Section 5 of the Local Government (Wales) Measure 2011:
- (i) That annual reports by Members must comply with the statutory guidance including the standard template referred to in paragraph 1.6 of that guidance.
 - (ii) That the contents of the annual report are not defamatory in the opinion of the Council's Monitoring Officer
- (b) That there are sufficient arrangements for publishing the annual reports and publicising their availability if they are published on the appropriate part of the Council's website and their availability publicised on it.

Since July 2013 there has been little interest in or take up of annual reports. The number published for 2014/15 was three.

By contrast councillors are (anecdotally) known to be regularly producing their own newsletters without support or assistance from the Council. Therefore, there seems no need to amend either the arrangements for newsletters or annual reports. However, it would be useful to have clear data on the number of councillors producing their own newsletters and the frequency.

RECOMMENDATIONS

1	That the Committee confirms that the current arrangements for councillor newsletters and annual reports are sufficient and do not require amendment.
2	That all councillors be asked to confirm whether they produce newsletters and how often.

REPORT DETAILS

1.00	COUNCILLOR NEWSLETTERS
1.01	The Code of Conduct requires councillors to act in accordance with the Council's requirements when using resources allocated to them. The current protocol on newsletters means it would be a breach of the code to use a council computer to produce such a newsletter.
1.02	The original report on newsletters promoted a wider review of how council resources are used. The Council adopted a protocol on the use of Council IT in 2013.

2.00	RESOURCE IMPLICATIONS
2.01	Whilst the protocol on newsletters remains as currently drafted, there are no resource implications. If Council IT were used to draft but not print newsletters again the implications would be minimal.
2.02	There are 55,000 ca households in Flintshire. Clearly, there would be a significant cost if councillors printed just a single page newsletter for every house once a year.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	If the Committee wishes to change the rules on newsletters or annual reports then a report to Council would be necessary.

4.00	RISK MANAGEMENT
4.01	Not permitting the use of Council resources to be used for producing newsletters might have an impact on unwaged councillors. However, the view of the majority of councillors was that this was a small cost that should be covered from the basic allowance.

5.00	APPENDICES
5.01	None.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Report to Standards Committee 3 September 2012</p> <p>Report to Democratic Services Committee 17 July 2013</p> <p>Statutory Guidance on Annual Reports published by Welsh Government 16.5.13</p> <p>Report to Council 25 October 2012</p> <p>Contact Officer: Gareth Owens, Chief Officer (Governance) Telephone: 01352 702344 E-mail: gareth.legal@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	None

FLINTSHIRE COUNTY COUNCIL – STANDARDS COMMITTEE – FORWARD WORK PROGRAMME

Date of Meeting	Topic	Notes/Decision/Action
October 2017	<ul style="list-style-type: none"> • Training • Dispensations <p>Possible Date for Joint Meeting with Town and Community Councils</p>	<p>2 October - Joint meeting with Town and Community Councils to be attended by the Ombudsman, Mr Nick Bennett</p> <p>Dec 2016 meeting - That the Ombudsman be invited to the next meeting with Town and Community Councils</p>
Sept 2017	<ul style="list-style-type: none"> • Training • Dispensations • PSOW Annual Report 	<p>(if available)</p>
July 2017	<ul style="list-style-type: none"> • Training • Dispensations • Annual Report • Update on Member Induction and Town and Community Council training following the May elections • Visit by the Ombudsman to the 2 October meeting • Reappointment of Councillor Duggan-Keen 	<p>April 2016 meeting - It was agreed that a template Annual Report would be provided to Members on an annual basis which would act as a prompt for producing the document.</p> <p>Further update following a report to the June meeting</p> <p>To report on any observations of town and</p>

		community councils on the reappointment
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