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To:

Councillors: Glyn Banks, Marion Bateman, Chris Bithell, Clive Carver, Bob Connah, Jean Davies, Rob Davies, Ian Dunbar, David Healey, Patrick Heesom, Joe Johnson, Rita Johnson, Ted Palmer, Mike Peers, Michelle Perfect, Neville Phillips, Paul Shotton, Ian Smith, David Wisinger and Arnold Woolley (+ 1 vacancy Independent Group)

15 June 2017

Dear Councillor

You are invited to attend a meeting of the Constitution and Democratic Services Committee which will be held at 10.00 am on Wednesday, 21st June, 2017 in the Delyn Committee Room, County Hall, Mold CH7 6NA to consider the following items.

You are advised that immediately after the formal meeting has been concluded, there will be an Induction workshop for Committee members, providing background to the work of the Overview & Scrutiny Committees and the terms of reference of this Committee.

A G E N D A

1 APPOINTMENT OF CHAIR

Purpose:

To appoint a Chair for the Committee.

2 APPOINTMENT OF VICE-CHAIR

Purpose:

To appoint a Vice-Chair for the Committee.

3 APOLOGIES

Purpose: To receive any apologies.

4 **DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)**

Purpose: To receive any Declarations and advise Members accordingly.

5 **MINUTES** (Pages 5 - 12)

Purpose:

To confirm as a correct record the minutes of the meetings of the Constitution Committee and Democratic Services Committee held 1 February 2017.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Robert Robins', with a horizontal line extending to the right.

Robert Robins
Democratic Services Manager

- a)
- b)

CONSTITUTION COMMITTEE
1 FEBRUARY 2017

Minutes of the meeting of the Constitution Committee of Flintshire County Council held in County Hall, Mold, on Wednesday, 1 February 2017.

PRESENT: Councillor Robin Guest (Chairman)

Councillors: Bernie Attridge, Haydn Bateman, Chris Bithell, Clive Carver, David Cox, Paul Cunningham, Veronica Gay, Christine Jones, Dave Mackie, Neville Phillips, Nigel Steele-Mortimer, David Williams, David Wisinger and Arnold Woolley

SUBSTITUTIONS: Councillors Ian Dunbar (for Alex Aldridge) and Andy Dunbobbin (for Glyn Banks)

APOLOGIES: Councillors George Hardcastle and Aaron Shotton

IN ATTENDANCE:

Chief Executive, Chief Officer (Governance), Corporate Business and Communications Executive Officer, Democratic Services Manager, and Committee Officer

Prior to the start of the meeting the Chairman asked that the Committee's condolences be extended to Councillor Alex Aldridge on his recent bereavement and asked all Members and Officers to stand in silent tribute to the late Mrs. Annette Aldridge.

9. DECLARATIONS OF INTEREST

There were no declarations of interest.

10. MINUTES

The minutes of the meeting of the Committee held on 5 October 2016 were submitted.

RESOLVED:

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

11. ADDITIONAL ITEM

The Chair announced that he had agreed that the Committee should consider an additional item on the grounds of urgency, as provided for under Section 100 B(4)(b) of the Local Government Act 1972 (as amended). The item was concerning the Pooled Investments – Working Together in Wales Project.

12. POOLED INVESTMENTS – WORKING TOGETHER IN WALES PROJECT

The Chief Executive advised that to satisfy the requirements of the new Investment Regulations for the Local Government Pension Scheme (LGPS) in England and Wales, the Clwyd Pension Fund had agreement from the UK Government to 'pool' investments with the other seven LGPS Funds in Wales. To enable 'pooling' there would need to be a legally binding Inter Authority Agreement (IAA) between the eight funds. The Chief Executive explained that the Council's Constitution would need to reflect the IAA which delegated certain investment implementation decisions to a Joint Governance Committee. The Clwyd Pension Fund would be represented. This was an issue which would normally be considered first by the Constitution Committee, however, due to the tight timescale the Committee was asked to authorise the officers to make a recommendation direct to the next meeting of the County Council to be held on 1 March 2017. This approval would be sanctioned by the Clwyd Pension Fund Committee at its next meeting.

RESOLVED

That the Officers be authorised to submit a report detailing the proposed Joint Governance Committee direct to the next meeting of the County Council to be held on 1 March 2017.

13. AMENDMENTS TO THE CONSTITUTION

The Democratic Services Manager explained that the Council was going through a period of structural change with posts being deleted or revised and, as a consequence, post titles often changed and there was a need to correct references within the Constitution. He advised that there was a process for making minor amendments to the Constitution with the consent of group leaders but it was not designed for this type of administrative amendment. It was therefore recommended that the Chief Officer (Governance) and the Democratic Services Manager be authorised to have changes in job titles made within the constitution.

Councillor Arnold Woolley proposed that authority be granted but with the amendment that Members be kept informed and updated about any changes to officer designations arising out of restructuring.

RESOLVED:

- (a) That where any future changes are solely to officer designations arising out of restructuring, that the Chief Officer (Governance) and the Democratic Services Manager be authorised to have those changes made to the Constitution; and
- (b) That Members be kept informed and updated about any future changes to officer designations arising out of restructuring.

14. ANNUAL REVIEW OF THE CODE OF CORPORATE GOVERNANCE

The Chief Officer (Governance) invited Karen Armstrong, Corporate Business and Communications Executive Officer to present the updated Code of Corporate Governance following endorsement by the Audit Committee on 25 January 2017.

The Corporate Business and Communications Executive Officer advised that the Code of Corporate Governance formed part of the Council’s Constitution and is presented for endorsement and inclusion within the Constitution. It was reviewed and updated annually to ensure that it was up to date and complied with all relevant legislation and other requirements. The Corporate Business and Communications Executive Officer explained that the revised Code was appended to the report and she gave an overview of the main considerations as detailed in the report.

Councillor Chris Bithell referred to page 15 of the Code and cited examples where more consultation was carried out to ensure people “had their say” than was reflected in the Code. Officers acknowledged the point and agreed to include some additional examples to indicate the range which was above the statutory requirements. In response to the further comments made by Councillor Bithell concerning Equality and Welsh Language Impact Assessments, the Corporate Business and Communications Executive Officer explained that the Council had undertaken Equality and Welsh Language Impact Assessments for some years and had combined the two and anticipated a more total integrated assessment going forward.

Councillor Bithell referred to page 25 of the Code and said self assessment should also be included.

During discussion the Officers responded to the concerns raised by Councillor Woolley around the difficulties he had experienced contacting officers and receiving a response to his enquiries and requests for information. The Chief Executive asked that if Members encountered any such difficulties to either inform his office or the respective Chief Officer. The Democratic Services Manager also encouraged Members to contact the Member Services or Democratic Services team for help if they had difficulty contacting Officers.

RESOLVED:

That the updated Code of Corporate Governance for adoption as part of the Council’s Constitution, as approved by the Audit Committee, be agreed.

15. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There were no members of the press or public in attendance.
(The meeting commenced at 2.40 pm and finished at 3.20 pm.)

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Chairman

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DEMOCRATIC SERVICES COMMITTEE
1 FEBRUARY 2017

Minutes of the meeting of the Democratic Services Committee of Flintshire County Council held in County Hall, Mold on Wednesday, 1 February 2017.

PRESENT: Councillor Robin Guest (Chairman)

Councillors: Haydn Bateman, Chris Bithell, Clive Carver, David Cox, Peter Curtis, Paul Cunningham, Ian Dunbar, Andy Dunbobbin, Veronica Gay, Dave Mackie, Neville Phillips, Ian Smith, Nigel Steele-Mortimer, David Williams and Arnold Woolley

APOLOGIES: Councillors Alex Aldridge, Glyn Banks, George Hardcastle and Tim Newhouse

ALSO PRESENT: Councillor Bernie Attridge

CONTRIBUTORS: Chief Executive, and Chief Officer (Governance),

IN ATTENDANCE:

Chief Executive, Chief Officer (Governance), Democratic Services Manager, and Committee Officer

Prior to the start of the meeting the Chairman asked that the Committee's condolences be extended to Councillor Alex Aldridge on his recent bereavement and asked all Members and Officers to stand in silent tribute to the late Mrs. Annette Aldridge.

29. DECLARATIONS OF INTEREST

There were no declarations of interest.

30. MINUTES

The minutes of the meeting of the Committee held on 5 October 2016, were submitted.

RESOLVED:

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

31. INDUCTION ARRANGEMENTS

The Democratic Services Manager introduced a report to outline the approach being taken to develop the 2017 Member Induction Programme. The intention was to offer wider access but reduce the number and length of formal

sessions, with greater use being made of E-learning. He distributed a working draft of the Member Induction Programme for use following the May 2017 elections and explained that, where possible, each of the events would be held on morning, afternoon and evening sessions.

The Democratic Services Manager continued that the sessions had been categorised into those which were 'general', to provide briefing/knowledge development and useful information, and those that were 'specific' which provided training to ensure that those Members involved were provided with knowledge essential to them to carry out a particular role.

Councillor Clive Carver raised a concern that some of the topics were too "big" to be addressed in a single session. The Democratic Services Manager explained that as the attendance at induction training sessions was as yet unknown, delivery of the Programme would be flexible to accommodate need.

In response to a request from Councillor Chris Bithell the Democratic Services Manager confirmed that the training sessions would be open to all Members. He said that the support, experience and expertise provided by any existing Members who may attend would be welcomed.

Councillor Carver commented on the need for new Members to have familiarisation and training on the use of I pads as early as possible. He also said there was a need for new Members to be provided with contact details for Officers or to be informed where those details were held electronically. In response to the further comments made by Councillor Carver the Chief Executive acknowledged that there may have been some delay in information being updated following recent changes in staffing arrangements. He referred to the A-Z of services which was published and agreed that an updated list of Chief Officer and Officer contact details would be provided. He asked that if any Member experienced a problem in contacting or receiving a response from Officers or staff that they inform either his office or the respective Chief Officer.

Councillor Ian Dunbar commented on the use of external trainers and the resource implications. Officers advised that in-house training was used to provide the majority of training sessions and external trainers were engaged only when specific skills and 'broader' more 'in depth' expertise was required.

In response to the further comments and questions raised by Members the Chief Executive outlined the role he and the Elections team played in providing guidance to potential candidates.

In response to a question from Councillor Neville Phillips the Chief Officer (Governance) explained that Members were not allowed to use Council resources for election campaigning business. In answer to the further questions raised by Members the Chief Officer advised that the Notice of Election would be published on 17 March 2017.

The Chairman thanked the Committee for the positive points made and it was agreed that the principles, as detailed in the report, of the 2017 Member Induction Programme be approved.

RESOLVED:

That the principles of the proposed 2017 Member Induction Programme be approved.

32. PUBLIC AND PRESS IN ATTENDANCE

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

(The meeting commenced at 2.00 pm and finished at 2.37 pm)

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Chairman

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