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To: All Members of the Council

25 April 2018

Dear Councillor

You are invited to attend a meeting of the Flintshire County Council which will be held at 11.00 am on Tuesday, 1st May, 2018 in the Council Chamber, County Hall, Mold CH7 6NA to consider the following items

A G E N D A

1 APOLOGIES FOR ABSENCE

Purpose: To receive any apologies.

2 DECLARATIONS OF INTEREST

Purpose: To receive any Declarations and advise Members accordingly.

3 CHAIR'S REVIEW OF THE YEAR 2017/18

Purpose: To receive details of the Chair's review of the year.

4 APPOINTMENT OF CHAIRMAN OF THE COUNCIL FOR THE MUNICIPAL YEAR 2018/19, INVESTITURE OF CHAIN OF OFFICE AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

5 APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR THE MUNICIPAL YEAR 2018/19, INVESTITURE OF CHAIN OF OFFICE AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

6 APPOINTMENT OF THE LEADER OF THE COUNTY COUNCIL

7 APPOINTMENT OF THE CABINET BY THE LEADER OF THE COUNCIL

8 **THEATR CLWYD REVISED BOARD OF GOVERNORS MODEL** (Pages 5 - 8)

Report of Chief Officer (Strategic Programmes), Chief Executive -

Purpose: To advise on the new composition of the Theatre Board, combining elected member appointments and external appointments, and the process for (re) appointing elected members to the Board.

9 **BUDGET CONSULTATION PROCESS** (Pages 9 - 26)

Report of Chief Officer (Governance) -

Purpose: To receive recommendations from the Constitution & Democratic Services Committee, following the review of the Budget Process.

10 **INFORMATION SHARING WITHIN THE COUNCIL** (Pages 27 - 38)

Report of Chief Officer (Governance) - Cabinet Member for Corporate Management and Assets

Purpose: To adopt revised rules on sharing information within the Council.

11 **CONSTITUTIONAL MATTERS: COMMITTEES** (Pages 39 - 48)

Report of Chief Officer (Governance) -

Purpose: To deal with those matters which require decisions at the Annual Meeting of the County Council in accordance with Council Procedure Rule 1.1 (vii)-(xiii).

12 **SCHEDULE OF MEETINGS** (Pages 49 - 62)

Report of Chief Officer (Governance) -

Purpose: To enable the Council to consider the draft schedule of meetings for 2018/19.

Yours sincerely



Robert Robins
Democratic Services Manager

WEBCASTING NOTICE

This meeting will be filmed for live broadcast on the Council's website. The whole of the meeting will be filmed, except where there are confidential or exempt items.

Generally the public seating areas are not filmed. However, by entering the Chamber you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and / or training purposes.

If you have any queries regarding this, please contact a member of the Democratic Services Team on 01352 702345.

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FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 1 May 2018
Report Subject	Theatr Clwyd Revised Board of Governors Model
Report Author	Chief Officer (Strategic Programmes) and Chief Executive

EXECUTIVE SUMMARY

This report updates Council on the progress of the work of Theatr Clwyd and presents the revised model for the Theatre Board of Governors.

RECOMMENDATIONS

1	To approve and recommend to Cabinet the proposals for the Theatr Clwyd Board of Governors as outlined in this report.
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REPORT DETAILS

1.00	BACKGROUND TO THE PROPOSALS
1.01	<p>Over the past three years the Council has supported Theatr Clwyd to make significant changes to revise its business model and plan and improve its operations including:</p> <ul style="list-style-type: none"> • Appointing a new Artistic Director and Executive Director; • Implementing a new and more modern workforce structure for the operation of a production house theatre; • Agreeing with Trade Unions a revised <i>House Agreement</i> covering workforce terms and conditions; • A feasibility study for a full renovation of the Theatre.

1.02	<p>This has enabled a number of significant achievements:</p> <ul style="list-style-type: none"> • The Council has managed to reduce the base funding by £350,000 (35%) from £1m, following an earlier 5% reduction. • The Theatre has managed to maintain and grow the number of productions it produces by cutting and sharing production costs. • Connections with local community are closer with a range of community projects and youth work including the successful 'Justice in a Day' programme working with young people and schools. • Income from ticket and secondary sales has increased. • The level of quality of productions has been recognised with success in winning four prizes at the Welsh Theatre Awards. • The range of arts and creative activity available on site has increased with the closer connection and ultimately integration of both the Arts Development and Music Service.
1.03	<p>The next step in continuing the development of the Theatre is to refresh the Board and update its terms of reference. The new Board will be a combination of Councillor representation and co-opted members with the skills and expertise needed for this next phase of the theatre.</p>
1.04	<p>Discussions have taken place with the current Board Members, Group Leaders, the Portfolio Holder and lead officers. There is a consensus on the way forward as follows:</p> <ul style="list-style-type: none"> • That the Board be made up of a maximum of thirteen 'members'; • That seven members are Elected Members of the Council; • That the current Elected Member representatives are given the opportunity to continue; • That any vacancies for these seven are filled by Elected Members with the appropriate skills by agreement with the Chief Executive, Leader and Group Leaders (there is currently one vacancy and one nomination has been received following an update with Group Leaders); • That a maximum of five co-opted members are recruited externally with a range of appropriate skills and that these appointments are ratified by Cabinet; • That a sixth co-opted member is selected by the Theatre Clwyd Trust - a charity and part of the Theatre Clwyd structure; and • That a revised terms of reference that regularises and updates the role of the Board of Governors is brought to a coming Cabinet for approval and inclusion within the Council Constitution.

2.00	RESOURCE IMPLICATIONS
2.01	None.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Discussions have taken place with the Board, the Leader, Group Leaders the Portfolio Holder and lead officers.

4.00	RISK MANAGEMENT
4.01	There is a risk that the Board does not effectively govern the operation of the Theatre. This will be mitigated by: ensuring the annual Business Plan is brought to Cabinet with regular progress updates; that Board members are recruited on the skills they bring to the Board; that appropriate training and development is provided to the Board where needed; that evaluation of the progress of the Board is undertaken.

5.00	APPENDICES
5.01	None.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None Contact Officer: Ian Bancroft, Chief Officer (Strategic Programmes) Telephone: 01352 704180 E-mail: ian.bancroft@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	Theatr Clwyd – A production house Theatre managed by Flintshire County Council with the operation governed by the Theatr Clwyd Board of Governors.

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FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 1 May 2018
Report Subject	Budget Consultation Process
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

At the meeting of the Constitution & Democratic Services which was held on 26th April, the attached report was considered. The officers will provide a verbal update.

RECOMMENDATIONS

1	That the Staged Budget Process as set out in the appendix to the report to the Constitution & Democratic Services Committee be approved for Budget Consultation purposes.
2	That section 16 of the Constitution be amended to the suggested wording set out in paragraph 1.04 of the attached report.

REPORT DETAILS

1.00	EXPLAINING THE REPORT
1.01	The attached report was considered by the Constitution & Democratic Services Committee at its meeting on 26 th April 2018. The officers will provide Council with a verbal update from that meeting.

2.00	RESOURCE IMPLICATIONS
2.01	<p>This report is intended to amend the current budget process as defined within the Constitution. It is acknowledged that the more extensive process which has been developed over the past three years is more resource intensive but that this has also promoted greater transparency and accountability.</p> <p>There would be significant resource implications in terms of licence costs and staff time if every meeting of the Corporate Resources Overview & Scrutiny Committee was to be webcast.</p>

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	The original report to the Constitution & Democratic Services Committee was published for consultation purposes. Consideration of this report by Council concludes the consultation process with a decision.

4.00	RISK MANAGEMENT
4.01	The Council's budget decision making process has developed further than current Constitutional requirements and thus needed the review which has been carried out by the Constitution & Democratic Services Committee.

5.00	APPENDICES
5.01	Report of the Chief Executive, Chief Officer (Governance) and the Democratic Services Manager on the Budget Consultation Process to Constitution & Democratic Services Committee 26 th April 2018.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<ol style="list-style-type: none"> 1. Minutes of the 'All Member' meeting of Corporate Resources O&SC, 6th December 2017. 2. Report of the Democratic Services Manager to the Constitution & Democratic Services Committee, 31st January 2018 – Budget Process, together with resultant minute. <p>Contact Officer: Robert Robins, Democratic Services Manager Telephone: 01352 702320 E-mail: robert.robins@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	<p>Budget: a statement expressing the Council's policies and service levels in financial terms for a particular financial year. In its broadest sense it includes both the revenue budget and capital programme and any authorised amendments to them.</p> <p>Constitution: a document which sets out how the various elements within the Council must act and interact to support effective decision making.</p>

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CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Thursday, 26 th April 2018
Report Subject	Budget Consultation Process
Cabinet Member	Cabinet Member for Corporate Management & Assets
Report Author	Chief Executive, Chief Officer (Governance) and Democratic Services Manager
Type of Report	Operational

EXECUTIVE SUMMARY

The approach which the Council now uses for Budget Consultation with Overview & Scrutiny has developed beyond the simple form currently set out within the Council's Constitution.

This report provides feedback from Members and officers in developing the 'new' approach which has led to the Staged Budget Process Flow chart and an amended form of words for insertion into section 16 of the Constitution.

RECOMMENDATIONS

1	That the Staged Budget Process as set out in the appendix be approved for Budget consultation purposes.
2	That section 16 of the Constitution be amended to the suggested wording set out in paragraph 1.04 of this report.

REPORT DETAILS

1.00	EXPLAINING THE NEED TO REVIEW BUDGET CONSULATION																									
1.01	At the all Member meeting of the Corporate Resources Overview & Scrutiny Committee on 6 th December 2017, it was agreed that the setting of the annual Budget Process should be reviewed. A report to the 31 st January Constitution & Democratic Services Committee detailed the approach used for the 2018/19 Budget Process. It acknowledged that the wording in the Constitution was drafted for simpler times. The Council's statutory officers were satisfied that the phased approach used had met constitutional requirements for consultation.																									
1.02	It was also agreed that it would be inefficient to review the Budget Process whilst it was ongoing, and that on completion of the 2018/19 budget, the process would be reviewed. This review should include how to encourage contributions from Overview & Scrutiny (O&S) and ensure that our process meets Member's expectations for meaningful participation.																									
1.03	Following consultation with Members and discussion amongst officers, a set of requirements was developed.																									
	<table border="1"> <thead> <tr> <th data-bbox="320 981 400 1099"></th> <th data-bbox="400 981 1142 1099"><u>Requirements</u></th> <th data-bbox="1142 981 1398 1099"><u>Response/ Comment</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="320 1099 400 1267">1</td> <td data-bbox="400 1099 1142 1267">Council Tax must be set before 1st March to enable the billing process. Therefore, the Budget Process should be completed by third week in February.</td> <td data-bbox="1142 1099 1398 1267">Acknowledged</td> </tr> <tr> <td data-bbox="320 1267 400 1435">2</td> <td data-bbox="400 1267 1142 1435">It should be recognised that developing the Budget is a collective responsibility involving Members and professional officers who respect each other's respective roles within the process.</td> <td data-bbox="1142 1267 1398 1435">Acknowledged</td> </tr> <tr> <td data-bbox="320 1435 400 1570">3</td> <td data-bbox="400 1435 1142 1570">Members should first seek professional analysis and information on complex issues before their own analysis and arriving at a judgement.</td> <td data-bbox="1142 1435 1398 1570">Acknowledged</td> </tr> <tr> <td data-bbox="320 1570 400 1816">4</td> <td data-bbox="400 1570 1142 1816">The Council's statutory officers have a pivotal role within the Budget Process: the Corporate Finance Manager/Section 151 Officer must give a professional opinion on the safety of process and proposals and Members have a duty to consider that advice before making any final decisions.</td> <td data-bbox="1142 1570 1398 1816">Acknowledged</td> </tr> <tr> <td data-bbox="320 1816 400 1951">5</td> <td data-bbox="400 1816 1142 1951">The staged approach should start with informal briefings to Group Leaders and other Members in June.</td> <td data-bbox="1142 1816 1398 1951">Acknowledged</td> </tr> <tr> <td data-bbox="320 1951 400 2007">6</td> <td data-bbox="400 1951 1142 2007">The first Budget workshop should be held by July.</td> <td data-bbox="1142 1951 1398 2007">Acknowledged</td> </tr> <tr> <td data-bbox="320 2007 400 2123">7</td> <td data-bbox="400 2007 1142 2123">The Budget will be approved on a staged basis. (For example, the 2018/19 Budget Process had Stage One in October/November, Stage Two in</td> <td data-bbox="1142 2007 1398 2123">Acknowledged</td> </tr> </tbody> </table>		<u>Requirements</u>	<u>Response/ Comment</u>	1	Council Tax must be set before 1 st March to enable the billing process. Therefore, the Budget Process should be completed by third week in February.	Acknowledged	2	It should be recognised that developing the Budget is a collective responsibility involving Members and professional officers who respect each other's respective roles within the process.	Acknowledged	3	Members should first seek professional analysis and information on complex issues before their own analysis and arriving at a judgement.	Acknowledged	4	The Council's statutory officers have a pivotal role within the Budget Process: the Corporate Finance Manager/Section 151 Officer must give a professional opinion on the safety of process and proposals and Members have a duty to consider that advice before making any final decisions.	Acknowledged	5	The staged approach should start with informal briefings to Group Leaders and other Members in June.	Acknowledged	6	The first Budget workshop should be held by July.	Acknowledged	7	The Budget will be approved on a staged basis. (For example, the 2018/19 Budget Process had Stage One in October/November, Stage Two in	Acknowledged	
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	December and concluded with Stage Three in January/February. However, the process in future years may be achieved in two or four stages (depending on a number of variables)	
8	As each stage is agreed, the officers should start to implement proposals to allow more time for planning and implementation, thus increasing potential for achieving planned levels of saving.	Acknowledged
9	The results of public consultation may be used to help inform Council, Cabinet and Overview & Scrutiny on the acceptability or potential impact of Budget proposals.	Acknowledged
10	The role of Overview & Scrutiny in supporting the Budget Process and sign posting alternative proposals is recognised.	Acknowledged
11	There should be an opportunity for feedback from an Overview & Scrutiny Committee to Cabinet.	Acknowledged
12	There should be an opportunity for feedback directly from an Overview & Scrutiny Committee to Council.	Acknowledged
13	We should ensure that all Members receive all of the information which they need to make decisions in a timely fashion.	Acknowledged
14	We should ensure that Members are given opportunities to ask for further Information.	Acknowledged
15	The Budget Process is a resource intensive exercise: Members should recognise that the officers have a heavy work commitment during this time and may not be able to respond to their questions/requests for information quickly.	Acknowledged
16	There must be a cut-off date and time after which it is not practical for officers to be able to respond to Member questions/requests for information.	Acknowledged
17	Every Corporate Resources Overview & Scrutiny Committee should be webcast.	This would have significant resource implications and thus is deemed impractical.
18	Once a proposal has been through the process and a decision has been made, the issue should be treated as concluded. Further suggestions and/or requests to vary it would affect the integrity	Acknowledged

	and continuity of the Budget Process and hinder planning.	
19	We need to establish whether the use of call-in should be limited to non-Budget items, especially where a consultation item has already been to an Overview & Scrutiny Committee.	This is an issue for the Committee to decide.
20	The lead Overview & Scrutiny Committee for Budget Consultation is Corporate Resources, with all Members being entitled to attend meetings should they wish.	Acknowledged
21	There should be opportunity for one of the 'service' Scrutiny Committees to ask that a Budget issue relating to a service within its remit be discussed at a meeting of that Committee – in a special meeting if necessary.	Acknowledged
22	We should ensure that Members are given opportunities to ask for further information and analyse that information which they must receive in sufficient time to give it proper consideration.	Acknowledged
23	The information provided should be risk and impact assessed so that Members have confidence in its use.	Acknowledged
24	Members must recognise the need to await professional officer advice/guidance before moving to judgement.	Acknowledged
25	There should be an agreed approach for how everything should be brought together at the end of the process in reporting to Council to set the overall Budget.	Acknowledged
1.04	To incorporate all of the views expressed into a document would make it too unwieldy. Instead, the ideas have been used to inform the flow chart which is attached as an appendix to illustrate a staged Budget Process. It is based on the 2018/19 approach, using dates for 2019/20, but should not be regarded as prescriptive. A differing number of stages will be equally appropriate as we react to circumstances in a particular year.	
1.05	<p>The Budget Consultation process is covered by section 16.2 of the Constitution, parts (a) and (b).</p> <p>In essence, Cabinet produces proposals and Overview & Scrutiny have not less than 4 weeks to respond. At the end of that period, Cabinet will draw up firm proposals, having regard to the responses to the consultation. Any report to Council will reflect comments made by consultees and the Cabinet's response.</p>	

	<p>Suggested wording: <i>Based on good practice and the need for efficiency, the Council has developed a staged Budget Process, as illustrated in the flow chart. This is not prescriptive; between two and four stages would be equally reasonable, depending on the circumstances in different years. At each stage, there is four weeks available for consultation, both on an individual member basis and through one of the six Overview & Scrutiny Committees. Time is made available for individual Members and Overview & Scrutiny Committees to ask for additional information, up to and including a final deadline which will be set out at the start of the process.</i></p> <p><i>At the end of the consultation, Cabinet will draw up firm proposals, having regard to the responses to the consultation. Any report to Council will reflect comments made by consultees and the Cabinet's response. Overview & Scrutiny Committees may also prepare a response direct to Council for a non-executive decision, such as the Budget. Throughout the process, up to the deadline which will be determined on an annual basis, the Council's statutory officers will be available to guide and assist Members who wish to explore alternative proposals.</i></p>
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2.00	RESOURCE IMPLICATIONS
2.01	<p>This report is intended to amend the current Budget Process as defined within the Constitution. It is acknowledged that the more extensive process which has developed over the past three years is more resource intensive but this has also promoted greater transparency and accountability.</p> <p>There would be significant resource implications in terms of licence and staff time if every meeting of Corporate Resources Overview & Scrutiny Committee was webcast.</p>

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	This report has been prepared and is published for consultation purposes.

4.00	RISK MANAGEMENT
4.01	The Council's Budget decision making process has developed further than current Constitutional requirements and thus needs review.

5.00	APPENDICES
5.01	<ol style="list-style-type: none"> 1. Member consultation feedback 2. Three Stage Budget Process Flow chart

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
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6.01	<p>1. Minutes of the 'All Member' meeting of Corporate Resources O&SC, 6th December 2017.</p> <p>2. Report of the Democratic Services Manager to the Constitution & Democratic Services Committee, 31st January 2018 – Budget Process, together with resultant minute.</p> <p>Contact Officer: Robert Robins, Democratic Services Manager Telephone: 01352 702320 E-mail: robert.robins@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	<p>Budget: a statement expressing the Council's policies and service levels in financial terms for a particular financial year. In its broadest sense it includes both the revenue Budget and capital programme and any authorised amendments to them.</p> <p>Constitution: a document which sets out how the various elements within the Council must act and interact to support effective decision making.</p>

Budget Consultation Member Feedback

E mail sent to all Members with deadline of 16th March. Reminder sent on 5th March.

The following bullets were in the original report for C&DSC on 31st January.

- feeding back from an Overview & Scrutiny committee to Cabinet;
- feedback directly from an O&S committee to Council;
- ensuring that all Members receive all of the information which they need to make decisions in a timely fashion;
- ensuring that Members are given opportunities to ask for further information;
- how everything should be brought together at the end of the process in reporting to Council to set the overall budget;
- whether the use of call-in should be limited to non-budget items, especially where a consultation item has already been to an Overview & Scrutiny committee.

	Name	Date of response	Response Details
1	Cllr Cindy Hinds	21/02/18 05/03/18	<p>If everything has been through Scrutiny, Cabinet and all Members have had the chance to give all their comments before we have our meeting of the County Council (which a time limit should be set after the budget has gone out for consultation to all members for their comments and as long as they have been given enough time) then nothing should be debated at full Council. There should only be a presentation from Chief Exec and Gary on their points, all Scrutiny committees and councillors views collated together, and then every Councillor should be in agreement like yesterday. It has gone through the correct procedure, no councillor just thinks of something in the middle of a Council meeting, they have thought of it before that has got to be stopped to cut down the time limit of a meeting. I don't care which political group it is, that is my point of view. We have to be seen as transparent in everything and the budget itemised fully so everyone can see where the funding goes to. I am not a budget expert, the simpler the better.</p> <p>I agree with the points you have given.</p> <p>Another suggestion if it is right that members can look at every Committee papers and if there is anything on those papers they disagree with then they should put it to that Committee and whatever the Committee's decision is then that goes to County Council so nobody can go against anything that all the members of those Committees agree to. We should not have to waste debating it at Council, it is going over the same things again and I feel the person who is going against all the members of any Committee is belittling all those members of the different committees.</p>

			Sorry Robert this is how I feel, it is such a waste of time and this way it shortens County Council as I have said before.
2	Cllr Carolyn Thomas	22/02/18	Thank you for the email, the feedback to the latest Cabinet meeting from scrutiny was in a good format, very clear and welcome. I attended the Corporate resources committee and there was good continuity of points raised.
3	Cllr Richard Jones	24/02/18	<p>Call-ins should not be limited to non budget items, if the appropriate number of members support the call-in, then that should satisfy the democratic requirement, i can't see why it should make a difference whether the item has been to OSC or not. Additionally, what item is not covered in the budget, all subjects are up for discussion. To remove this right would seem to me to be a clear stifling of debate and would be a retrograde step in the use of OSC. I can imagine why it would be welcomed by some, as it would remove the rights of the opposition. This right should be left alone/unchanged from its present condition.</p> <p>I also believe that every CROSC should be webcast, for the avoidance of doubt in relation to what was said and by whom, especially for CROSC as the outcomes can have direct financial implications.</p> <p>Feedback from OSC should be fed back to Full Council and not limited to the Cabinet.</p> <p>I will consider the bulletin points below further and respond later</p>
4	Cllr David Mackie	26/02/18	<p>Thank you for your email, I am sorry if some of my comments stray outside the bounds of this consultation.</p> <p>First I must say that the process we follow now is better than the system when I was first elected. I feel that members must have the opportunity to make decisions early in the process. Perhaps areas should be ranked according to whether members feel they should be protected or not, then the decision would be on the amount of cuts areas should be subjected to.</p> <p>Comments I heard at the public meetings were that the County explained the problems it was facing but did not mention any specific cuts. Perhaps if the public were asked to rank possible cuts there might be a gain in public engagement.</p>
5	Cllr Ian Smith	28/0218	One comment I do have, is having workshops/budget meetings in the day time, which means, that members like myself, who work full time are unable to attend. Holding a consultation event, is to my mind no consultation at all, if it is held at a time working members cannot attend.

6	Cllr Mike Peers	05/03/18	The response date deadline of 16 th March is in my diary from the original email. For discussion at our groups next meeting
7	Cllr Tudor Jones	05/03/18	I can make very little comment on this process as having arrived when the process for this cycle was already underway and with so much being new and unknown I'm left with much to learn and have no historical examples to call on to are comparisons. I'm aware that having access to the figures at an early stage is advantageous but again having a grasp on the process is necessary. I believe that growing experience with familiarity with the process will give a clearer understanding of what I need to help my understanding. Sorry I can't contribute more
8	Cllr Carol Ellis	05/03/18	It is my belief that the Call In should be available to all items regardless of the item going to Scrutiny . When issues are complex and controversial Members should have the right to Call In.
9	Cllr Dave Hughes	06/03/18	That looks fine to me I have nothing else to add
10	Cllr Ian Dunbar	06/03/18	Feeding back to Cabinet from an O&S Committee is the correct procedure We seem to have most information at the time of Meetings certain items do get asked and either answered there and then or it gets reported back in time. Opportunities for further questions on information is given. We do need to have all information formulated at the end of the process to come together to present to Cabinet to ensure we set a balanced Budget. If the Committee has asked questions and been given the answer at the O&S the only items to be enabled to be taken to Call In should be limited. Best wishes
11	Cllr Dave Healey	7/03/18	I know that this Consultation is related to a recommendation made at Corporate Resources OSC when there was a discussion of issues which included the proposed cash flat settlement for schools. My concern at the time was that this issue seemed to be being discussed without reference to the Education and Youth OSC. It would then go straight to the next meeting of Council without any input from E & Y. This also applied to the issue of car park charges and the Environment OSC. In practice the issues were taken out of the proposals to be put to relevant scrutiny committees.

			<p>I am aware of the consequences of referring the issue to the E&Y OSC and the degree of lobbying from schools which was unleashed.</p> <p>However it is important, where there is a Cabinet system in place, that we're do not become a facade democracy. It is important that Scrutiny has a robust role to play.</p> <p>From time to time Councillors need to see that they can make a difference and that involvement in Scrutiny Committees is meaningful.</p> <p>I would therefore suggest that if a budget issue, is important enough to go to Corporate Resources, and relates to the work of another Scrutiny Committee, that Scrutiny Committee should be involved in the process.</p> <p>On the issue of call-ins on budget matters I feel that they can be counter-productive. They may encourage dramatic publicity stunts which only serve to damage the reputation of the Council.</p> <p>If a budget matter has been considered by all relevant scrutiny committees then that should be it.</p> <p>At the end of the day the Council has a legal responsibility to balance the budget. The current arrangement allows for councillors to object to every difficult budget decision without consideration of the overall responsibility.</p>
12	Cllr Carver	16/3/18	<p>Both as Chair of the Corporate Resources Overview & Scrutiny Committee and as Conservative Group leader, I welcome the opportunity to respond to this consultation.</p> <p>The approach which we have used for the 2018/19 budget has been robust, and has provided plenty of opportunity for Members, whether as members of one of the O&S committees, through the 'All member' CRO&SC and as individuals, to contribute and to ask questions. The attendance at the 6th December meeting was a little disappointing though, especially given the time and effort which had been put into it.</p> <p>We all know that it has been a difficult process, but throughout the emphasis has been on transparency, which is to be applauded. I appreciate that the 'All Member budget workshops' are held as private sessions, not in the public eye, but we do need to have the opportunity to ask the 'daft' questions out of the public gaze.</p> <p>My recommendation for improving the process is to start it earlier, so that the stage approach could get the 'easier' part done earlier in the autumn. Stage one approval by Council in early November would be ideal.</p> <p>However, I know that we are in the hands of the Welsh Government. Their late decision making is placing undue pressure on everyone in local government, whether they be Members or officers</p>

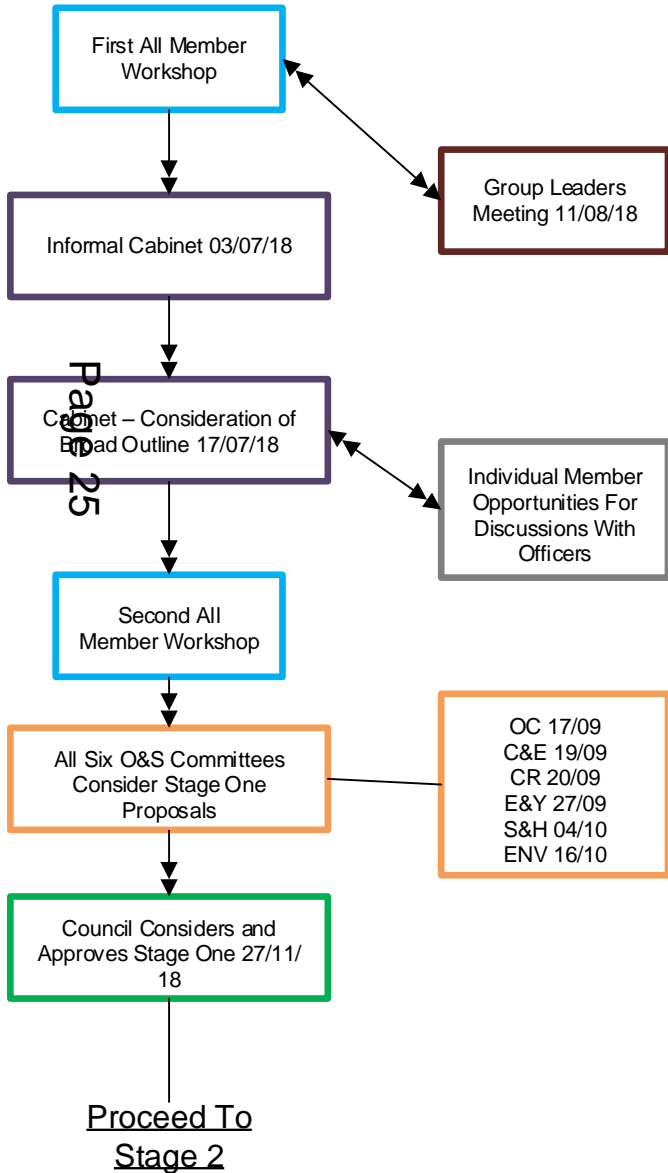
13	Cllr Mike Peers	16/3/18	<p>Please find attached my comments and suggestions on the Budget consultation.</p> <p>I have kept it simple rather than a wordy report. I think it explains it ok in a visual form. Hopefully the reporting to members on the Budget can be simplified and clearer in due course.</p> <p>The other thing in budget reporting is the terminology used, issues over clarity, and the <u>reports should be easier to follow.</u></p> <p>I enclose table 5 (P21) from the February 20th 2018 meeting <u>as an example</u>:</p> <ul style="list-style-type: none"> • The funding information starts with “Aggregate External Funding (AEF) / RSG NNDR”. Can we simplify the wording and make it clear the source of this particular funding? • Then it shows SSA/ Budget requirement of £259.279M. Include with the figure a cross reference to the breakdown of the £259.279M • Cross reference Specific grants (£31.326) Source and value (£). • “Prior year budget decisions recurring” (Explanation?) <p>Just one example of the many pages in the report.</p> <p>I hope what I have included you find of interest.</p>
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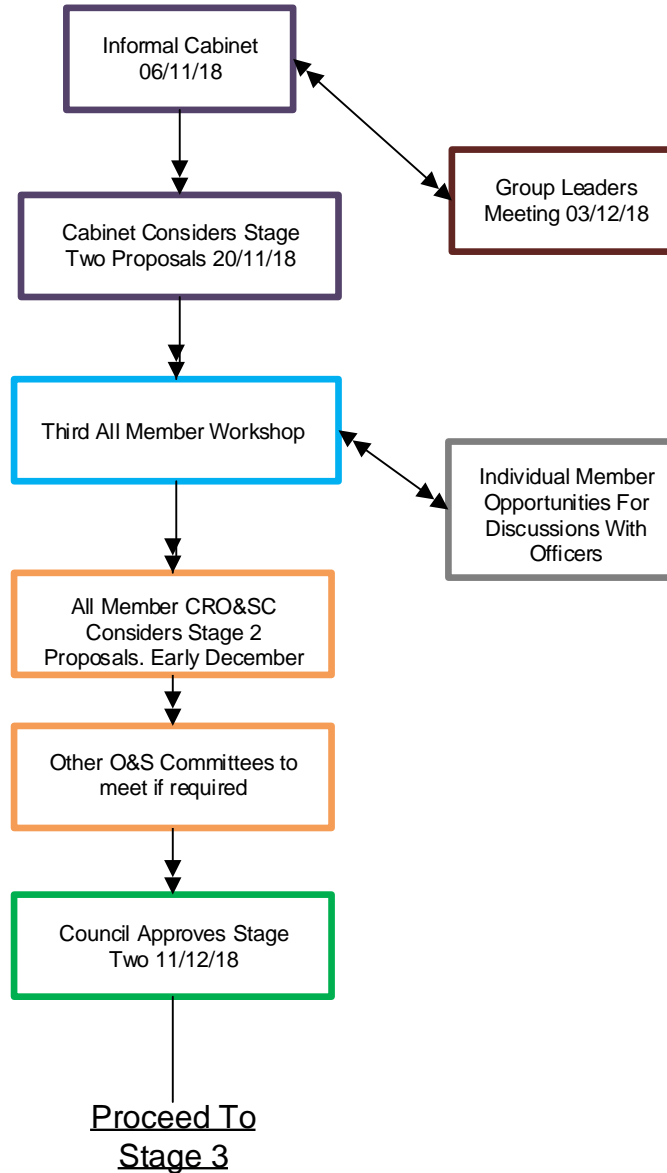
Key
 Burgundy – Group Leaders
 Blue – Workshops
 Orange – Scrutiny
 Purple – Informal & Formal Cabinet
 Green – Council
 Grey – Individual Members

Three Stage Budget Process for 2019/20 Budget.

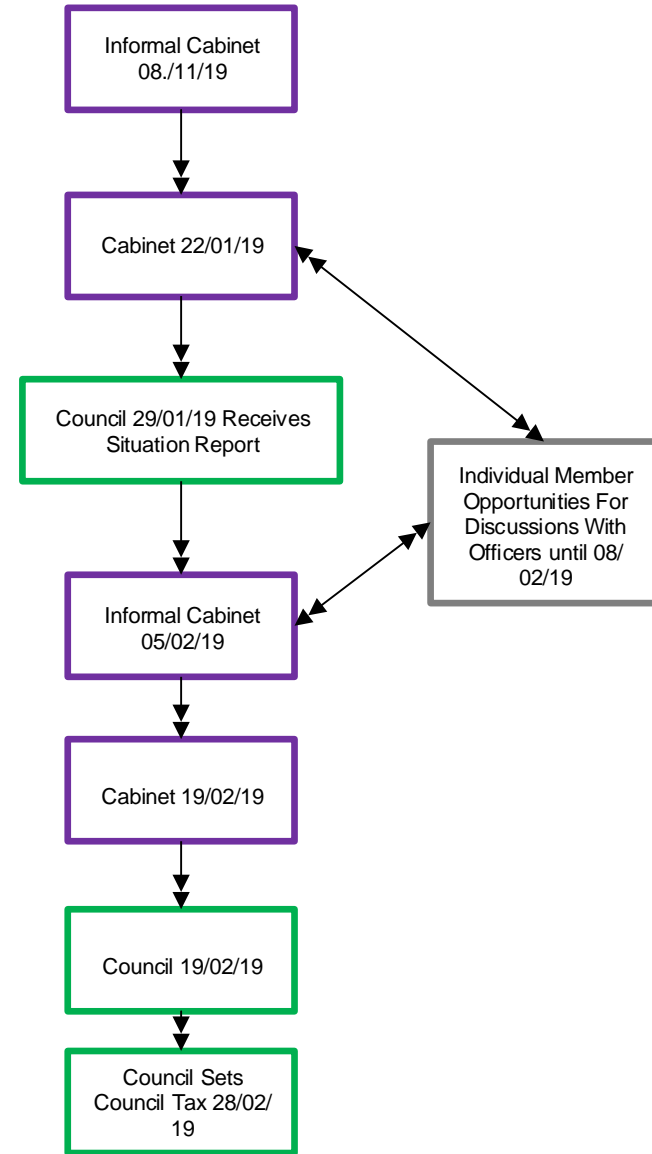
STAGE 1



STAGE 2



STAGE 3



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CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Thursday, 26 th April 2018
Report Subject	Budget Consultation Process
Cabinet Member	Cabinet Member for Corporate Management & Assets
Report Author	Chief Executive, Chief Officer (Governance) and Democratic Services Manager
Type of Report	Operational

EXECUTIVE SUMMARY

The approach which the Council now uses for Budget Consultation with Overview & Scrutiny has developed beyond the simple form currently set out within the Council's Constitution.

This report provides feedback from Members and officers in developing the 'new' approach which has led to the Staged Budget Process Flow chart and an amended form of words for insertion into section 16 of the Constitution.

RECOMMENDATIONS

1	That the Staged Budget Process as set out in the appendix be approved for Budget consultation purposes.
2	That section 16 of the Constitution be amended to the suggested wording set out in paragraph 1.05 of this report.

REPORT DETAILS

1.00	EXPLAINING THE NEED TO REVIEW BUDGET CONSULATION																									
1.01	At the all Member meeting of the Corporate Resources Overview & Scrutiny Committee on 6 th December 2017, it was agreed that the setting of the annual Budget Process should be reviewed. A report to the 31 st January Constitution & Democratic Services Committee detailed the approach used for the 2018/19 Budget Process. It acknowledged that the wording in the Constitution was drafted for simpler times. The Council's statutory officers were satisfied that the phased approach used had met constitutional requirements for consultation.																									
1.02	It was also agreed that it would be inefficient to review the Budget Process whilst it was ongoing, and that on completion of the 2018/19 budget, the process would be reviewed. This review should include how to encourage contributions from Overview & Scrutiny (O&S) and ensure that our process meets Member's expectations for meaningful participation.																									
1.03	Following consultation with Members and discussion amongst officers, a set of requirements was developed.																									
	<table border="1"> <thead> <tr> <th data-bbox="344 949 427 1070"></th> <th data-bbox="427 949 1161 1070"><u>Requirements</u></th> <th data-bbox="1161 949 1417 1070"><u>Response/ Comment</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="344 1070 427 1234">1</td> <td data-bbox="427 1070 1161 1234">Council Tax must be set before 1st March to enable the billing process. Therefore, the Budget Process should be completed by third week in February.</td> <td data-bbox="1161 1070 1417 1234">Acknowledged</td> </tr> <tr> <td data-bbox="344 1234 427 1397">2</td> <td data-bbox="427 1234 1161 1397">It should be recognised that developing the Budget is a collective responsibility involving Members and professional officers who respect each other's respective roles within the process.</td> <td data-bbox="1161 1234 1417 1397">Acknowledged</td> </tr> <tr> <td data-bbox="344 1397 427 1532">3</td> <td data-bbox="427 1397 1161 1532">Members should first seek professional analysis and information on complex issues before their own analysis and arriving at a judgement.</td> <td data-bbox="1161 1397 1417 1532">Acknowledged</td> </tr> <tr> <td data-bbox="344 1532 427 1778">4</td> <td data-bbox="427 1532 1161 1778">The Council's statutory officers have a pivotal role within the Budget Process: the Corporate Finance Manager/Section 151 Officer must give a professional opinion on the safety of process and proposals and Members have a duty to consider that advice before making any final decisions.</td> <td data-bbox="1161 1532 1417 1778">Acknowledged</td> </tr> <tr> <td data-bbox="344 1778 427 1912">5</td> <td data-bbox="427 1778 1161 1912">The staged approach should start with informal briefings to Group Leaders and other Members in June.</td> <td data-bbox="1161 1778 1417 1912">Acknowledged</td> </tr> <tr> <td data-bbox="344 1912 427 1968">6</td> <td data-bbox="427 1912 1161 1968">The first Budget workshop should be held by July.</td> <td data-bbox="1161 1912 1417 1968">Acknowledged</td> </tr> <tr> <td data-bbox="344 1968 427 2056">7</td> <td data-bbox="427 1968 1161 2056">The Budget will be approved on a staged basis. (For example, the 2018/19 Budget Process had</td> <td data-bbox="1161 1968 1417 2056">Acknowledged</td> </tr> </tbody> </table>		<u>Requirements</u>	<u>Response/ Comment</u>	1	Council Tax must be set before 1 st March to enable the billing process. Therefore, the Budget Process should be completed by third week in February.	Acknowledged	2	It should be recognised that developing the Budget is a collective responsibility involving Members and professional officers who respect each other's respective roles within the process.	Acknowledged	3	Members should first seek professional analysis and information on complex issues before their own analysis and arriving at a judgement.	Acknowledged	4	The Council's statutory officers have a pivotal role within the Budget Process: the Corporate Finance Manager/Section 151 Officer must give a professional opinion on the safety of process and proposals and Members have a duty to consider that advice before making any final decisions.	Acknowledged	5	The staged approach should start with informal briefings to Group Leaders and other Members in June.	Acknowledged	6	The first Budget workshop should be held by July.	Acknowledged	7	The Budget will be approved on a staged basis. (For example, the 2018/19 Budget Process had	Acknowledged	
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	Stage One in October/November, Stage Two in December and concluded with Stage Three in January/February. However, the process in future years may be achieved in two or four stages (depending on a number of variables)	
8	As each stage is agreed, the officers should start to implement proposals to allow more time for planning and implementation, thus increasing potential for achieving planned levels of saving.	Acknowledged
9	The results of public consultation may be used to help inform Council, Cabinet and Overview & Scrutiny on the acceptability or potential impact of Budget proposals.	Acknowledged
10	The role of Overview & Scrutiny in supporting the Budget Process and sign posting alternative proposals is recognised.	Acknowledged
11	There should be an opportunity for feedback from an Overview & Scrutiny Committee to Cabinet.	Acknowledged
12	There should be an opportunity for feedback directly from an Overview & Scrutiny Committee to Council.	Acknowledged
13	We should ensure that all Members receive all of the information which they need to make decisions in a timely fashion.	Acknowledged
14	We should ensure that Members are given opportunities to ask for further Information.	Acknowledged
15	The Budget Process is a resource intensive exercise: Members should recognise that the officers have a heavy work commitment during this time and may not be able to respond to their questions/requests for information quickly.	Acknowledged
16	There must be a cut-off date and time after which it is not practical for officers to be able to respond to Member questions/requests for information.	Acknowledged
17	Every Corporate Resources Overview & Scrutiny Committee should be webcast.	This would have significant resource implications and thus is impractical for all meetings. The All Member Budget meeting of the

		committee could be webcast.
18	Once a proposal has been through the process and a decision has been made, the issue should be treated as concluded. Further suggestions and/or requests to vary it would affect the integrity and continuity of the Budget Process and hinder planning.	Acknowledged
19	We need to establish whether the use of call-in should be limited to non-Budget items, especially where a consultation item has already been to an Overview & Scrutiny Committee.	A further report will be made to the June meeting.
20	The lead Overview & Scrutiny Committee for Budget Consultation is Corporate Resources, with all Members being entitled to attend meetings should they wish.	Acknowledged
21	There should be opportunity for one of the 'service' Scrutiny Committees to ask that a Budget issue relating to a service within its remit be discussed at a meeting of that Committee – in a special meeting if necessary.	Acknowledged
22	We should ensure that Members are given opportunities to ask for further information and analyse that information which they must receive in sufficient time to give it proper consideration.	Acknowledged
23	The information provided should be risk and impact assessed so that Members have confidence in its use.	Acknowledged
24	Members must recognise the need to await professional officer advice/guidance before moving to a decision.	Acknowledged
25	There should be an agreed approach for how everything should be brought together at the end of the process in reporting to Council to set the overall Budget.	Acknowledged
1.04	To incorporate all of the views expressed into a document would make it too unwieldy. Instead, the ideas have been used to inform the flow chart which is attached as an appendix to illustrate a staged Budget Process. It is based on the 2018/19 approach, using dates for 2019/20, but should not be regarded as prescriptive. A differing number of stages will be equally appropriate as we react to circumstances in a particular year.	
1.05	The Budget Consultation process is covered by section 16.2 of the Constitution, parts (a) and (b).	

	<p>The Cabinet produces proposals and Overview & Scrutiny have not less than 4 weeks to respond. At the end of that period, Cabinet will draw up firm proposals, having regard to the responses to the consultation. Any report to Council will reflect comments made by consultees and the Cabinet's response.</p> <p><i>Suggested wording: Based on good practice and the need for efficiency, the Council has developed a staged Budget Process, as illustrated in the flow chart. This is not prescriptive; between two and four stages would be equally reasonable, depending on the circumstances in different years. At each stage, there is four weeks available for consultation, both on an individual member basis and through one of the six Overview & Scrutiny Committees. Time is made available for individual Members and Overview & Scrutiny Committees to ask for additional information, or query proposals up to and including a final deadline which will be set out at the start of the process.</i></p> <p><i>At the end of the consultation, Cabinet will draw up firm proposals, having regard to the responses to the consultation. Any report to Council will reflect comments made by consultees and the Cabinet's response. Overview & Scrutiny Committees may also prepare a response direct to Council for a non-executive decision, such as the Budget. Throughout the process, up to the deadline which will be determined on an annual basis, the Council's statutory officers will be available to guide and assist Members who wish to explore alternative proposals.</i></p>
1.06	<p>Members including Councillor Peers have made further suggestions for the explanation and presentation of more detailed information on the breakdown of (a) the current expenditure commitments by portfolio and income type (b) the cost pressures and (c) the forecast budget gap (noting that (c) was reported to both Corporate Resources Overview and Scrutiny Committee and Cabinet in April). These suggestions will be worked through in readiness for the first stage budget workshops in July.</p>

2.00	RESOURCE IMPLICATIONS
2.01	<p>This report is intended to amend the current Budget Process as defined within the Constitution. It is acknowledged that the more extensive process which has developed over the past three years is more resource intensive but this has also promoted greater transparency and accountability.</p> <p>There would be significant resource implications in terms of licence and staff time if every meeting of Corporate Resources Overview & Scrutiny Committee was webcast.</p>

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	This report has been prepared and is published for consultation purposes.

4.00	RISK MANAGEMENT
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4.01	The Council's Budget decision making process has developed further than current Constitutional requirements and thus needs review.
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5.00	APPENDICES
5.01	1. Member consultation feedback 2. Three Stage Budget Process Flow chart

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	1. Minutes of the 'All Member' meeting of Corporate Resources O&SC, 6 th December 2017. 2. Report of the Democratic Services Manager to the Constitution & Democratic Services Committee, 31 st January 2018 – Budget Process, together with resultant minute. Contact Officer: Robert Robins, Democratic Services Manager Telephone: 01352 702320 E-mail: robert.robins@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	Budget: a statement expressing the Council's policies and service levels in financial terms for a particular financial year. In its broadest sense it includes both the revenue Budget and capital programme and any authorised amendments to them. Constitution: a document which sets out how the various elements within the Council must act and interact to support effective decision making.



FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 1 st May 2018
Report Subject	Information Sharing within the Council
Cabinet Member	Cabinet Member for Corporate Management and Assets
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

Sharing information within the council whether between officers, members or officers and members is key to enabling it to fulfil its functions and properly provide services to the public, However, the council is subject to many different legal obligations around sharing or withholding of information. Some such as the Data Protection and Freedom of Information Acts are compatible, whilst others can appear to be mutually incompatible.

The Constitution and Democratic Services Committee resolved in November to establish a working group to draw up fresh guidance on how to share information within the council. That working group met and drew up draft guidelines which have been shared with officers and members in consultation. The results of that work are a set of principles relating to how and when the council will share information in its internal communications.

If approved the guidelines will need to be inserted into the Constitution.

RECOMMENDATIONS

1	That the guidelines be approved for adoption in to the Constitution.
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REPORT DETAILS

1.00	Explaining the Outcome of the Working Group
1.01	Councillors may be aware of the sometimes conflicting obligations on the council to keep information confidential and also to reveal it to councillors. The current guidance on the issue in the Constitution is not particularly clear or helpful. The Constitution and Democratic Services Committee resolved to establish a working group to help redraw that guidance.
1.02	The working group met twice during December. At its first meeting the members of the group familiarised themselves with the various competing legal obligations. At the second meeting the group amended and approved a series of principles that would capture the rules but also, and perhaps more importantly, a number of scenarios that set out the level of information that would be shared in relation to common queries. Each example looked at the scenario from different perspectives e.g. a councillor speaking to an officer, or a councillor speaking to another councillor.
1.03	The fundamental principle is that councillors and officers need information at a level of detail that is appropriate to whatever task, role or function they need to perform within the council. Where councillors or officers are undertaking an oversight role or holding others to account then the level of necessary detail will be low. Conversely, where councillors or officers are making an operational decision then the level of detail will be high, in order to ensure that all relevant matters are considered.
1.04	Those principles and examples were then the subject of consultation with officers via portfolio management teams and a member workshop. The principles were broadly supported during this process though a few improvements were made to make them more precise and to expand slightly their scope. The amended principles and examples are attached at Appendix A.
1.05	These principles are important for the council and there are many possible consequences from under or over sharing of information. Sharing personal data when it is not necessary for example could be the subject of enforcement by the Information Commissioner's Office including fines of up to €20m. Under sharing can adversely affect the ability of councillors and officers to fulfil their roles and could lead even to judicial review if the council failed to take into account relevant facts when making a decision. Those consequences are mentioned within the principles.
1.06	If approved by the committee these principles need to be included within the Constitution. They will also be disseminated amongst officers so that they are properly understood.

2.00	RESOURCE IMPLICATIONS
2.01	None directly arising as a result of this report.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Members, chief officers and portfolio management teams.

4.00	RISK MANAGEMENT
4.01	These principles are intended to reduce risk by providing clear advice to officers and councillors on what information it is appropriate to share.

5.00	APPENDICES
5.01	Appendix A – Information Sharing Principles

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Working group agendas and papers Feedback from councillor workshop</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	<p><u>Data Protection Act 1998</u> – legislation imposing the obligation to keep information relating to living individuals private and regulating the amount and way in which it can be used</p> <p><u>Freedom of Information Act 2000-</u> legislation requiring the Council to make information publicly available provided it does not fall within one of the statutory exemptions</p>

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INFORMATION SHARING PRINCIPLES

Principles of disclosing information

These encompass the underlying principles behind the right to know, the Data Protection Act plus the legislation on access to information contained within the amended Local Government Act 1972

The following definitions are used within this document

Confidential Includes the following:

- Information
1. information furnished to the council by a Government department upon terms (however expressed) which forbid the disclosure of the information to the public; and
 2. information the disclosure of which to the public is prohibited by or under any enactment or by the order of a court;
 3. information provided to a lawyer for the purposes of obtaining legal advice or the advice received
 4. information which would harm the commercial position of an individual, including the council, if it were to be revealed
 5. information relating to an investigation into a potential or actual criminal offence or any information relating to the enforcement of laws where it would harm that enforcement if the information were to be revealed.
 6. information which is received in circumstances where a duty of confidence arises e.g. communications between a teacher and pupil, the outcome of a disciplinary process, discussions during an employee appraisal

Exempt information (as defined by the Local Government Act 1972) Includes the following:

7. Information which is likely to reveal the identity of an individual.
8. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
9. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
10. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
11. Information which reveals that the authority proposes —
(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
(b) to make an order or direction under any enactment.
12. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

NOTE: this definition is laid down by statute and overlaps with the other definitions within this document e.g. this definition includes information that contains personal data

Personal Information which, on its own or with other information, enables the

data identification of a living individual

The following principles will apply to the sharing of information between officers and county councillors, whether officer to county councillor, county councillor to county councillor or officer to officer:

- A Openness and transparency is the best policy. Where information is not confidential, exempt, private nor contains personal data then it will be shared on request
- B Information will be shared in a timely manner with county councillors or officers where:
 - the recipient requires that information in order to fulfil a role/task within the council (i.e. that person cannot fulfil the role/task without the information); AND
 - the information is provided, received and used only for the purpose of undertaking that role/task (and not for any other reason)
- C The level of detail provided will be commensurate with the role/task being performed by the recipient
- D County councillors may see any document that does not contain exempt information or the advice of a political adviser which is to be or has been reported to:
 - Council, a committee or a sub-committee; OR
 - Cabinet or a sub-committee of Cabinet
- E Whilst councillors may request information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 any such request will be subject to the limitations and exemptions contained within the legislation
- F Where the information requested identifies, or tends to identify, a living individual then it will only be disclosed when the person intending to disclose the information has satisfied themselves of the identity of the intended recipient and where:
 - The person to whom the information relates has given consent or consent can be readily implied; OR
 - Disclosing the information is necessary for purposes such as law enforcement
- G Any person sharing confidential or exempt information or personal data the person must when doing so:
 - Appropriately mark written communications: AND
 - Expressly state that the information is confidential during oral communications; AND
 - Discuss with or advise the recipient what (if anything) can be shared with others
- H Any information that is supplied which is confidential or exempt or which contains personal data must not be further communicated or shared by the recipient without the consent of the sender.
- I Whether or not information is marked as or expressed to be confidential, it remains the responsibility of the person holding that information to decide whether or not to disclose it to another person and the appropriate classification of that information if it is disclosed

- J Improperly disclosing or withholding of information can have a range of consequences which include (but are not limited to):
- It may be a potential breach of the members' or officers' code of conduct
 - It can leave the Council or individual open to prosecution or other enforcement action by the Information Commissioner
 - It can prevent officers or councillors from fulfilling their roles
 - The council can be liable to legal action or judicial review
 - It can cause personal distress and upset
 - It erodes the necessary trust and confidence between councillors and officers
- K Where a county councillor or officer
- i. requests information which is not supplied; OR
 - ii. is uncomfortable about disclosing information that has been requested that person may request advice from the Council's monitoring officer on whether the information should be disclosed.
- L Nothing in these principles should be interpreted as restricting or prohibiting the disclosure (whether voluntary or compelled) of information to the Police, Courts, law enforcement agencies, public inquiries etc.

Classification and marking of information when sharing

- M When communicating personal data, confidential information or exempt information in writing the following shall apply:
- 1) When the information is shared in a letter or email the subject line must be marked "confidential"
 - 2) When the information is included in a document (other than a letter or email) then the top of each page must be marked "confidential" OR each page must be watermarked "confidential"
 - 3) When the information is to be shared in an electronic file then the file name must include the word "confidential"
- N When communicating personal data, confidential information or exempt information orally the following shall apply:
- 1) the information must be expressly stated to be "confidential"; AND
 - 2) the person communicating the information must follow up in writing stating what is confidential

Nature of Report	Public Session (Part 1)	Closed Session (Part 2)
<ul style="list-style-type: none"> • Report to provide assurance or update on progress • Performance monitoring • Policy Development • Budget monitoring • (Pre) Scrutiny of Cabinet proposals 	Such reports will almost always be in part 1 and will contain statistical analysis and performance data. Individual cases will not be reported and if discussed will be anonymised and for illustrative purposes only	Rarely will reports be taken in closed session. However it will happen where there is a need to protect information that is confidential by reason of commercial or legal sensitivity. It will be extremely rare for such reports to mention or consider individual cases or personal data
<ul style="list-style-type: none"> • Call in 	Call in will usually be handled in open session	A call in will be considered in closed session if it relates to a closed session cabinet decision
<p>Regulatory reports for decision e.g.</p> <ul style="list-style-type: none"> • planning application • dispensation application <ul style="list-style-type: none"> • Licensing applications • Advice about merits of a planning appeal 	Such applications will almost always be taken in open session because they relate to information that is already public under legislation e.g. planning legislation requires that the name and address of the applicant and agent be made public These will only rarely be heard in public	Very occasionally an application for dispensation might include personal data that is sensitive in nature and needs to be considered in closed session The nature of the advice and subject matter under discussion will mean that such reports are almost always heard in private
<p>Reports for decision e.g.</p> <ul style="list-style-type: none"> • Change to service levels • Responding to consultation • Setting up new partnership arrangements • Setting or amending officer structure • Appointment of a senior officer • Award of contract 	These reports will normally be considered in open session These will only rarely, if at all, be heard in public	Occasionally some aspects of such reports might be confidential. Consideration will be given to splitting the report so that only the confidential information is considered in closed session. The nature of the advice and subject matter under discussion will mean that such reports are almost always heard in private.

Scenario	Level of Detail to Be Shared between				
	Officer and Member	Member and Member	Officer and Officer	Officer and Public	Member and Public (including town and community councils)
<p>Ward enquiries relating to an individual or individuals e.g.</p> <ul style="list-style-type: none"> Resident seeking help with service problems Seeking justification for a decision 	<ul style="list-style-type: none"> Sufficient detail to answer the query and give assurance that the rules have been followed Answer may include confidential information but not personal data Where someone has provided personal data to a member already then an officer may discuss the matter in the same level of detail The work contact details of the relevant officer to contact 	<ul style="list-style-type: none"> Sufficient detail to answer the query and give assurance that the rules have been followed Answer may include confidential information but not personal data Where someone has provided personal data to a member already then an officer may discuss the matter in the same level of detail The work contact details of the relevant officer to contact 	<ul style="list-style-type: none"> Sufficient detail to answer the query and give assurance that the rules have been followed including revealing confidential information or personal data if the recipient is within the same service or has some other oversight role eg manager, auditor, lawyer 	<ul style="list-style-type: none"> Description of the process to be followed and assurance that the process has been fully complied with e.g. confirmation that medical data has been obtained Neither confidential information nor personal data will be disclosed As required by Freedom of Information Act 2000 and/or Environmental Information Regulations if relevant The work contact details of the relevant officer to contact 	<ul style="list-style-type: none"> Description of the process to be followed and assurance that the process has been fully complied with e.g. confirmation that medical data has been obtained Neither confidential information nor personal data will be disclosed The work contact details of the relevant officer to contact

Scenario	Level of Detail to Be Shared between				
	Officer and Member	Member and Member	Officer and Officer	Officer and Public	Member and Public (including town and community councils)
<p>Seeking to understand why specific decisions have been made or actions taken e.g.</p> <ul style="list-style-type: none"> • Has value for money been achieved on a land sale • Reasons for imposing a charge for a council service and how the charge was calculated <p>Request for service and reporting back on progress e.g. member reporting unlawful encampment</p>	<ul style="list-style-type: none"> • Sufficient detail (including alternative options that were considered and rejected) to fully answer the query and to give assurance that the rules have been followed and to demonstrate that the answer is justified by the evidence • Answer may include confidential information but not personal data • The work contact details of the relevant officer to contact 	<ul style="list-style-type: none"> • Sufficient detail (including alternative options that were considered and rejected) to fully answer the query and to give assurance that the rules have been followed and to demonstrate that the answer is justified by the evidence • Answer may include confidential information but not personal data • The work contact details of the relevant officer to contact 	<ul style="list-style-type: none"> • Sufficient detail to fully answer the query and to give assurance that the rules have been followed including revealing confidential information or personal data if the recipient is within the same service or has some other oversight role eg manager, auditor, lawyer 	<ul style="list-style-type: none"> • Description of the process to be followed and assurance that the process has been fully complied with e.g. confirmation that medical data has been obtained • Neither confidential information nor personal data will be disclosed • As required by Freedom of Information Act 2000 and/or Environmental Information Regulations if relevant 	<ul style="list-style-type: none"> • Description of the process to be followed and assurance that the process has been fully complied with e.g. confirmation that the necessary information has been considered and taken into account • Neither confidential information nor personal data will be disclosed • The work contact details of the relevant officer to contact
Whistleblowing where member is	<ul style="list-style-type: none"> • The matter will be discussed in 	<ul style="list-style-type: none"> • The matter will be discussed in 	<ul style="list-style-type: none"> • The matter will be discussed in 	<ul style="list-style-type: none"> • The matter will be discussed in 	<ul style="list-style-type: none"> • The matter will be discussed in

Scenario	Level of Detail to Be Shared between				
	Officer and Member	Member and Member	Officer and Officer	Officer and Public	Member and Public (including town and community councils)
reporting an issue to an officer (or vice versa) and where an officer is reporting back on progress/outcome	<p>confidence in the level of detail required to address the concern</p> <ul style="list-style-type: none"> When reporting back on the outcome of a whistleblowing report sufficient information will be provided to provide assurance that the matter has been properly addressed. This will not normally include personal data The work contact details of the relevant officer to contact 	<p>confidence in the level of detail required to address the concern</p> <ul style="list-style-type: none"> When reporting back on the outcome of a whistleblowing report sufficient information will be provided to provide assurance that the matter has been properly addressed. This will not normally include personal data The work contact details of the relevant officer to contact 	<p>confidence in the level of detail required to address the concern and only to the extent that is strictly necessary to fulfil the officer's role within the Council</p> <ul style="list-style-type: none"> When reporting back on the outcome of a whistleblowing report sufficient information will be provided to provide assurance that the matter has been properly addressed. This will not normally include personal data 	<p>confidence in the level of detail required to address the concern</p> <ul style="list-style-type: none"> When reporting back on the outcome of a whistleblowing report sufficient information will be provided to provide assurance that the matter has been properly addressed. This will not normally include personal data 	<p>confidence in the level of detail required to address the concern</p> <ul style="list-style-type: none"> When reporting back on the outcome of a whistleblowing report sufficient information will be provided to provide assurance that the matter has been properly addressed. This will not normally include personal data or confidential information The work contact details of the relevant officer to contact

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FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday 1 st May 2018
Report Subject	Constitutional Matters: Committees
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

Every year the Council must agree what arrangements it will make to carry out its functions, such as its committee structure and delegation to officers. These matters are set out in Council Procedure Rule 1.1 (vii)-(xiv) and are determined at the Annual Meeting.

The report is split into sections, each one dealing with one decision that needs to be made and the relevant issues to consider. Each section will need to be considered and voted on in turn at the meeting.

RECOMMENDATIONS

1	That Council appoint the following committees: <ul style="list-style-type: none"> • Audit • Clwyd Pension Fund • Constitution and Democratic Services Committee • Joint Governance Committee (for pensions) • Licensing • Planning • Standards • The six Overview & Scrutiny Committees listed in paragraph 1.01
2	That the terms of reference for each committee in Part 2 of the Constitution be approved.
3	That the size of each Committee should be as set out in paragraph 1.03
4	That seats be allocated in accordance with the requirements of political balance (and the rules on membership of the Planning Committee).

5	That Council appoints the Chair of the following Committees (noting any restrictions on eligibility): <ul style="list-style-type: none"> ○ Clwyd Pension Fund ○ Constitution and Democratic Services ○ Licensing ○ Planning
6	That Council decides which group will chair each Overview & Scrutiny Committee.
7	That Local Choice Functions as set out in the Constitution be approved.
8	That the make-up of the Appointments Committee be approved.
9	That the composition and membership of the Standards Committee be noted
10	That Council notes that nominees to Outside Bodies have been appointed for the whole council term and the Chief Executive's power to vary those nominations (in consultation with Group Leaders).

REPORT DETAILS

1.00	CONSTITUTIONAL MATTERS
	<u>APPOINTMENT OF COMMITTEES</u>
1.01	<p>The Constitution presently provides for the appointment of the following committees:-</p> <ul style="list-style-type: none"> ● Audit ● Clwyd Pension Fund Committee ● Constitution and Democratic Services Committee ● Joint Governance Committee (for Pensions) ● Licensing Committee ● Planning and Development Control ● Standards Committee <p>Plus six Overview & Scrutiny Committees (OSCs) which will be as shown below:</p> <ul style="list-style-type: none"> ● Community and Enterprise ● Corporate Resources ● Education and Youth ● Environment ● Organisational Change ● Social & Healthcare

1.02	<p>It is recommended that Council appoint the following committees:</p> <ul style="list-style-type: none"> • Audit • Clwyd Pension Fund • Constitution and Democratic Services Committee • Joint Governance Committee (for pensions) • Licensing • Planning • Standards • The six Overview & Scrutiny Committees listed above 																		
<u>DETERMINATION OF THE SIZE OF COMMITTEES</u>																			
1.03	<p>The Annual Meeting must decide upon the size of each of the Committees it has appointed. The Constitution presently makes provision for the size of those Committees as set out below:-</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Audit Committee</td> <td style="text-align: right; width: 20%;">7</td> </tr> <tr> <td>Constitution and Democratic Services Committee</td> <td style="text-align: right;">21</td> </tr> <tr> <td>Joint Governance Committee (Pensions) (this is the Chair of the Pensions Committee)</td> <td style="text-align: right;">1 representative</td> </tr> <tr> <td>Licensing Committee</td> <td style="text-align: right;">12</td> </tr> <tr> <td>Each of the Overview & Scrutiny Committees</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Pensions Committee*</td> <td style="text-align: right;">5</td> </tr> <tr> <td colspan="2">(*please note in addition to the places listed there are 4 places for co-optees)</td> </tr> <tr> <td>Planning Committee (see below)</td> <td style="text-align: right;">21</td> </tr> <tr> <td>Standards Committee** (** there are 3 places for county councillors plus 6 co-optees)</td> <td style="text-align: right;">9</td> </tr> </table>	Audit Committee	7	Constitution and Democratic Services Committee	21	Joint Governance Committee (Pensions) (this is the Chair of the Pensions Committee)	1 representative	Licensing Committee	12	Each of the Overview & Scrutiny Committees	15	Pensions Committee*	5	(*please note in addition to the places listed there are 4 places for co-optees)		Planning Committee (see below)	21	Standards Committee** (** there are 3 places for county councillors plus 6 co-optees)	9
Audit Committee	7																		
Constitution and Democratic Services Committee	21																		
Joint Governance Committee (Pensions) (this is the Chair of the Pensions Committee)	1 representative																		
Licensing Committee	12																		
Each of the Overview & Scrutiny Committees	15																		
Pensions Committee*	5																		
(*please note in addition to the places listed there are 4 places for co-optees)																			
Planning Committee (see below)	21																		
Standards Committee** (** there are 3 places for county councillors plus 6 co-optees)	9																		
1.04	<p>The size and composition of the Planning Committee is regulated by legislation. The Planning Committee must be between 11 and 21 members in size and no larger than 50% of the total membership of the Council. The proposed (current) size of committee meets these requirements.</p>																		
1.05	<p>It is recommended that the size of each committee should be as set out in paragraph 1.03.</p>																		
<u>TERMS OF REFERENCE OF COMMITTEES AND PENSION DELEGATIONS</u>																			
1.06	<p>The Annual Meeting is required to decide the terms of reference of the committees that it appoints. The existing terms of reference of the existing committees are set out in Part 2 of the Constitution.</p>																		
1.07	<p>It is recommended that the terms of reference for each committee in Part 2 of the Constitution should be approved (noting the changes proposed in respect of the Constitution and Democratic Services Committees).</p>																		

	<u>POLITICAL BALANCE</u>
1.08	The Council is required at, or as soon as practicable after the Annual Meeting, to decide the allocation of seats to political groups in accordance with the Political Balance Rules contained in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 as amended. These rules do not apply to the Cabinet nor to the Standards Committee.
1.09	<p>The basis of the statutory requirement is that committee seats should be allocated to political groups (so far as is practicable) in the same proportion as those groups have to the total membership of the County Council.</p> <p>The allocation of seats on committees to the political groups must recognise that:-</p> <ol style="list-style-type: none"> (i) There must be no committees whereby only one group has all the seats. (ii) Where there is a majority group it is entitled to a majority upon every committee. (This does not apply where the largest group does not have an overall majority). (iii) The total number of seats allocated to each political group should be (in so far as is practicable) in the same proportion as those groups' strengths upon the full Council. (iv) Each committee should (so far as is practicable) have the same proportional division between political groups as is represented upon the full Council. <p>Thus if a group holds 25% of the total number of councillors they should have 25% of the overall number of seats on the council and 25% seats on each committee.</p>
1.10	<p>The Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017 also require that a Planning Committee:</p> <ul style="list-style-type: none"> • Should not include any substitutes; and • Must have a quorum of 50% of the members of committee; • May only include 1 member from a multiple member ward <p>In making nominations to the Planning Committee the groups will need to follow these rules. Where a multiple member ward is represented by councillors who are not in the same group (and both wish to be on the Planning Committee) then there will need to be a means of deciding which councillor can take up the place. In the first instance the two respective group leaders should seek to reach agreement. If that is not possible then the first nomination received by the proper officer should be accepted.</p>
1.11	For the Audit and Democratic Services Committees, the Local Government (Wales) Measure limits the number of Cabinet Members on each committee to a maximum of one who cannot be the Leader. The Constitution has extended this so that no Cabinet Member may be a member of the Audit Committee.

1.12 There are a total of 157 seats for councillors across all of the Council committees based on the current group membership. The entitlement of each group to seats is set out in the table below. Those seats could be divided across the different committees in a number of possible configurations. Appendix 1 shows the current allocation of seats.

Group	Size of group	% of total councillors	Entitlement to seats
Labour	34	48.57	76
Independent Alliance	14	20.00	31
Conservative	6	8.57	14
Independent	6	8.57	14
Liberal Democrats	5	7.14	11
New Independent	5	7.14	11
Total	70	100%	157

1.13 **It is recommended that seats be allocated in accordance with political balance (and the rules on membership of the Planning Committee).**

APPOINTMENT OF CHAIRS OF STANDING COMMITTEES

1.14 The committee Chairs are appointed by different bodies and some are subject to restrictions. A table showing which body appoints which Chair and what restrictions (if any) apply is set out below:

Committee	Who Appoints the Chair?	Any Restrictions?
Audit Committee	Audit Committee	Cannot be a member of a group represented on the Cabinet (Local Government Wales Measure 2011)
Clwyd Pension Fund Committee	Council	The Chair and Vice Chair must be a Flintshire County Councillor
Constitution and Democratic Services Committee	Council	Cannot be a Cabinet Member (LGW Measure 2011)
Overview & Scrutiny Committees	Council decides from which group the Chair comes	Council must allocate Chairs based on the size of each group (LGW Measure 2011)
Licensing Committee	Council	None
Planning Committee	Council	None
Standards Committee	Standards Committee	Must be an independent member (Standards Committees (Wales) Regulations 2001)

1.15	<p>It is recommended that Council appoints the Chair of the following committees (noting any restrictions on eligibility):</p> <ul style="list-style-type: none"> • Clwyd Pension Fund • Constitution and Democratic Services • Licensing • Planning
1.16	<p>Under the Local Government Measure 2011 the Chairs of Overview and Scrutiny are chosen by the political groups based on the strength of the various groups and which have seats on the Cabinet. Chairs are allocated to groups with a place on Cabinet first and any entitlement is rounded down to the nearest whole number. The remaining Chairs are then allocated to groups without a seat on Cabinet (rounding up to the nearest whole number).</p>
1.17	<p>Full Council appoints the Leader at the Annual General Meeting and the Leader will then announce the Cabinet. When the membership of the Cabinet is known it will be possible to formally allocate the correct number of Chair(s) to each group.</p>
1.18	<p>It is recommended that Council decides which group will chair each Overview & Scrutiny Committee.</p>
	<p><u>LOCAL CHOICE FUNCTIONS</u></p>
1.19	<p>The Council is also required to agree such part of the Scheme of Delegation as the Council determines it is for the Council to agree. This relates to those local choice functions which can be decided either by the Council or the Cabinet and/or delegated to officers. The table of Local Choice Functions is included in Part 3, Section A, Table 3 of the Constitution. Members are recommended to confirm or otherwise the existing Local Choice Functions.</p>
1.20	<p>It is recommended that local choice functions as set out in the Constitution are approved.</p>
	<p><u>NOMINATIONS TO INTERNAL BODIES</u></p>
1.21	<p>The existing Scheme of Delegation provides for an Appointments Committee for first and second tier officers comprising 7 Members. This is not a standing committee and is convened when required by seeking nominations from Group Leaders. In the past it has been usual for Committee Members to be politically balanced including the relevant Cabinet Member. The Council has previously agreed that the Chair or Vice-Chair of the relevant Overview & Scrutiny Committee be one of the Members of the Committee. It is recommended Council continues the previous practice.</p>
1.22	<p>It is recommended that the make-up of the Appointments Committee be approved.</p>

	<u>STANDARDS COMMITTEE</u>
1.23	The Standards Committee includes five independent members, a Town and Community Council representative and three Councillors (who cannot also be the Leader or Cabinet Members). The three members (Cllrs Heesom, Johnson and Woolley) have been appointed for the whole term of this Council.
1.24	It is recommended that that the composition and membership of the Standards Committee be noted.
	Appointments to Outside Bodies
1.25	At the AGM last year Council appointed members to outside bodies for the whole term of the council. It also gave the Chief Executive, in consultation with Group Leaders, the power to make changes to those nominations as required.
1.26	That Council notes that nominees to Outside Bodies have been appointed for the whole council term and the Chief Executive's power to vary those nominations (in consultation with Group Leaders).

2.00	RESOURCE IMPLICATIONS
2.01	None as a result of this report.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Constitution and Democratic Services Committee.

4.00	RISK MANAGEMENT
4.01	None as a result of this report.

5.00	APPENDICES
5.01	Appendix 1 – Political Balance Calculations

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

7.00	GLOSSARY OF TERMS
7.01	None.

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**FLINTSHIRE COUNTY COUNCIL ANNUAL MEETING,
THURSDAY 18TH MAY 2017**

**POLITICAL BALANCE CALCULATIONS (AGENDA ITEM 9,
CONSTITUTIONAL MATTERS: COMMITTEES AND INTERNAL BODIES**

	Labour	Independent Alliance	Conservatives	Independents	Liberal Democrats	New Independents	Total Councillors
No. of councillors	34	14	6	6	5	5	70
% of councillors	48.57%	20.00%	8.57%	8.57%	7.14%	7.14%	Total Seats
Notional entitlement	76.26	31.40	13.46	13.46	11.21	11.21	
Allocation of seats	76	31	14	14	11	11	157.00
Community and Enterprise OSC	7	3	2	1	1	1	15
Corporate Resources OSC	7	3	2	1	1	1	15
Education and Youth OSC	7	3	1	1	1	2	15
Environment OSC	8	3	1	1	1	1	15
Organisational Change OSC	7	3	1	1	2	1	15
Social Services and Health OSC	7	3	1	2	1	1	15
Planning	11	4	2	2	1	1	21
Licensing	5	3	1	1	1	1	12
Audit	3	1	1	1	1	0	7
Constitution and Democratic	10	4	2	2	1	2	21
Pensions	3	1	0	1	0	0	5
Joint Pensions	1	0	0	0	0	0	1
Total to Group	76	31	14	14	11	11	157

Scrutiny chairs	Labour	Independent Alliance	Conservatives	Independents	Liberal Democrats	New Independents
Notional	2.91	1.20	0.51	0.51	0.43	0.43
Actual	2	1	1	1	0/1	0/1
	Round down	Round notional entitlement up				

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FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 1 May 2018
Report Subject	Schedule of Meetings
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

This report contains the proposed schedule of meetings for 2018/2019.

It also explains how the schedule was prepared and details the consultation process which was undertaken with Members.

RECOMMENDATIONS

1	That the attached draft schedule of Meetings for 2018/19 be approved.
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REPORT DETAILS

1.00	EXPLAINING THE SCHEDULE OF MEETINGS FOR 2018/19
1.01	The Schedule of Meetings is produced on an annual basis and approved by the County Council at the Annual Meeting. When the schedule for last year was submitted, it was recognised that the newly elected council needed to make an informed decision about when meetings should be held.
1.02	In October, the Constitution & Democratic Services Committee considered carrying out a survey. It was resolved that each committee should be asked to express a preference for when its meetings were to be held.
1.03	During November and December, each of the committees consulted (Audit, Cabinet and the six Overview & Scrutiny Committees) resolved to continue with their current meeting arrangements. Planning Strategy Group were also consulted and agreed that the current meeting arrangements for the Planning Committee should prevail.

1.04	The Constitution & Democratic Services Committee, at its meeting on 31 st January resolved that the draft Schedule of Meetings for 2018/19 be prepared on the current pattern of meetings.
1.05	The Schedule has been prepared, to reflect the wishes of the committees. Thus most meet in a fixed slot, but others alternate between morning and afternoon meetings.

2.00	RESOURCE IMPLICATIONS
2.01	None

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Audit Committee, Cabinet and the six Overview & Scrutiny Committees were consulted and resolved to continue with their current meeting arrangements. Planning Strategy Group agreed that the current meeting arrangements for the Planning Committee should prevail. The Constitution & Democratic Services Committee subsequently resolved that the draft schedule of meetings for 2018/19 be prepared on the current pattern of meetings.

4.00	RISK MANAGEMENT
4.01	It has previously been recognised that a greater range of meeting times may encourage a more diverse range of candidates to stand for election. Our conducting a survey fulfils our responsibility under the Welsh Local Government Association Member Development Charter to seek Members' views on when we hold our meetings. Should the Welsh Ministers decide to issue guidance to local authorities under section 6 of the Local Government (Wales) Measure 2011 in the near future, Flintshire would be able to use the result of the survey as evidence of appropriate consultation having already been carried out. There is also a concern that our holding meetings in the evening may cause problems to current Members because of clashes with community and town council meetings and other community based responsibilities as well as home life.

5.00	APPENDICES
5.01	Draft Schedule of Meetings for 2018/19

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Report of the Democratic Services Manager on Timing of Meetings Survey at Constitution & Democratic Services Committee 25 th October 2017 and resultant minute.
6.02	Report of the Democratic Services Manager to the Constitution & Democratic Services Committee on Timings of meetings survey 31 st January 2018 and resultant minute. Contact: Robert Robins, Democratic Services Manager Telephone: 01352 702320 Email: robert.robins@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
	None.

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SCHEDULE OF MEETINGS 2018/19

DAY / DATE	10.00AM	2.00PM
Monday 3 September 2018	Planning Site Visits	Standards (6.30pm)
Tuesday 4 September 2018	Environment OSC	
Wednesday 5 September 2018	Clwyd Pension Fund Cttee (9.30am)	Planning (1pm)
Thursday 6 September 2018		
Friday 7 September 2018		
Monday 10 September 2018		
Tuesday 11 September 2018	Informal Cabinet (9.30am)	
Wednesday 12 September 2018	Audit (Statement of Accounts)	FCC (Statement of Accounts)
Thursday 13 September 2018		
Friday 14 September 2018		
Monday 17 September 2018	Organisational Change OSC	
Tuesday 18 September 2018		
Wednesday 19 September 2018	Community & Enterprise OSC	Children's Services Forum (4.30pm)
Thursday 20 September 2018	Corporate Resources OSC	Planning Strategy Group
Friday 21 September 2018		
Monday 24 September 2018		
Tuesday 25 September 2018	Cabinet (9.30am)	
Wednesday 26 September 2018		
Thursday 27 September 2018	Schools Budget Forum (9.30am)	Education & Youth OSC
Friday 28 September 2018		
Monday 1 October 2018	Planning Site Visits	Standards (6.30pm)
Tuesday 2 October 2018		
Wednesday 3 October 2018		Planning (1pm)

Thursday 4 October 2018	Social & Health Care OSC	
Friday 5 October 2018		
Monday 8 October 2018		
Tuesday 9 October 2018	Informal Cabinet (9.30am)	
Wednesday 10 October 2018		SACRE
Thursday 11 October 2018	Licensing Cttee	
Friday 12 October 2018		
Monday 15 October 2018		
Tuesday 16 October 2018	Environment OSC	
Wednesday 17 October 2018		Constitution and Democratic Services
Thursday 18 October 2018	Corporate Resources OSC	Planning Strategy Group
Friday 19 October 2018		
Monday 22 October 2018		
Tuesday 23 October 2018	Cabinet (9.30am)	FCC (Annual Performance Report)
Wednesday 24 October 2018		
Thursday 25 October 2018		
Friday 26 October 2018		
Monday 29 October 2018	SCHOOL HOLIDAYS	
Tuesday 30 October 2018	SCHOOL HOLIDAYS	
Wednesday 31 October 2018	SCHOOL HOLIDAYS	
Thursday 1 November 2018	SCHOOL HOLIDAYS	Education & Youth OSC
Friday 2 November 2018	SCHOOL HOLIDAYS	
Monday 5 November 2018	Planning Site Visits	Standards (6.30pm)
Tuesday 6 November 2018	Informal Cabinet (9.30am)	

Wednesday 7 November 2018	Community & Enterprise OSC	Planning (1pm)
Thursday 8 November 2018		
Friday 9 November 2018		
Monday 12 November 2018	Organisational Change OSC	
Tuesday 13 November 2018		
Wednesday 14 November 2018		Children's Services Forum (4.30pm)
Thursday 15 November 2018	Corporate Resources OSC	Social & Health Care OSC
Friday 16 November 2018		
Monday 19 November 2018		
Tuesday 20 November 2018	Cabinet (9.30am)	RESERVED (FCC Budget)
Wednesday 21 November 2018	Audit	Education Consultative Committee
Thursday 22 November 2018	Planning Strategy Group	
Friday 23 November 2018		
Monday 26 November 2018		
Tuesday 27 November 2018	Environment OSC	RESERVED (FCC Budget)
Wednesday 28 November 2018	Clwyd Pension Fund Committee (9.30am)	
Thursday 29 November 2018		
Friday 30 November 2018		
Monday 3 December 2018	Planning Site Visits	Standards (6.30pm)
Tuesday 4 December 2018	Informal Cabinet (9.30am)	
Wednesday 5 December 2018		Planning (1pm)
Thursday 6 December 2018		
Friday 7 December 2018		
Monday 10 December 2018		

Tuesday 11 December 2018		FCC
Wednesday 12 December 2018		
Thursday 13 December 2018	Corporate Resources OSC	Social & Health Care OSC
Friday 14 December 2018		
Monday 17 December 2018	Organisational Change OSC	
Tuesday 18 December 2018	Cabinet (9.30am)	
Wednesday 19 December 2018	Community & Enterprise OSC	
Thursday 20 December 2018		Education & Youth OSC
Friday 21 December 2018	Planning Strategy Group	
Monday 24 December 2018	SCHOOL HOLIDAYS	
Tuesday 25 December 2018	SCHOOL HOLIDAYS	
Wednesday 26 December 2018	SCHOOL HOLIDAYS	
Thursday 27 December 2018	SCHOOL HOLIDAYS	
Friday 28 December 2018	SCHOOL HOLIDAYS	
Monday 31 December 2018	SCHOOL HOLIDAYS	
Tuesday 1 January 2019	SCHOOL HOLIDAYS	
Wednesday 2 January 2019	SCHOOL HOLIDAYS	
Thursday 3 January 2019	SCHOOL HOLIDAYS	
Friday 4 January 2019	SCHOOL HOLIDAYS	
Monday 7 January 2019	Planning Site Visits	Standards (6.30pm)
Tuesday 8 January 2019	Informal Cabinet (9.30am)	
Wednesday 9 January 2019		Planning (1pm)
Thursday 10 January 2019	Schools Budget Forum (9.30am)	
Friday 11 January 2019		

Monday 14 January 2019		
Tuesday 15 January 2019	Environment OSC	
Wednesday 16 January 2019		Children's Services Forum (4.30pm)
Thursday 17 January 2019	Corporate Resources OSC	
Friday 18 January 2019		
Monday 21 January 2019		
Tuesday 22 January 2019	Cabinet (9.30am)	
Wednesday 23 January 2019	Community & Enterprise OSC	Constitution and Democratic Services
Thursday 24 January 2019		Planning Strategy Group
Friday 25 January 2019		
Monday 28 January 2019	Organisational Change OSC	
Tuesday 29 January 2019		FCC
Wednesday 30 January 2019	Audit	
Thursday 31 January 2019	Social & Health Care OSC	Education & Youth OSC
Friday 1 February 2019		
Monday 4 February 2019	Planning Site Visits	Standards (6.30pm)
Tuesday 5 February 2019	Informal Cabinet (9.30am)	
Wednesday 6 February 2019		Planning (1pm)
Thursday 7 February 2019		
Friday 8 February 2019		
Monday 11 February 2019		
Tuesday 12 February 2019		
Wednesday 13 February 2019	Licensing	Education Consultative Cttee
Thursday 14 February 2019	Corporate Resources OSC	

Friday 15 February 2019		
Monday 18 February 2019		
Tuesday 19 February 2019	Cabinet (9.30am)	FCC (Budget)
Wednesday 20 February 2019	Clwyd Pension Fund Committee (9.30am)	SACRE
Thursday 21 February 2019		Planning Strategy Group
Friday 22 February 2019		
Monday 25 February 2019	SCHOOL HOLIDAYS	
Tuesday 26 February 2019	SCHOOL HOLIDAYS Environment OSC	
Wednesday 27 February 2019	SCHOOL HOLIDAYS	
Thursday 28 February 2019	SCHOOL HOLIDAYS	FCC (Council Tax Setting)
Friday 1 March 2019	SCHOOL HOLIDAYS	
Monday 4 March 2019	Planning Site Visits	Standards (6.30pm)
Tuesday 5 March 2019	Informal Cabinet (9.30am)	
Wednesday 6 March 2019		Planning (1pm)
Thursday 7 March 2019		Constitution and Democratic Services
Friday 8 March 2019		
Monday 11 March 2019		
Tuesday 12 March 2019		
Wednesday 13 March 2019	Community & Enterprise OSC	Children's Services Forum (4.30pm)
Thursday 14 March 2019	Corporate Resources OSC	
Friday 15 March 2019		
Monday 18 March 2019	Organisational Change OSC	
Tuesday 19 March 2019	Cabinet (9.30am)	

Wednesday 20 March 2019		Clwyd Pension Fund Cttee
Thursday 21 March 2019		Education & Youth OSC
Friday 22 March 2019	Planning Strategy Group	
Monday 25 March 2019		
Tuesday 26 March 2019		
Wednesday 27 March 2019	Audit	
Thursday 28 March 2019	Schools Budget Forum (9.30am)	Social & Health Care OSC
Friday 29 March 2019		
Monday 1 April 2019	Planning Site Visits	Standards (6.30pm)
Tuesday 2 April 2019	Informal Cabinet (9.30am)	
Wednesday 3 April 2019		Planning (1pm)
Thursday 4 April 2019		
Friday 5 April 2019		
Monday 8 April 2019		
Tuesday 9 April 2019	Environment OSC	
Wednesday 10 April 2019		
Thursday 11 April 2019	Corporate Resources OSC	
Friday 12 April 2019		
Monday 15 April 2019	SCHOOL HOLIDAYS	
Tuesday 16 April 2019	SCHOOL HOLIDAYS Cabinet (9.30am)	
Wednesday 17 April 2019	SCHOOL HOLIDAYS	
Thursday 18 April 2019	SCHOOL HOLIDAYS	Planning Strategy Group
Friday 19 April 2019	SCHOOL HOLIDAYS	
Monday 22 April 2019	SCHOOL HOLIDAYS	

Tuesday 23 April 2019	SCHOOL HOLIDAYS	
Wednesday 24 April 2019	SCHOOL HOLIDAYS	
Thursday 25 April 2019	SCHOOL HOLIDAYS	
Friday 26 April 2019	SCHOOL HOLIDAYS	
Monday 29 April 2019	Planning Site Visits	
Tuesday 30 April 2019	Informal Cabinet (9.30am)	
Wednesday 1 May 2019	Community & Enterprise OSC	Planning (1pm)
Thursday 2 May 2019		
Friday 3 May 2019		
Monday 6 May 2019		Standards (6.30pm)
Tuesday 7 May 2019	FCC (AGM)	
Wednesday 8 May 2019		
Thursday 9 May 2019	Corporate Resources OSC	
Friday 10 May 2019		
Monday 13 May 2019	Organisational Change OSC	
Tuesday 14 May 2019	Cabinet (9.30am)	
Wednesday 15 May 2019		Children's Services Forum (4.30pm)
Thursday 16 May 2019		Education & Youth OSC
Friday 17 May 2019	Planning Strategy Group	
Monday 20 May 2019		
Tuesday 21 May 2019	Environment OSC	
Wednesday 22 May 2019		
Thursday 23 May 2019	Social & Health Care OSC	
Friday 24 May 2019		

Monday 27 May 2019	SCHOOL HOLIDAYS Planning Site Visits	
Tuesday 28 May 2019	SCHOOL HOLIDAYS	
Wednesday 29 May 2019	SCHOOL HOLIDAYS	Planning (1pm)
Thursday 30 May 2019	SCHOOL HOLIDAYS	
Friday 31 May 2019	SCHOOL HOLIDAYS	
Monday 3 June 2019		Standards (6.30pm)
Tuesday 4 June 2019	Informal Cabinet (9.30am)	
Wednesday 5 June 2019	Audit	Constitution and Democratic Services
Thursday 6 June 2019		
Friday 7 June 2019		
Monday 10 June 2019		
Tuesday 11 June 2019		
Wednesday 12 June 2019	Clwyd Pension Fund Cttee (9.30am)	SACRE
Thursday 13 June 2019	CROSC	Planning Strategy Group
Friday 14 June 2019		
Monday 17 June 2019		
Tuesday 18 June 2019	Cabinet (9.30am)	FCC (Improvement Plan)
Wednesday 19 June 2019		
Thursday 20 June 2019		
Friday 21 June 2019		
Monday 24 June 2019	Planning Site Visits	
Tuesday 25 June 2019		
Wednesday 26 June 2019	Community & Enterprise OSC	Planning (1pm)
Thursday 27 June 2019	Schools Budget Forum (9.30am)	Education & Youth OSC

Friday 28 June 2019		
Monday 1 July 2019	Organisational Change OSC	Standards (6.30pm)
Tuesday 2 July 2019	Informal Cabinet (9.30am)	
Wednesday 3 July 2019		Education Consultative Cttee
Thursday 4 July 2019	Licensing	
Friday 5 July 2019		
Monday 8 July 2019		
Tuesday 9 July 2019		
Wednesday 10 July 2019	Audit	Children's Services Forum (4.30pm)
Thursday 11 July 2019	Corporate Resources OSC	Planning Strategy Group
Friday 12 July 2019		
Monday 15 July 2019		
Tuesday 16 July 2019	Cabinet (9.30am)	Environment OSC
Wednesday 17 July 2019		
Thursday 18 July 2019		Social & Health Care OSC
Friday 19 July 2019		
Monday 22 July 2019 – 1 September 2019	SCHOOL HOLIDAYS Planning Site Visits	
Tuesday 23 July 2019	SCHOOL HOLIDAYS	
Wednesday 24 July 2019	SCHOOL HOLIDAYS	Planning (1pm)
Thursday 25 July 2019	SCHOOL HOLIDAYS	
Friday 26 July 2019	SCHOOL HOLIDAYS	

AUGUST RECESS