Gareth Owens LL.B Barrister/Bargyfreithiwr
Chief Officer (Governance)
Prif Swyddog (Llywodraethu)

Sir y Fflint Flintshire COUNTY COUNCIL

Contact Officer:
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To: All Members of the Council

18 February 2022

Dear Sir/Madam

<u>**NOTICE OF REMOTE MEETING**</u>
<u>**FLINTSHIRE COUNTY COUNCIL**</u>
<u>**THURSDAY, 24 FEBRUARY, 2022**</u> at <u>**2.00 PM**</u>

Yours faithfully

Gareth Owens
Chief Officer (Governance)

Please note: This will be a remote meeting and 'attendance' will be restricted to Council Members.

The meeting will be live streamed onto the Council's website. A recording of the meeting will also be available, shortly after the meeting at https://flintshire.public-i.tv/core/portal/home

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

A G E N D A

1   <u>APOLOGIES FOR ABSENCE</u>

Purpose: To receive any apologies.

2   <u>DECLARATIONS OF INTEREST</u>

Purpose: To receive any Declarations and advise Members accordingly.

3   <u>MINUTES</u> (Pages 5 - 12)

Purpose: To confirm as a correct record the minutes of the meeting held on 25 January 2022.

4   <u>CHAIR'S COMMUNICATIONS</u>

Purpose: To receive the communications as circulated.

5   <u>PETITIONS</u>

Purpose: This is an opportunity for Members of Council to submit petitions on behalf of people in their ward. Once received, petitions are passed to the appropriate Chief Officer for action and response.

PRINCIPAL ITEMS OF BUSINESS

6   <u>CLIMATE CHANGE STRATEGY</u> (Pages 13 - 88)

Report of Chief Officer (Planning, Environment and Economy)

Purpose: To gain agreement and commitment to the Climate Change Strategy.

7   <u>DIVERSITY IN DEMOCRACY ACTION PLAN</u> (Pages 89 - 102)

Report of Chief Officer (Governance)

Purpose: To receive the Diversity in Democracy Action Plan.

8   <u>WLGA FAIR CAMPAIGNS PLEDGE</u> (Pages 103 - 108)

Report of Chief Officer (Governance) -

Purpose: To raise awareness of the WLGA campaign to promote positive election campaigns based on the issues/facts.

9   DRAFT PETITIONS SCHEME (Pages 109 - 120)

Report of Chief Officer (Governance)

Purpose: To enable Council to consider and approve the Draft Petitions Scheme.

10   APPOINTING LAY MEMBERS OF THE GOVERNANCE AND AUDIT COMMITTEE (Pages 121 - 124)

Report of Chief Officer (Governance)

Purpose: To re-appoint a Lay Member to the Governance and Audit Committee and to update members on progress with appointing an additional lay person.

ORDINARY ITEMS OF BUSINESS

11   PAY POLICY STATEMENT FOR 2022/23 (Pages 125 - 164)

Report of Chief Executive, Corporate Manager, People and Organisational Development

Purpose: All local authorities are required to publish their Pay Policy Statement by April annually. The Pay Policy Statement presented within this report is the tenth annual Statement published by Flintshire County Council.

FOR INFORMATION ONLY

12   PUBLIC QUESTION TIME

Purpose: This item is to receive any Public Questions: none were received by the deadline.

13   QUESTIONS

Purpose: To note the answers to any questions submitted in accordance with County Council Standing Order No. 9.4(A): none were received by the deadline.

14   NOTICE OF MOTION

Purpose: This item is to receive any Notices of Motion: none were received by the deadline.

Please note that there may be a 10 minute adjournment of this meeting if it lasts longer than two hours

<u>Procedural Note on the conduct of meetings</u>

The Chair will open the meeting and introduce themselves.

The meeting will be attended by a number of Councillors. Officers will also be in attendance to present reports, with Democratic Services officers acting as hosts of the meeting.

All attendees are asked to ensure their mobile phones are switched off and that any background noise is kept to a minimum.

All microphones are to be kept muted during the meeting and should only be un-muted when invited to speak by the Chair. When invitees have finished speaking they should go back on mute.

To indicate to speak, Councillors are to use the electronic raise hand function. The chat function may be used for questions, relevant comments and officer advice and updates.

The Chair will call the speakers, with elected Members addressed as 'Councillor' and officers addressed by their job title e.g. Chief Executive' or name. From time to time, the officer advising the Chair will explain procedural points or suggest alternative wording for proposals, to assist the Committee.

If and when a vote is taken, the Chair will explain that only those who oppose the proposal(s), or who wish to abstain will need to indicate, using the chat function. The officer advising the Chair will indicate whether the proposals are carried.

If a more formal vote is needed, this will be by roll call – where each Councillor will be asked in turn (alphabetically) how s/he wishes to vote.

At County Council and Planning Committee meetings speaker's times are limited. A bell will be sounded to alert that the speaker has one minute remaining.

The meeting will be live streamed onto the Council's website. A recording of the meeting will also be available, shortly after the meeting at https://flintshire.public-i.tv/core/portal/home

FLINTSHIRE COUNTY COUNCIL
25TH JANUARY 2022

Minutes of the meeting of Flintshire County Council held as a remote attendance meeting on Tuesday, 25th January 2022.

PRESENT: Councillor Joe Johnson (Chair)
Councillors: Mike Allport, Janet Axworthy, Glyn Banks, Haydn Bateman, Marion Bateman, Sean Bibby, Chris Bithell, Sian Braun, Helen Brown, Derek Butler, Clive Carver, Geoff Collett, Bob Connah, Paul Cunningham, Jean Davies, Robert Davies, Ron Davies, Adele Davies-Cooke, Chris Dolphin, Rosetta Dolphin, Ian Dunbar, Andy Dunbobbin, Mared Eastwood, Carol Ellis, David Evans, Veronica Gay, George Hardcastle, David Healey, Gladys Healey, Patrick Heesom, Dave Hughes, Ray Hughes, Alasdair Ibbotson, Paul Johnson, Christine Jones, Richard Jones, Tudor Jones, Colin Legg, Brian Lloyd, Richard Lloyd, Mike Lowe, Dave Mackie, Hilary McGuill, Ted Palmer, Mike Peers, Michelle Perfect, Vicky Perfect, Neville Phillips, Ian Roberts, Tim Roberts, Kevin Rush, Tony Sharps, Paul Shotton, Ralph Small, Ian Smith, Owen Thomas, Martin White, Andy Williams, and Arnold Woolley.

IN ATTENDANCE:
Chief Executive, Chief Officer (Governance), Chief Officer (Planning, Environment and Economy), Chief Officer (Streetscene and Transportation), Chief Officer (Education and Youth), Corporate Finance Manager, Corporate Manager, People and Organisational Development, Head of Legal Services, Democratic Services Team Leader and Democratic Services Officers.

APOLOGIES FOR ABSENCE:
Councillors: Bernie Attridge, Cindy Hinds, Andy Hughes, Rita Johnson, Billy Mullin and David Wisinger

74.   **MINUTES**

The minutes of the meeting held on 7th December were submitted.
Councillor Owen Thomas moved them as a correct record which was seconded by Councillor Small.

RESOLVED:

That the minutes be approved as a correct record.

75.   **DECLARATIONS OF INTEREST**

Councillors McGuill and Axworthy declared personal interests in agenda item number 8 – Treasury Management Mid-Year Report 2021/22 as they were board members on NEW Homes.

76. **CHAIR'S COMMUNICATIONS**

The Chair explained that his communications had been emailed to all Members the previous week.

77. **PETITIONS**

None were submitted.

78. **POLICE AND CRIME COMMISSIONER FOR NORTH WALES**

The Chair welcomed the Police and Crime Commissioner (PCC) for North Wales, Mr Andy Dunbobbin, to the meeting, who had been invited to discuss with the Council the role, impact and operation of the PCC and how the PCC and police and crime plan worked with/for Flintshire in partnership.

Mr Dunbobbin thanked the Leader and Chief Executive for giving him the opportunity to address Members. His role was to ensure that the people of North Wales had the best possible police service. He would be a listening ear and a strong voice on behalf of the people of North Wales and was confident that by working together North Wales would be a safe place to live and work, with the ultimate aim being to improve the lives of everybody in communities. He expressed his thanks to Councillor David Evans who was his successor in becoming the new Armed Forces Champion.

He had been heartened by the work carried out since his election into the role of PCC and how communities had supported each other; he wanted that sense of community to be reflected in his plan.

One of the most frequent complaints was that there was not enough police presence in communities anymore and he vowed to work hard to improve the efficiency and effectiveness of police officers. He was determined to ensure North Wales Police worked effectively with its partners to deliver an even better service and more people felt safe and had confidence in their police force. The plan had been written following consultation with partners and with the help of hundreds of people who had completed the survey for which he was grateful. He would closely monitor how North Wales Police and its partners delivered against the priorities which were:

- **Delivering safer neighbourhoods**: tackling and preventing rural and wildlife crime; improving the efficiency and effectiveness of police officers and police staff; and improving road safety
- **Supporting victims and communities:** tackling and preventing domestic abuse and sexual violence; safeguarding vulnerable people including children; tackling and preventing cybercrime; establishing a victims panel; and tackling and preventing hate crime
- **Fair and effective criminal justice system:** introducing a North Wales Female Offender Strategy; increasing the use of restorative justice; supporting and protecting children and young people and diverting them away from the Criminal Justice System; and addressing the root causes

of offending and supporting the rehabilitation of people who had offended

The plan had been fully endorsed by the North Wales Police and Crime Panel.

In order to tackle issues ranging from drug dealing in towns to rural crime on farms, it was imperative that all North Wales communities had positive relationships and experiences with their local police. In addition to increasing the number of officers in communities, he was also committed to working with the Chief Constable to improve the digital support available to police officers and staff which would increase the amount of time they spent in the community.

The improvement of road safety was important and he was keen to see a reduction in the number of people killed or seriously injured on roads in North Wales with a tough approach being taken on dangerous and careless driving. He also commented on the road network playing a pivotal part in county lines.

Tackling and preventing domestic abuse and sexual violence would remain a major priority and he pledged that North Wales would be a hostile environment for perpetrators through the delivery of effective investigative techniques, partnership safeguarding and innovative use of technology making it less likely for them to offend and re-offend.

On the North Wales Female Offender Strategy, it would recognise women's distinct needs and vulnerabilities within the criminal justice system. There would be an emphasis on the importance of early intervention, including liaison and diversion, out of court disposals and a focus on community-based solutions with the aim of reducing the prison population and also improving the long term objectives for women and their families.

Cybercrime activity was growing fast and as such was a major threat to UK businesses. A Cyber Crime Team had been established and it was vital that the police approach to cybercrime was well co-ordinated and effective in providing a quality service for the people of North Wales.

Members across the Chamber thanked the PCC for his presentation and raised issues, and asked questions, on the following, to which the PCC responded:

- Issues experienced with using the 101 service – this was a national problem and the PCC recommended the use of webchat which had been successful and the community alert system
- Welcomed the cybercrime priority – it had never been a strategic objective before but it was one now
- 20,000 additional police officers by 2023 – North Wales would not be a beneficiary of that programme until January 2023
- Proceeds of crime – there were a number of different agencies involved in that work and one pot of money was split between all of those involved
- People feeling safe in approaching police officers – work was being undertaken on a national level to ensure that officers were adequately

trained. Young men and boys were educated about behaviour and there was the SWAN programme to support women

- Presence of Police Community Support Officers (PCSO) at Town and Community Council meetings – recognised the importance of their presence at those meeting but they may be dealing with important issues – any issues the town or community council had could be reported at any time
- In England women could walk into a fire station if they felt they were in danger and were not near a police station – this could be explored. There was also the 'Ask Angela' scheme which was in operation in public houses
- Mental health was a big concern – a meeting had been held with Betsi Cadwaladr University Health Board on the development of a new mental health initiative
- North Wales crime rate was higher than South Wales and the English / Welsh average – the recording and reporting of those figures would need to be looked at
- Lack of response from PCSOs – would be raised with the Chief Constable but Members could also raise it with their Inspector
- Re-starting 'cuppa with a copper' – the PCC would ask the question
- Was a transcript of the webchat offered - the PCC would ask the question

A number of ward issues and operational matters were raised which the PCC said he would bring to the attention of the Chief Constable.

The Chief Executive thanked the PCC for his attendance at the Council meeting which was appreciated. He suggested that he attend again in 12 months to provide an update on the delivery of the plan and the commitments discussed. The PCC suggested that an option could be for him to return again as part of the induction programme for new Members following the election.

Councillor Ian Roberts also thanked the PCC for his attendance at the meeting and the way in which he dealt with, and responded to, questions.

Councillor Dunbar moved that the PCC be thanked for his attendance and that he be invited to speak to the new Council later in the year. This was seconded by Councillor Bithell.

RESOLVED:

That the PCC be thanked for his attendance and that he be invited to speak to the new Council later in the year.

79. **LOCAL GOVERNMENT AND ELECTIONS ACT 2021 UPDATE**

The Chief Officer (Governance) introduced the report and explained that, as in previous reports to Council, the Act was a significant piece of legislation which encompassed a number of issues. It was large, with 170 sections and 14 schedules, which reflected its lengthy gestation period. Some aspects of the Act reflected what

Flintshire, as a best practice authority, was already doing. For other parts, officers would do the necessary work to implement them within the prescribed timescales.

Much of the Act had been brought into effect, although some key provisions would be implemented from 5th May 2022, to correspond with the date of the next Local Government Elections.

An officer working group had been established to ensure the Act was implemented in full and it would report from time to time to the Constitution and Democratic Services Committee and County Council.

Progress made to date was detailed in the appendix to the report.

The recommendations in the report were moved by Councillor Phillips seconded by Councillor Ian Roberts.

RESOLVED:

(a)   That the Council be assured by the briefing report; and

(b)   That Council notes the constitutional and other implications of the Act, and that these are being worked on by the Local Government and Elections Act 2021 Implementation Working Group of officers, led by the Chief Officer (Governance);

80.   **TREASURY MANAGEMENT MID-YEAR REPORT 2021/22**

The Corporate Finance Manager introduced the report which presented the Treasury Management Mid-Year Report 2021/22 for approval.

At a meeting of the Governance and Audit Committee on 17th November 2021 Members reviewed the Mid-Year report and recommended it to Cabinet. Cabinet received the Mid-Year report on 18th January 2022 and recommended to Council for approval.

Councillor Johnson thanked the Corporate Finance Manager and his team for the work done on the report, and for the Treasury Management training provided to Members.

Councillor Peers commented on the annual interest on long term borrowing and said it needed to be reduced as much as possible as it was currently over £1m a month.

Councillor Bithell asked with inflation being over 4% at the moment, could that result in a rise in interest rates. The Corporate Finance Manager explained that the Council was in constant contact with its advisors on the economic forecast moving forward as there was a chance interest rates could rise and have an impact on the Council's borrowing. However, when borrowing costs were budgeted, they were done so prudently for that reason.

The recommendations in the report were moved by Councillor Paul Johnson and seconded by Councillor Ian Roberts.

RESOLVED:

That the Treasury Management Mid-Year Report 2021/22 be approved.

81.   **AMENDMENTS TO THE PLANNING CODE OF PRACTICE**

The Chief Officer (Governance) introduced the report and explained that in April 2021 Council updated the Protocol for Meeting Contractors as part of the review of the Council's Constitution. The parts of the Protocol relating to dealings with contractors/developers and other third parties who may be bidding for, or seeking a contract with the Council, were amended. Council resolved that the parts of the Protocol dealing with contact with developers be moved to the Planning Code of Practice (PCoP) to avoid duplication.

The Head of Legal Services explained that it resolved that parts of the Protocol for Meetings with Contractors that provided advice in respect of Developers should be contained in the PCoP and that the PCoP updated accordingly.

At the Council meeting in April 2021, which approved the updated Protocol, Members also requested that advice be added to the PCoP around the pre-application consultation process.

The Planning Strategy Group (PSG) considered the above proposed changes and a number of additional alterations to the PCoP were requested that they felt would be of assistance to Members involved in the planning process.

On 5th July 2021 the Standards Committee proposed some further additional amendments. The Constitution and Democratic Services Committee considered the proposed amended PCoP on 30th September 2021 and approved the proposed amended PCoP subject to some further alterations.

Councillor Bithell suggested on 8.1 – pre-application consultations, after the wording 'adjoining ward Member will be invited to attend', that the following wording be added 'when the application significantly affects the neighbouring Members ward'. The Head of Legal Services confirmed that the suggestion was consistent with the rest of the document. In response to a question from Councillor Peers, the Head of Legal Services explained that the decision on that would happen organically as part of the process.

In response to a question from Councillor Hardcastle, the Head of Legal Services explained that section 9.3.5 related to site visits and brief notes being made on any points raised.

The recommendation in the report was moved by Councillor Phillips and seconded by Councillor Bithell.

RESOLVED:

(a)   That the alterations to the Planning Code of Practice as identified in tracked changes in the appendix be approved; and

(b)   That after the wording in section 8.1 'adjoining ward Member will be invited to attend', that the following wording be added 'when the application significantly affects the neighbouring Members ward'.

82.   **DECLARATION AND DISPOSAL OF LAND SURPLUS TO REQUIREMENTS**

The Chief Officer (Governance) introduced the report and explained that from time to time the Council would decide that it no longer required a piece of land, and would categorise it as "surplus to requirements". Such land was sold generating receipts that funded the capital programme.

It was important that the decision making for doing that included consultation with the relevant parties, especially where the property currently formed part of the education estate.

The process was not currently documented and it was proposed that a short process be included within the Constitution for clarity and transparency.

The recommendations in the report were moved by Councillor Phillips and seconded by Councillor Bithell.

Councillor Bithell asked who valued the land and the Chief Executive explained that it would depend on the piece of land and the most appropriate valuer would be used accordingly.

In response to a question from Councillor Tudor Jones, the Chief Executive said there had been occasions where an area of land for disposal was on a school site and in those instances disposal would be discussed with the school.

A discussion took place as to when ward Members became involved in land disposals. Members felt that it should be earlier in the process and Councillor Richard Jones moved an amendment of "that when a piece of land is declared surplus the local Member be informed".

Councillors Phillips and Bithell as mover and seconder of the recommendation accepted the proposed amendment which then formed part of the substantive motion.

In response to a comment from Councillor Roberts, the Chief Officer (Governance) explained that there were methods for accountability which could be reported through the Governance and Audit Committee annually on the value for which pieces of land had been sold.

In response to a question from Councillor Marion Bateman, the Chief Executive explained that current land for sale was on the Asset Register which was a public document.

RESOLVED:

That the proposed process for declaring and disposing of land that is surplus to requirements be included within the Constitution and that local Members be informed when a piece of land has been declared surplus. The disposal values would report annually to Governance & Audit Committee on the value for which pieces of land had been sold.

83. **PUBLIC QUESTION TIME**

    None were received.

84. **QUESTIONS**

    None were received.

85. **NOTICE OF MOTION**

    None were received.

86. **MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE**

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

    (The meeting started at 2.00 p. m. and ended at 4.20 p.m.)

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Chair

FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Thursday, 24 February 2022
Report Subject	Climate Change Strategy
Cabinet Member	Collective Responsibility
Report Author	Chief Officer (Planning, Environment & Economy)
Type of Report	Strategic

EXECUTIVE SUMMARY

In 2019 the Welsh Government called for the Public Sector to become carbon neutral by 2030. Following this declaration, Cabinet resolved in December 2019 to a Climate Change Strategy which would set key aims and actions for creating a carbon neutral Council by 2030.

The Climate Change Strategy details the Council's work undertaken so far; its baseline carbon emissions; areas that need to be progressed and projected future state should these actions be completed to propel the Council towards its net zero carbon / carbon neutral goal by 2030.

RECOMMENDATIONS	
1	That progress made in delivering carbon reduction measures to date is acknowledged.
2	That the Climate Change Strategy for 2022 – 2030 and its aims therein be endorsed.
3	That a briefing for new Members following the election be arranged to highlight the work undertaken to date and the commitments of the Council moving forward, and that the Climate Change Strategy forms part of the Member Induction Programme, and
4	That the Council's website be updated to include the Climate Change Strategy

REPORT DETAILS

1.00	EXPLAINING THE CLIMATE CHANGE STRATEGY
1.01	**Background:** In 2019, the Welsh Government declared a Climate Emergency in Wales, accepting the recommendations from the United Kingdom (UK) Committee on Climate Change and further setting ambitious plans for the public sector to be carbon neutral by 2030. In December 2019 Cabinet resolved to develop a Climate Change Strategy which would set key aims and actions for creating a carbon neutral Council. Work has been carried out to determine the Council's baseline carbon emissions, and from this, a strategy developed to decarbonise the Council's activities and services.
1.02	**Purpose:** The Climate Change Strategy (Appendix 1) sets out the Council's objectives and actions to move towards our net-zero carbon goal. The Strategy has been through an engagement process involving Members (though the Climate Change Programme Board), Officers, the public and our young people. The scope identified within this Strategy focusses on the changes and impacts that can be made directly by the Council to reduce both its own emissions and those of the wider County. The Strategy identified objectives and actions to reduce our direct carbon emissions, and then actions to reduce our wider emissions and those of the wider county.
1.03	There will be financial implications associated with these actions both within capital and revenue budgets. There have been external sources of funding available for specific decarbonisation activities and the expectation is that these sources will continue to be available to support the Council's aims. As actions within the strategy are further developed, and identification of necessary resources, business cases will support these investment needs.
1.04	By working to achieve these goals Flintshire County Council can make its contribution to tackling the climate emergency and a net zero Wales by 2050 as detailed in Climate Change (Wales) Regulations 2021. Furthermore, achieving the Council's own well-being goals and those within the Well-being of Future Generations (Wales) Act 2015. As climate change and the environment are intrinsically linked the Council will also deliver on its statutory duties within Environment (Wales) Act 2016 to maintain and enhance biodiversity.

2.00	RESOURCE IMPLICATIONS
2.01	Financial resource implications **Capital**: Business cases will be developed as appropriate to support investment in decarbonisation and / or carbon sequestration activities. **Revenue**: As above, business cases will also identify any revenue implications.
2.02	**Human Resources**: Project management support and specific decarbonisation roles situated within relevant portfolios will be necessary to embed decarbonisation across the Council and achieve our net zero carbon aims.

3.00	IMPACT ASSESSMENT AND RISK MANAGEMENT	
3.01	There will be significant reputational risk if the County Council is not seen to take a leadership role in moving towards carbon neutrality. Financial risk will be assessed on a project by project basis. A full integrated impact assessment has been completed, attached as an appendix to this report, which members are advised to read.	
3.02	**Ways of Working (Sustainable Development) Principles Impact**	
	Long-term	Positive: Decarbonisation of the Council's activities and services will require long term planning and a long term vision to ensure systems and services are fit for purpose as the climate changes as well as reducing the impact of harmful climate change through mitigation. Decarbonisation activities such as planting trees and developing renewable energy will have long lasting impacts over tens to hundreds of years. These activities also contribute to the climate change targets set by Welsh Government particularly Wales generating 70% of its electricity demand from renewable energy by 2030 and becoming a net zero carbon nation by 2050.
	Prevention	Positive: In order to avoid the harmful effects of climate change it is necessary for the Council to reduce its carbon emissions and increase the amount of carbon sequestered in its land assets. Carbon emissions caused by human activities are the main cause of climate change. Mitigating climate change will help to reduce impacts such as extreme weather causing flooding / extreme heat, loss of wildlife and habitats, increased pests and diseases, etc. Adapting to the impacts of climate change

		now will improve sustainability of our communities as the climate changes.
	Integration	Positive: Becoming net zero carbon integrates with the following priorities under the Council Plan; Green Council, Ambitious Council and Supportive Council. It integrates with the public service board objectives in the Environment priority of the Wellbeing Plan as well as the Smart Access to Energy project in the North Wales Growth Deal. It also integrates with the Environment (Wales) Act 2016 and Welsh Government's decarbonisation of the public sector agenda.
	Collaboration	Positive: The climate change programme offers multiple opportunities to work collaboratively both internally and externally – and this collaboration will determine the success of the programme. Collaboration with the following groups is needed to ensure decarbonisation is integrated into everything that the Council and the wider region does and plans for: - Welsh Government - Other public sector organisations such as local authorities, NRW, health boards, universities. - Private sector - Regional groups such as the North Wales Economic Ambition Board - Local Town and County Councillors - the local communities
	Involvement	Positive: If decarbonisation is to succeed and harmful climate change is to be avoided then everyone at a professional and personal level will need to be involved

Well-being Goals Impact

	Prosperous Wales	Positive: Reducing the Council's carbon emissions should enable strategic investment in projects and ways of working that could deliver savings or generate new income streams, therefore supporting delivery of local services. It should also facilitate the development of the low carbon economy through infrastructure projects, sustained tree planting, land management etc which can support local businesses and communities.

	Resilient Wales	Positive: Decarbonisation of the Council's activities and services will promote resilience through actions such as: investment in renewable energy infrastructure which helps to reduce reliance on imports from across Europe and the World and the associated price fluctuations, and increasing ecological resilience through enhancing biodiversity particularly on land with low ecological value. By planning for climate change adaptation the Council's services and its communities will also be resilient.
	Healthier Wales	Positive: Decarbonisation requires a shift to active travel, investment in green infrastructure, support for local and sustainable food sources, and development of renewable energy which are likely to promote healthier lifestyles, improved wellbeing and reduced health impacts from poor air quality.
	More equal Wales	Neutral; No impact identified
	Cohesive Wales	Neutral; No impact identified
	Vibrant Wales	Neutral; No impact identified
	Globally responsible Wales	Positive: Reducing the Council's carbon emissions to net zero helps to mitigate climate change and therefore contributes to the achievement of Welsh Government, UK Government and international climate goals.
3.03	Not anticipated to be any negative anti-poverty, equalities or environmental impacts of the scheme.	
3.04	**The Council's Well-being Objectives** Decarbonisation of the Council's activities will support the Green Council objective with a key impact of reducing carbon emissions mitigating climate change, for example, through the development of alternative and renewable energy production, promoting active travel, shifting to electric fleet vehicles, engaging with the supply chain and promoting a low carbon economy through the goods and services purchased. It can also contribute towards the success of other Council Wellbeing objectives such as 'An Ambitious Council' and 'A Caring Council' through providing local job creation and apprenticeships and therefore potentially reducing poverty through maximising residents' income and employability.	

4.00	CONSULTATIONS REQUIRED/CARRIED OUT
4.01	Consultation and engagement has been carried out both internally and externally.

	Internal workshops both with Academi and Members were carried out during 2019 and 2020 which identified work carried out to date and potential future projects to deliver on carbon aims.
	A public engagement period took place during October and November 2021 where the strategy's themes and proposed actions were offered for agreement and comment. Feedback from this exercise was very positive with further action suggestions put forward.
	A young person's engagement with schools was carried out striking the conversation on climate change and pupils submitted letters to their future selves on how they think the world will look in 50 years and what they hope has been achieved in that time to combat climate change.
	The feedback from the public engagement period was further developed in internal workshops with each of the portfolio areas across the Council's services. The Climate Change Programme Board and Officer Group carried out scenario planning to develop the interventions needed and the objectives and actions have been explored and reviewed with focus on wording and realistic timeframes.

5.00	**APPENDICES**
5.01	**Appendix 1** - Climate Change Strategy 2022 – 2030
	Appendix 2 - Appendix to Strategy – Climate Change Strategy Action Plan
	Appendix 3 - Integrated Impact Assessment

6.00	**LIST OF ACCESSIBLE BACKGROUND DOCUMENTS**
6.01	1. Prosperity for all – a low carbon Wales https://gov.wales/prosperity-all-low-carbon-wales

7.00	**CONTACT OFFICER DETAILS**
7.01	**Contact Officer: Alex Ellis – Programme Manager** **Telephone:** 01352 703110 **E-mail:** alex.ellis@flintshire.gov.uk

8.00	**GLOSSARY OF TERMS** **These are provided corporately on the Infonet (link) and maintained by the Executive Office**
	Capital Funding: Capital funding is usually utilised to acquire or improve a long-term asset such as equipment or buildings.

Carbon emissions: Used interchangeably with greenhouse gas emissions; meaning emissions of carbon dioxide, methane etc from human and natural activities and sources. Wider greenhouse gas emissions are collectively calculated into a 'carbon dioxide equivalent' displayed as CO_2e.

Carbon sequestration: the process involved in carbon capture and the long term storage of atmospheric carbon dioxide.

Decarbonisation: Reducing and ultimately eliminating carbon dioxide and other greenhouse gas emissions.

Net Zero Carbon: Balancing carbon emissions with carbon removal or simply eliminating carbon emissions altogether.

Revenue Funding: is utilised for items that will be used within a year. Examples include salaries, heating, lighting, services and small items of equipment. Routine repairs are revenue expenditures and can include significant repairs that do not extend the life of the asset or do not improve the asset.

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Climate Change Strategy 2022/23 – 2029/30

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Foreword

Foreword from Cllr Derek Butler/Chris Bithell/Sean Bibby/Neal Cockerton

Executive Summary

1.1 The climate is changing and while it has always changed through natural environmental processes, it is now widely accepted that human activity is affecting the climate on a scale that is having detrimental effects on all living things. The Paris Climate Change Agreement 2015 recognised the need to accelerate actions and invest to reduce impacts on the environment[1]. If we do nothing, the potential implications will be detrimental to our communities through risk to health and well-being, flooding, extreme heat, disruption to infrastructures in energy, transport and industry.

1.2 The Council supports the declarations made by Welsh Government for the Public Sector to become carbon neutral by 2030[2], and in Dec 2019 the Cabinet Members approved a motion to develop a clear Climate Change strategy which will set key aims and actions for creating a carbon neutral organisation.

1.3 The Council was responsible for greenhouse gas emissions of 46,434 tCO_2e in 2018/2019 from the services it delivers, the buildings it operates and the goods/services it purchases. There are a number of actions the Council can take to reduce its organisational greenhouse gas emissions and this document sets out the Council's first step goals and actions to become a net zero carbon organisation.

1.4 The theme objectives centre around buildings, mobility and transport, procurement, land use and behaviour. The actions identified within each of these themes have had input from Members, the public, and Council employees in order to deliver a pathway that is both ambitious and achievable with the right investment, resource, collaboration and leadership.

1.5 External funding will be available for carbon reduction projects, but the expectation is that capital and revenue investment will be necessary to realise this ambition. Further development of the Programme's action plan will estimate the level of investment needed for the interventions described and businesses cases for individual investment projects will be developed to demonstrate the potential financial savings both short and long term.

1.6 Adopting all current cost-effective or technically viable options to reduce carbon is unlikely to enable us to reach net-zero emissions by 2030, leaving an estimated 40% gap. These low-carbon measures may not yet be commonly available or cost or carbon effective; therefore it is vital that we are kept abreast of advances in technology and methodology.

1.7 To bridge the gap between emissions and net zero carbon, offsetting measures such as tree planting will be necessary, while also supporting the quality and range of biodiversity and implementing natural flood risk measures. The Council will need to determine its approach to this prioritisation within its land assets.

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[1] United Nations (2015), *The Paris Agreement*. https://www.un.org/en/climatechange/paris-agreement
[2] Welsh Government (2019), *Prosperity for All: A Low Carbon Wales*. https://gov.wales/low-carbon-delivery-plan

1.8 The Council recognises it has a contribution to make towards the 'Team Wales' target[3] of a net zero public sector and therefore will use the learnings from the first two years of this strategy to re-inform further actions, bridge the gap to net-zero, and address the successes and failures in emissions reductions. The net zero target for the public sector will be on a 'Team Wales' basis meaning carbon positive organisations will balance with residual emissions of other Public Bodies, but this does not remove the Council's responsibility to plan for net zero.

1.9 The impacts of climate change are already upon us, and it is vital that future thinking is developed to consider climate change adaptation within flood risk, building construction, access to green space, the travel network and increasing local green skills.

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[3] Welsh Government (2020), *Team Wales approach to tackle climate change.* https://gov.wales/team-wales-approach-tackle-climate-change

The Climate Emergency

2.1 Global heating is expected to generate significant sea level rises and more frequent and heavy extreme weather effects. The actual impacts of the climate crisis can already be seen in terms of storms, flash flooding and drought, causing water damage, surface water drainage issues, and destruction of aged green spaces resulting in increased maintenance of roads, buildings, flood defences and loss of ancient woodland. This threatens human life, as well as access to adequate energy, water, food and housing as essential human requirements for effective health, wellbeing and future resilience. A more heated and unstable climate also affects the natural environment and is a risk to the health and diversity of wildlife and ecosystems.

2.2 There is now unprecedented political recognition of the global Climate Emergency. The Intergovernmental Panel on Climate Change detailed the need to limit the increase in global temperature to 1.5°C above pre-industrial levels in order to prevent a public health catastrophe[4]. This is currently predicted to occur between 2030 and 2052 if the current rate of change continues.

2.3 The signing of the Paris Climate Change Agreement by 189 countries legally-bound their commitment to act to limit global temperature rise.[5] The Climate Change Act 2008 gives specific targets around carbon reduction for the UK. Climate Change (Wales) Regulations 2021 proposes further increases to Wales' climate targets in response to recommendations from Climate Change Committee (CCC) with interim targets and a final net zero nation by 2050[6].

2.4 In 2019, the Welsh Government declared a Climate Emergency in Wales, accepting the recommendations from the UK Committee on Climate Change and further setting ambitious plans for the public sector to be carbon neutral by 2030. 'Prosperity for All: A Low Carbon Wales'[7] sets out Welsh Government's approach to cutting carbon emissions and the recent document 'Welsh Public Sector Net Zero Carbon Reporting Guide' details the principles and priorities for the reporting approach for the public sector.

2.5 There are a number of different Greenhouse Gasses (GHG) that affect global warming and in order to use a single number to 'group' these gases, they are converted into equivalent amounts of carbon dioxide – often seen as CO_2e.

2.6 As we are already experiencing the effects of climate change it is important that we look proactively to adapt to these impacts by adopting future thinking. This applies to the design and materials used in buildings, flood investigation and mitigation, renewable energy generation, access to green spaces and protection of the natural environment.

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[4] Intergovernmental Panel on Climate Change (2020), *Special Report – Global Warming of 1.5C.* https://www.ipcc.ch/sr15/

[5] United Nations (2015), *The Paris Agreement*. https://www.un.org/en/climatechange/paris-agreement

[6] Welsh Government (2021), *Climate Change Wales Regulations 2021.* https://gov.wales/climate-change-wales-regulations-2021-integrated-impact-assessment-html#section-62452

[7] Welsh Government (2019), *Prosperity for All: A Low Carbon Wales*. https://gov.wales/low-carbon-delivery-plan

2.7 On 30 June 2021 the Welsh Parliament further declared a nature emergency following research showing how fragile many species and ecosystems are due to habitat loss, pollution, invasive non-native species and climate change. This called for statutory targets to be set to stop and reverse any decline in biodiversity.[8]

2.8 The Council has been committed to reducing carbon emissions and managing and enhancing biodiversity for some time, however the importance of the link between climate change and nature recovery brings this work to the fore and therefore both areas must work together to reduce the impact we are having on our planet.

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[8] Cynnal Cymru (2021), *Wales declares nature emergency.*. https://cynnalcymru.com/wales-declares-nature-emergency/

How this strategy was developed

3.1 Flintshire County Council supports the declarations made by Welsh Government and in Dec 2019 its Elected Members approved a motion to develop a clear Climate Change strategy which will set key aims and actions for creating a carbon neutral organisation.

3.2 During 2020 and 2021, the Council performed a number of engagement workshops with Members and Officers, identifying accomplishments made within carbon reduction, and proposals for future ideas to reach the net zero carbon goals.

3.3 In line with Welsh Government guide 'Net Zero Carbon Status by 2030: A route map for decarbonisation across the Welsh Public Sector' the plan is split into four themes of Buildings, Mobility & Transport, Procurement and Land Use.[9] It was agreed to incorporate a fifth theme of Behaviour which will integrate within the other themes through communication, engagement, instruction and training.

3.4 The Council ran a public engagement period through October and November 2021 which described the work carried out to date in each of the themes and asked for feedback on the proposed next steps to achieve net zero carbon by 2030. During this period an engagement activity was also carried out with primary and secondary schools. This activity asked our young people to write a letter to their future selves about the world in 50 years and what they hope has been achieved in that time. A selection of excerpts from these letters are included throughout this strategy.

3.5 The feedback from this engagement period was further developed in internal workshops with each of the portfolio areas across the Council's services. This was supported by both the Climate Change Programme Board and Officer Group where scenario planning explored changes in both policy and process to deliver on our aims.

3.6 The scope identified within this strategy focusses on the changes and impacts that can be made directly by the Council to reduce both its own emissions and those of the wider county. The strategy is portioned with objectives and actions to reduce our direct carbon emissions, and then actions to reduce our wider emissions and those of the wider county.

3.7 It is clear that further progress in reductions can only be achieved through support and engagement of both the wider community and Welsh and UK governments.

3.8 The strategy was then presented to Cabinet Members in February 2022 for adoption.

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[9] Welsh Government (2021), *Net Zero Carbon Status 2030: Public Sector Route Map.* https://gov.wales/net-zero-carbon-status-2030-public-sector-route-map

4.1   Other Council Strategies that link to Climate Change Ambitions

- The Council aims to deliver a policy-led approach that incorporates the Well-being of Future Generations (Wales) Act 2015 and Environment (Wales) Act 2016.
- The Council's Corporate Plan outlines key priorities across its services.
- Renewable Energy 10 year Action Plan
- Air Quality Management Plan
- Biodiversity and Ecosystem Resilience Duty Delivery Plan (Sec 6 Environment (Wales) Act 2016)
- Urban Tree and Woodland Plan
- Local Development Plan
- Procurement Strategy
- Fleet Strategy
- Integrated Transport Strategy
- North Wales Joint Local Transport Plan
- Waste Management Strategy
- Housing Strategy & Action Plan
- Digital Strategy
- Clwydian Range and Dee Valley AONB Management Plan
- Active Travel Plan
- 21st Century Schools Investment Programme

Flintshire County Council's Carbon Footprint

5.1 Flintshire County Council has, over a number of years, committed to the reduction of carbon emissions through proactive carbon reduction strategies. During this period, approximately 60% of the Council's carbon emissions from energy sources have been reduced through proactive programmes including conversion of street lighting to LED, utilising energy efficiency measures across its assets, and leading the way with renewable energy schemes such as solar and methane capture.

5.2 The Council now identifies that this strategy needs to be widened to encompass all carbon emissions from the Council's assets and services and has therefore committed to become net zero carbon by 2030. This will look to decarbonise Council operations and promote the protection and enhancement of the county's natural environment. Following the link between the decline in nature and climate change it is important that the climate change strategy includes the protection of our ecology and biodiversity.

5.3 The Council's Cabinet Members approved a motion to develop a clear Climate Change strategy which will set key aims and actions for creating a carbon neutral organisation.

5.4 While the Council is committed to significantly reduce its carbon footprint, it recognises that however carbon efficient its assets and services become, there will still be a residual footprint of carbon that cannot be eliminated. Due to this, the carbon that cannot be removed must be compensated for through generation of renewable energy and carbon offsetting by, for example, tree planting. By generating renewable energy that is then utilised by the Council, we can reduce emissions associated with using energy from the grid.

5.5 The scale and scope of this strategy is informed by a number of key constraints including: wider financial constraints, COVID-19 recovery, changes in Government policy and planning policy, and funding availability e.g. Feed In Tariffs and Green Deal finance. More changes will emerge and it is vital for the Council to remain informed of emerging policy and financial change to support the wider climate change agenda. This strategy sets out the key actions that will impact out next steps in carbon reduction. The strategy will be reviewed in 2024/25 to review learnings, address successes and failures and adjust actions in line with emerging technologies and methodologies.

5.6 Achieving the aspirational targets set out in this strategy will require the Council to work with neighbouring Councils, Welsh government, other public sector organisations, Universities, local businesses and voluntary and community groups to work in partnership. The Council calls upon these stakeholders to collaborate with us to capitalise on opportunities and resources, in order to maximise our collective efforts to minimise greenhouse gas emissions from Flintshire. Only through working together can we achieve the required reduction in emissions needed to avert dangerous levels of climate change and achieve net zero carbon as a wider-nation by 2050. The Council has already shown leadership in partnership with development of Parc Adfer waste to energy facility, and continues to work closely with North Wales Economic Ambition Board, Public Service Board and others.

Baseline

6.1 Everything we do has an effect on the environment we live in; from burning fossil fuels for heating to collecting kerbside waste and recycling. Flintshire County Council reports its carbon footprint to Welsh Government as tonnes of carbon dioxide equivalent (tCO_2e) within its organisational and operational boundaries. This plan relates to the Council's internal operations which are:

- Buildings owned and operated by the Council including offices, depots, schools, community centres, care homes, public conveniences and street lighting. This includes heating, electricity and water use within these facilities.
- Fleet vehicles owned by the Council,
- Business travel for work,
- Employee commuting,
- Procurement of goods and services.

6.2 The scope excludes:

- Domestic properties,
- Buildings owned by us that are leased out and operated by third parties,

6.3 In order to establish where we are and where we need to be, we first need to look at our baseline figures. In 2018/19 we were able to capture the data set out below. Figure 1 below shows a breakdown of GHG emissions by emission source for 2018/19.[10]
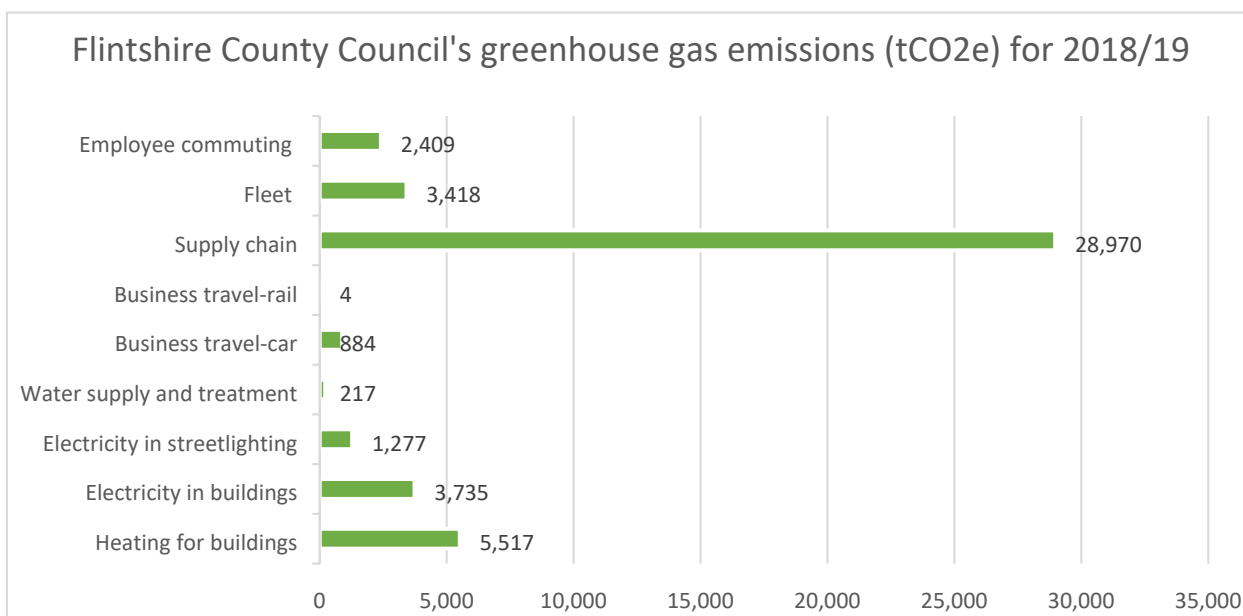
Figure 1: Flintshire County Council's GHG emissions for 2018/19 baseline

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[10] *It should be noted that the data has been collected using the best available methods at that time, and therefore the expectancy is that data accuracy will improve with emerging methodologies.*

6.4 As these figures suggest, the biggest contributors to the Council's carbon footprint in 2018/19 were:
- Supply chain; procurement of goods and services: 62%
- Heating for buildings: 12%
- Electricity in buildings: 8%
- Fleet: 7%
- Employee commuting: 5%[11]

6.5 The Council produced 1,664 tonnes of waste in 2018-19 from its operations, however all waste collected by the Council, including operational waste, was either recycled or sent to energy from waste plants for incineration when it cannot be recycled. All green waste is composted. Therefore the only carbon emissions related to waste are included in the 'Fleet' data through waste collection vehicles.

6.6 Supply chain; procurement of goods and services equates to 62% of our baseline carbon emissions total. The Council understands that there are actions that can be taken to reduce these emissions through decision making processes and supplier engagement, however this figure will only see significant reductions if the appropriate investment, policy and infrastructure is provided and developed by the Government.

6.7 From this data we understand that our baseline carbon emissions for 2018/19 were 46,434 tCO2e.

6.8 In 2018/19, the Council reported an estimated 1,500 tCO_2e absorbed from its land assets. However, this figure has been estimated based on two specific land types – grassland and woodland/forest – with a common value factor used to determine the absorption of carbon. As yet, no formal baseline figures have been calculated for our land assets to determine more accurate absorption figures and therefore this action is a priority in realizing the true benefits of our land to both carbon sequestration and wider habitat richness.

6.9 The 2018/19 carbon absorption total can be removed from our emissions total as a 'carbon offset'. Therefore to meet our net zero carbon goal, the total carbon emitted by the Council, minus the total carbon absorbed from Council owned and operated land, must equal zero by 2030. In 2018/19 the balance of carbon emissions was 44,934 tCO_2e.

6.10 The Council now has carbon emission data for three financial years as shown in Figure 2 below. The total carbon emissions for 2019/20 saw a 1% reduction on the 2018/19 baseline. The total carbon emissions for 2020/21 saw a 17% reduction on the 2018/19 baseline. This is further to the reductions already made within the former carbon reduction strategy 2009 – 2021.

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[11] *Note this data has a high level of inaccuracy due to the calculation methodology used*

6.11   Emissions reductions in 2020/21 were made across most sources but most significantly within mobility and travel, electricity in buildings and electricity in street lighting. The former are the result of changes in work pattern due to the global COVID-19 pandemic. The latter is a result of change of use and investment in energy efficiency measures in buildings and the recent conversion of street lighting to low energy LEDs.

Figure 2: Flintshire County Council GHG emissions for 2018/19 baseline by emission source

Flintshire County Council's Carbon Neutral Pathway

7.1 Flintshire County Council's emissions pathway has been mapped out between 2018 and 2030 demonstrating:
- Business as Usual (BAU) - the expected emissions should no further action be taken to decarbonise.
- Decarbonisation Pathway – a targeted decarbonisation scenario based on the actions detailed within this Strategy.
- Net zero – a best case scenario decarbonisation path if resources were unlimited, to show the gap to net zero for the Council.

Emission reduction of 18,000 tCO$_2$e

Gap to net zero 20,000 tCO$_2$e
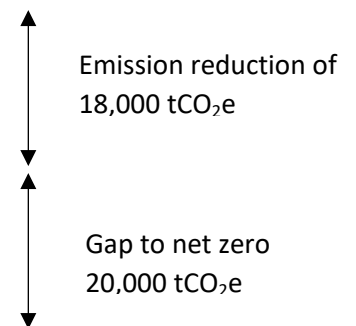
Figure 3: Flintshire County Council's projected emissions to 2029/30

7.2 The reduction in emissions for 2020/21 were fairly significant and due to accelerated change in response to the COVID-19 global pandemic. The changes made were already in plan but travel and social restrictions advanced these so that business operations and services could still deliver. The Council is confident that the reduction in emissions can largely be maintained but the accelerated reduction in 2020/21 will be difficult to maintain over the 8 year duration to 2030.

7.3 Figure 3 shows the decarbonisation pathway of predicted emission reductions based on delivery of the actions within this strategy. When compared to a Business As Usual scenario where no changes are made we could see an 18,000 tCO$_2$e reduction in emissions by achieving the aims within. The objectives and actions described in the next section have potential to fulfil this reduction in emissions.

7.4 However, this still leaves a 20,000 tCO2e gap to zero by 2030. These remaining emissions will mainly come from:
- Buildings that are not suitable for retrofit of energy efficiency measures or renewable energy and therefore retain a higher energy consumption.
- Employee commuting / business travel where using non-fleet vehicles that are not ultra-low emissions.
- Supply chain; procurement of goods and services.

7.5 Some of this gap can be filled by utilising carbon offsetting to absorb and store carbon so investment in this area is crucial.

7.6 The current methodology to determine emissions from supply chain/procurement is based on the value of goods/services. Due to this, for as long as we are spending money within specific 'higher carbon' areas, the assumption is that our emissions are relative to the value of those spends. This makes reductions of emissions from supply chain difficult to accurately quantify and difficult to manage.

7.7 There are actions that we can take to improve emissions from supply chain/procurement – for example weighting tendering processes based on lower carbon emissions (local supply/low energy construction or delivery). However, significant change can only come from this area with improved emissions methodologies that better represent real emissions and better legislation/regulation/investment in local green skills. Due to this, and the fast developing changes in climate change best practice, we can only effectively plan up to three years ahead. In 2024/25 the decarbonisation pathway will be reviewed in light of these changes.

7.8 The four themes identified within Welsh Government's 'Net Zero Carbon Status by 2030: A route map for decarbonisation across the Welsh Public Sector' are Buildings, Mobility & Transport, Procurement and Land Use.[12] Land Use has a negative impact as it absorbs carbon dioxide and is therefore not included in the following charts.

7.9 Based on reductions from 2018-21, and considering the impacts of actions detailed within this strategy that we can deliver in coming years, we estimate that carbon reduction in each of the themes will look as per Figure 4. This demonstrates the predicted balance of emissions remaining within each theme – most significantly Procurement.

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[12] Welsh Government (2021), *Net Zero Carbon Status 2030: Public Sector Route Map.* https://gov.wales/net-zero-carbon-status-2030-public-sector-route-map
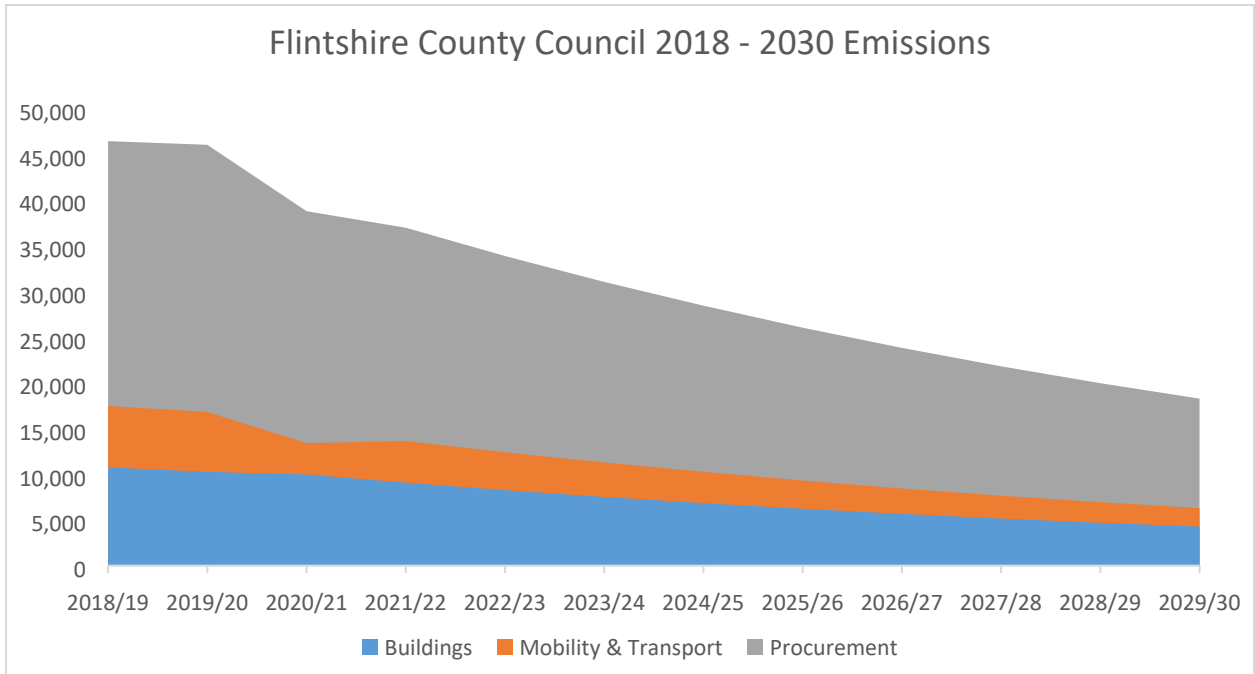
Figure 4: Flintshire County Council Forecast Emissions 2018-2030

7.10   Figure 5 below shows where we are now and the milestones we hope to reach between now and 2030. We are currently aiming for a 60% emission reduction in Buildings, 80% emission reduction in Mobility & Transport and 60% reduction in Procurement.

Theme	Baseline tCO$_2$e	Reduction		
	2018/19	2020/21	2024/25	2029/30
Buildings	10,747	8%	35%	60%
Mobility & Transport	6,716	49%	50%	80%
Procurement	28,970	12%	30%	60%

Figure 5: Flintshire County Council Carbon Emission Milestones to 2030

7.11   To achieve these milestones we will set interim targets in each theme which will allow us to identify success and areas that need additional attention.

Carbon Neutral Council by 2030

8.1 The Council has identified aims within each of the key objective themes. Each of these objectives has a number of wide-ranging actions. The reduction aims are based on the 2018/19 baselines for each theme.

Net Zero Carbon by 2030

Buildings: 60% reduction in emissions by 2030 and adaptation measures

- Cut emissions from heating and electricity in new and existing Council buildings,
- Design buildings for net zero carbon, adaptation and biodiversity
- Investigation and alleviation of floods
- Invest in renewables

Mobility & Transport: 80% reduction in emissions by 2030

- Convert fleet to electric/ alternative fuels
- Invest in electric charging infrastructure
- Deliver employee schemes in cycles and ultra low emission vehicles
- Support agile working practices

Procurement: 60% reduction in emissions by 2030

- Ensure carbon is included throughout the procurement process
- Work with our suppliers to develop carbon neutral working practices

Land Use: increase carbon absorption and maintain biodiversity

- Calculate accurate baselines for carbon absorption and habitat richness are achieved
- Further develop carbon absorption and enhancement of habitats
- Further develop renewable energy opportunities

Behaviour: climate change is considered in all decision making, Members and employees are trained and aware of their responsibilities

8.2 Given the scale, complexity and urgency of responding to climate change, it is proposed that the 'Action Plan' is seen as something that is iterative in nature. While setting out the medium to long term roadmap to carbon neutrality, it is also likely that an annual update will be needed, to capture the rapid changes being delivered under the Action Plan, and to ensure it is reflective of the likely rapidly changing national and international context.

Objective One – Buildings

9.1 In 2018/19, Council owned buildings produced 10,747 tCO_2e. These emissions came from direct burning of fossil fuels for heat, electricity and water use in buildings and energy used to power street lights. Since 2009 a number of programmes have been completed to reduce these emissions from our offices, schools, leisure centres and care facilities. However to achieve carbon neutrality we need to reduce the emissions even further while also considering the impacts of buildings on biodiversity.

9.2 **To achieve our 60% emissions reduction in buildings by 2030 we will aim for 9% reduction each year to 2029/30.**

9.3 **Progress to date:**

- In 2009 the Council developed a carbon reduction strategy to reduce emissions from energy related carbon by 60% by 2021. This strategy saw the delivery of many effective and innovative projects across the county including:
- Installation of low carbon and renewable energy systems in over 50 of the Council's buildings including offices, schools and leisure centres. Technologies include solar PV, solar thermal, wind turbines, heat pumps, biomass boilers and combined heat and power.
- Non domestic energy generation systems met approximately 10% of the Council's energy demand in 2018-19.
- Investment in innovative technologies such as transpired solar collectors and battery storage.
- Delivery of an annual programme of energy efficiency measures, such as building fabric insulation, draught proofing, new boilers, new heating controls, lighting upgrades etc in the Council's non domestic buildings since 2008.
- Investment and delivery of energy efficiency improvements in Council housing through the Welsh Housing Quality Standard and Welsh Government/UK Government schemes such as NEST, Arbed, Warm Homes Fund and Eco (including improvements of private households).
- Rationalisation of Council estate moving employees to a modern, more energy efficient building in Ewloe.
- Building and renovating fit for future schools through the 21st Century Schools Programme, with new school buildings funded through this programme required to be Net Zero Carbon.
- Replacement of the Council's streetlighting with LED lamps which use significantly less electricity.
- Installation of low carbon and renewable energy systems in its own housing since 2009 including solar PV, ground and air source heat pumps and battery storage. There are now over 700 homes with solar PV and the Council was one of the first authorities to trial the combination of air source heat pumps, solar PV and battery storage.
- The Council saw further reductions from building emissions during 2020/21's COVID-19 pandemic where building occupancy and services were reduced to protect local communities.

9.4 Future actions

- The Council acknowledges that return of services and investment in some areas, e.g. EV charging infrastructure, will increase our demand for energy and therefore further investment around renewable energy generation is necessary within our buildings and assets and land use.

We will:

- Ensure all Council buildings and schools *(excluding housing)* are included in a green energy tariff by 2025.
- Further review the rationalisation of our building assets and leases in reflection of our new ways of working.
- Improve the standard of energy efficiency in our existing buildings and engage with building users to encourage positive behaviour change.
- Design and refurbish buildings for carbon neutral / low energy operation, biodiversity net benefit and adaptation to the impacts of climate change.
- Support schools to reduce operation's emissions.
- Ensure green infrastructure is considered throughout all existing Council assets and future schemes, e.g. allocation of green space, green roofs, habitat creation.
- Continue to carry out flood investigation and alleviation to identify proactive mitigation measures & prevent recurrent flooding
- Prioritise nature based solutions to flooding remediation proposals
- Explore feasibility for rainwater harvesting within Council assets, particularly on high water usage sites.

Further measures of success and timescales can be found in Appendix 2

Objective Two – Mobility & Transport

10.1 Reducing emissions from Council owned fleet, business travel and employee commuting. Emissions from mobility & transport remain a consistent source of carbon emissions with 14% of total emissions being reported in 2018/19. We know that technologies around electricity and hydrogen fuelled vehicles is improving and we need to ensure that we do not fall behind in this area.

10.2 **To achieve our 80% emissions reduction by 2030 we aim to reduce our emissions by 9% each year to 2024/25 and then increase to 10% per year up to 2029/30.**

10.3 **Progress to date:**
- The Council's fleet meets the Euro 6 standard and therefore has the lowest emissions possible for diesel vehicles.
- Delivery of safer routes in the community schemes around schools, encouraging children with their families to walk and cycle to school offering improved road safety, reduced air pollution and congestion whilst also improving peoples' physical and mental health.
- Developed community based transport options when commercial bus services have been withdrawn.
- Developed and delivered active travel routes across the County.
- These projects have helped to reduce our carbon emissions from mobility and transport by 49% in 2020/21 compared to 2018/19 baseline. We anticipate that our emissions could increase with the reintroduction of services across the county and therefore are committing to a variety of actions.

10.4 Future actions:
We will:
- Complete the review of the current fleet contract to fulfil transition to ultra-low emission vehicles (ULEV).
- Review fleet policy with consideration for charging of vehicles.
- Learning from accelerated change due to COVID-19, review and implement policies and initiatives that support the reduction of carbon emissions from business mileage. Continue to implement and develop agile working practices to reduce employee journeys and utilise virtual meetings.
- Trial two electric recycling vehicles from early 2022.
- Introducing two electric buses to serve local travel arrangement in Buckley and the Deeside Industrial Park & Ride facility on Zone 2.
- Ensure vehicle charging points are available at key areas across the county - rural and urban.
- Transition fleet vehicles to electric and alternative fuels (hydrogen, etc)
- Facilitate a car sharing forum for employees – once measures post-COVID-19 are reviewed
- Actively promote the existing employee cycle to work scheme to increase participation and review cycle storage facilities at principle work places
- Promote and launch a managed salary sacrifice scheme for low and ultra-low emission vehicles.

Further measures of success and timescales can be found in Appendix 2

Objective Three – Procurement

11.1   Current estimates by Welsh Government show that 60 - 81% of Public Sector organisations' operating budgets are spent with Suppliers and Contractors. Flintshire County Council's own emissions from procurement represented 62% of total emissions in 2018/19. This has seen a 12% reduction in 2020/21 against the 2018/19 baseline. Due to this, the Goods, Services and Works provided by our Suppliers and Contractors emits a significant percentage of the carbon we generate.

11.2   This makes decarbonisation within the Council's commissioning, procurement and contract management processes a key player in influencing and reducing our emissions – however, there is an acceptance that external factors largely affect this and therefore we have reduced the target emissions reduction for this theme.

11.3   **To achieve our 60% emissions reduction by 2030 we aim to reduce our emissions by 8% each year up to 2029/30.**

11.4   **Progress to date:**
- The Council has a strong methodology established through our own TOMs (Themes, Outcomes & Measures) framework which uses social, economic and environmental factors within procurement operations.
- Joint procurement service with Denbighshire County Council which allows collaboration to maximise cost and efficiency savings.
- Review of Joint Social Value Procurement Strategy to provide consistency and ensure social, economic and environmental factors are not compromised.

11.5   Future actions:
    We will:
- Review of procurement strategy in line with the Council's carbon ambitions to ensure specific measures around carbon and biodiversity are embedded in procurement process.
- Ensure carbon reduction is appropriately considered throughout Council procurement policy, strategy, business cases, commissioning templates, tender evaluations, etc.
- Increase the utilisation of the TOMs (Themes, Outcomes and Measures) framework in procurement across the Council's operations by working with employees who manage procurement activities
- Work collaboratively with Denbighshire County Council to develop a toolkit to ensure all procurement exercises are awarded giving appropriate consideration to carbon reduction priorities and provide communication and training to all affected employees and suppliers
- Enable best practice for carbon offsetting schemes providing local place-based environmental outcomes, where required
- Support the local economy where possible
- Work in collaboration where procurement of goods and services can be utilised on a regional or joint basis

Further measures of success and timescales can be found in Appendix 2

12.1 We aim to increase carbon absorption and maintain biodiversity within our land assets.

12.2   The Council can utilise our land to support our carbon and biodiversity aims. We can do this through investment in renewable energy and planting schemes to support carbon absorption and improvement and maintenance of our biodiversity. The Council has worked on large scale projects to increase our renewable energy generation, however in order to reach our ambitious goals of decarbonisation more large scale projects will need to be developed.

12.3   It is unlikely that the Council will be able to reduce its annual GHG emissions to 1500 tCO_2e by 2030 (our current annual sequestration rate for our existing land assets). Therefore, once all opportunities to reduce GHG emissions have been completed/exhausted the Council will need to increase the annual amount of carbon sequestered in its land assets. This does not remove the Council's responsibility to aim for net zero carbon.

12.4   **Progress to date:**
- Own and operate two landfill gas engines which generate low carbon electricity and are now complemented by two solar farms. These power on site facilities as well as the nearby waste transfer station.
- The construction of an additional two solar farms, with a combined generation capacity of 3.5MW.
- The trial of different grass cutting regimes on the Council's verges and green spaces to encourage and enhance biodiversity.
- Development of a 15 year Urban Tree and Woodland Plan with the target of achieving 18% urban canopy cover by 2033. Objectives of the plan are to increase the amount of tree planting by specifically targeting urban areas with low canopy cover, ensuring existing canopy cover is managed sustainably, promoting biodiversity and working in partnership. The Council has been working with Community Groups, Natural Resources Wales and schools - planting trees in education and public land.
- Publishing of our "Supporting nature in Flintshire" biodiversity duty plan and are working to support biodiversity protection and improvement in Flintshire.
- Working with hundreds of businesses, volunteers, charities, schools and other organisations, across the region of North Wales, Shropshire and Cheshire removing litter from the banks and tributaries of the River Dee.
- Countryside Services manages over 40 sites of natural greenspace including Wepre Park and Greenfield Valley Heritage Park, 1,200 km public rights of way, 60 km of Welsh Coastal Path, events and education programmes, and brings in external grants of over £400k per year connecting people to nature.
- The Council has protected our 120 play areas and invested over £2m in partnership with town and community councils over the last 8 years as well as ensuring free open access to greenspace.
- Through collaboration with regional partners and Welsh Government, the Council has managed the construction of an energy from waste facility, Parc Adfer, which will create electricity for 30,000 homes from waste that cannot be recycled. It will also help to prevent waste from going to landfill.

- Through the same partnership all of the Council's food waste is taken to an anaerobic digester where it is used to produce electricity (via biogas) and liquid fertilizer, preventing food waste from going to landfill.
- All green waste is developed into compost at the Greenfield Waste Transfer Station.

12.5   Future actions:

We will:
- Identify current carbon storage capacity within Council assets through mapping habitat types
- Investigate the potential of our land assets for new renewable energy installations and operating models and develop these schemes to increase the amount of energy generated from these sources
- Undertake a study identifying land for habitat restoration and tree planting schemes within land assets to mitigate climate change and enhance biodiversity
- Audit the amount of herbicide and pesticide use on Council land assets
- Increase proportion of Council land managed for biodiversity
- Support the increase of tree canopy cover across the county in line with the Urban Tree and Woodland Plan.
- Assess impacts of Ash Dieback and tree planting within Flintshire assets on canopy cover and net carbon sequestration
- Increase area with reduced mowing regimes to enhance biodiversity and increase carbon storage
- Strengthen the monitoring of sustainable drainage systems (SuDs) installation and quality in new developments.
- Explore best practice policies and encourage provision of space for food growing in new developments and vacant and under used sites
- Review and improve recycling provision in Council offices, schools and public buildings and remove use of single-use plastics. Communicate and engage building users to utilise provision
- Support circular economy initiatives diverting reusable items from disposal through recovery at Household Recycling Centres
- Create guidelines for Council procurement of food in offices, schools, etc, to be local and sustainable

Further measures of success and timescales can be found in Appendix 2

Objective Five – Behaviour

13.1   Climate change is a behavioural change programme. Behavioural change is a large part of climate action and the success of both the Council's and the wider nation's climate ambitions hangs on all of our actions. Communication and engagement is key for ensuring the ambitions set out in this strategy are embedded within the Council's culture and ethos.

LEAD In our own operations	**ENABLE** A low carbon region with our programmes, policies and decisions	**INSPIRE** Businesses and residents to take climate action themselves

UNDERPINNED BY A STRONG STRATEGY

13.2   Supporting Council services to adapt to the impacts of climate change and decline in nature
        We will:
-   Ensure climate change and biodiversity is considered a priority in decision making across all Council services
-   Ensure Councillors and employees complete carbon literacy / introduction to climate change / biodiversity training. Inclusion of climate change within induction process.
-   Engage employees and Trade Unions to renew job descriptions to include climate change responsibilities
-   Facilitate transition towards a 'paperless Council' through, for example, digitisation of wage slips, report packs, contracts, applications, etc.
-   Facilitate corporate volunteering for climate and biodiversity action

Further measures of success and timescales can be found in Appendix 2

Flintshire County's Carbon Footprint

Flintshire county GHG Emissions

14.1   Flintshire county has seen an overall reduction in GHG emissions since 2005 as shown in Figure 6. The emissions during this time have had periods of increase specifically around 2011/12 and 2017/18.
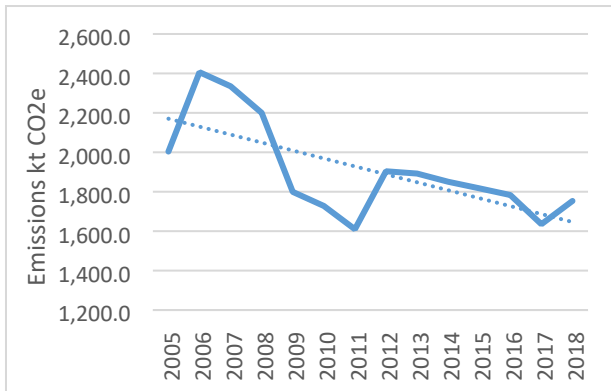
Figure 7: GHG emissions for Flintshire county 2005 - 2018 - Department of Business, Energy & Industrial Strategy.
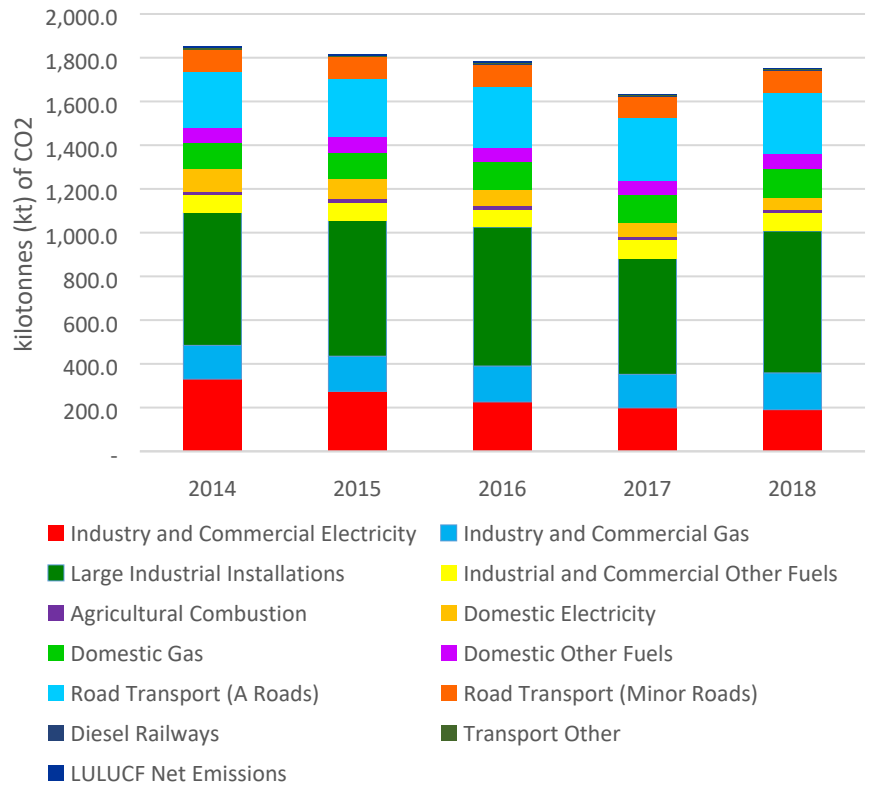
Figure 6: Breakdown of GHG emissions by individual sources for the period 2014-2018. LULUCF stands for land use, land use change and forestry and is the difference between what is absorbed by the land and what is emitted.

14.2   Figure 7 provides a further breakdown of the emission sources that contribute to the County's overall GHG emissions from 2014-2018.[13] Largest contributors to this footprint are large industrial installations and road transport. There are significant industrial areas in the county including Deeside, and the heavily used coast road also runs the length of the county.

14.3   Flintshire County Council is responsible for approximately 3% of the County's GHG emissions.

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[13] *most recent year data is available from Department of Business, Energy & Industrial Strategy*

How the Council can influence Flintshire County's emissions

14.4   There are a number of actions that can be taken by the Council to reduce GHG emissions from the wider county. Through its leadership role, the Council can steer and influence as well as inspire individual and collective action and responsibility. Many actions such as rolling out electric vehicle charging infrastructure require a joined up, common approach which can only be brought about through joint working across boundaries.

14.5   However, collaboration and partnership working will be vital as many GHG emission sources lie outside of the Council's control and will therefore require cross sector input.

Net zero		
Reduce	**Absorb**	**Inspire**
Cut emissions from: Buildings Fleet Business travel Staff commuting Waste Procurement	Sequester carbon through: New plantings Better management of Woodlands Peatlands Parklands	Influence others to bring about change across the county of Flintshire
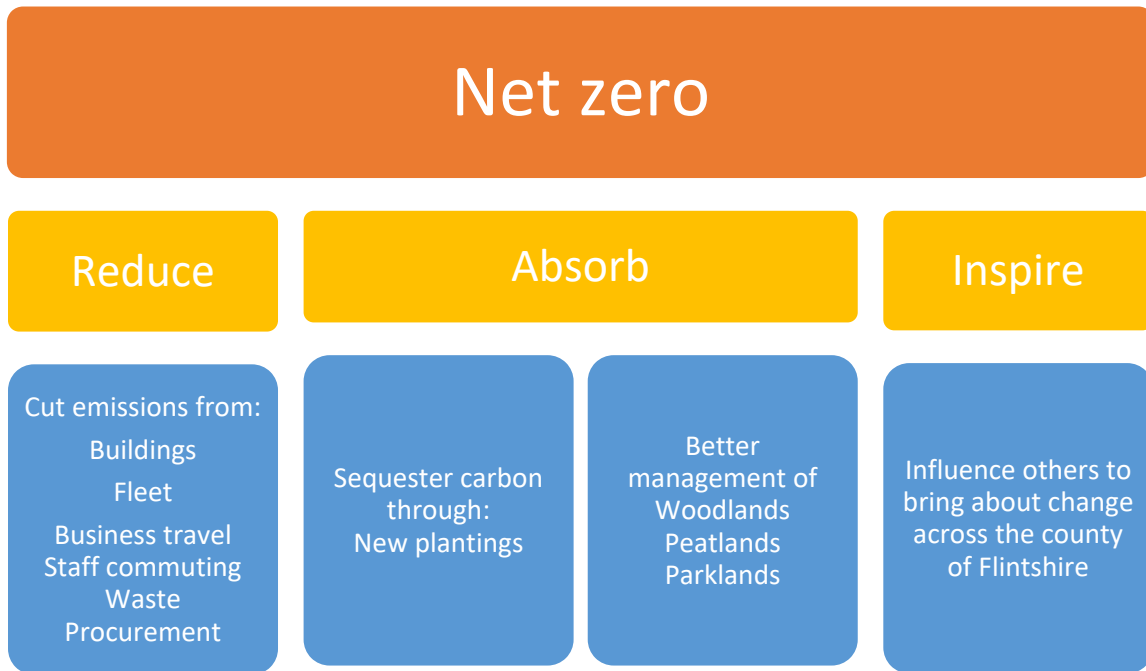
14.6   These are the actions within the key themes that do not contribute to our direct carbon footprint but that we can deliver in order to engage, influence and empower others.

15 Buildings:

Reducing energy consumption and emissions from homes and businesses in Flintshire by promoting energy efficiency measures, sustainable construction, renewable energy source, and behaviour change

- Develop plans for the decarbonisation of Council homes in line with Welsh Government guidance to ensure optimised thermal efficiency and minimised cost of heating
- Support Town & Community Councils to reduce operation's emissions and engage with our building users to encourage positive behaviour change
- Continue to deliver programmes with private households and local businesses to reduce fuel poverty and provide access to wider energy efficiency and renewable energy schemes.
- Provide support through Flood Risk Planning to businesses and households to better implement property flood resilience

16 Mobility & Transport:

- Reducing emissions from transport by promoting sustainable transport, reducing car travel and traffic congestion, and encouraging behaviour change
- Promote use of public transport, active travel, and further develop the Council's walking and cycling network
- Promote multi-modal transport journeys and the development of strategic transport hubs. Improve access to storage, charging and hiring facilities.
- Investigate further opportunities for reducing car use with consideration for local contexts and accessibility through ultra-low emission areas, car free zones and pedestrianised streets.
- Work with partners to enable greener fleet in the public transport sector (buses, rail, taxis) including Council contracted services such as school transport

17 Land Use:

- Supporting other landowners and the community to utilise green spaces and maximise carbon absorption.
- Work with Tenant farmers to share best practice on sustainable farming and increasing carbon absorption
- Explore best practice policies and encourage provision of space for community food growing in new developments and vacant and under used sites
- Undertake a land use strategy to ensure land is managed and protected for green infrastructure, decarbonisation and biodiversity benefit.
- Work with Tenant farmers to share best practice on sustainable farming, increasing carbon absorption and biodiversity value.
- Work with communities to increase biodiversity value and carbon storage
- Identify opportunities to acquire new Council land for the purpose of carbon sequestration and biodiversity enhancement

18 Behaviour:

- Supporting Council services, residents and businesses to adapt to the impacts of climate change
- Investigate the possibility of divesting pensions and other investment portfolios away from fossil fuels in support of green energy.
- Facilitate community events and activities to raise awareness of climate change and how to reduce carbon footprints.

Financial Implications

19.1   Flintshire County Council has invested greatly in carbon reduction over the last ten years and around £2.5 million has been invested in energy efficiency and renewable energy programmes through the interest free Salix invest-to-save programme. This investment, and the ongoing rationalisation of assets and agile working are producing financial and carbon savings in times of increasing energy prices.

19.2   Many Councils are under severe financial pressure with funding cuts over a sustained period reducing capacity for investment. However significant investment will be required if the Council is to achieve its goal of becoming net zero carbon by 2030. It is likely that resources will need to be diverted and increased to deliver on our ambition.

19.3   To deliver this strategy over the next 3 years it could cost several million with further investment needed up to 2030 and beyond. Some investment will be required through both capital and revenue to deliver on this ambition, however it should be noted that it is not expected that finance will be provided by the Council alone. External funding will be available from both Welsh and UK governments as well as other external bodies, but some capital funding will require match funding. These funding streams will need to be fully maximised to ensure net zero carbon is achieved. Restructuring of internal funds/budgets and use of prudential borrowing will be required to fund other projects.

19.4   Several actions within this strategy, for example pilot EV charging, already have committed funding either internally or from external sources such as Welsh Government. Energy related projects may be eligible for the Welsh Government Wales Funding Programme which offers 0% interest free loans to the public sector for energy efficiency and renewable energy projects. It may be that some of the proposed projects can be tied in with existing work streams, however additional capacity is likely to be required.

19.5   Further development of the Programme's action plan will estimate the level of investment needed for the interventions described and businesses cases for individual investment projects will be developed to demonstrate the potential financial savings both short and long term.

19.6   **Capital:** Business cases (and larger investment/capital decisions) will be developed as appropriate to support investment in decarbonisation and / or carbon sequestration activities.
Revenue: There is a recognition that project management support will be necessary to drive our move towards carbon neutrality**.** Business cases will also identify revenue implications.

Challenges & Opportunities

21.1   All sectors will need to work collectively to achieve climate change ambitions. This will require significant change in the way that we do things and the way we make decisions. It requires leadership at many levels and consultation both internally and with communities and businesses. General consumption will need to be reduced, land managed to better absorb carbon, longer-term planning of building homes to be adaptable to the changing climate and designing roads and transport infrastructure that is resilient to weather changes. Difficult decisions will need to be made, that are not always popular, so that we can ensure a prosperous and sustainable society for the future.

21.2   There are multiple benefits to the Council's net zero aims including health benefits due to cleaner air, warmer homes, increased walking and cycling and healthier diets. The local economy can grossly benefit from the investment in local energy and new green industries improving employment rates and social and financial deprivation. This will contribute towards the Council Wellbeing objectives 'An Ambitious Council' and 'A Caring Council' as well as the Well-being goals under the Well-being of Future Generations (Wales) Act 2015[14].

Figure 8: Well-being of Future Generations Act well-being goals for Wales. www.gov.wales/well-being-of-future-generations-wales

21.3   Flintshire County council will engage with the Government to call for increased commitment and resource to support the transition to net zero carbon. While there are actions that the Council can take to reduce its emissions; new legislation, regulation, policy and finance is required from the Government to reform to a carbon neutral society.

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[14] Welsh Government (2015), *Well Being of Future Generations (Wales) Act. (2015)*.
http://www.legislation.gov.uk/anaw/2015/2/contents/enacted

Measuring & Monitoring Impact

22.1   It will be crucial that the Council monitors and evaluates its progress to achieve the targets set out in this strategy. Therefore the Council commits to:

-   Measure and report carbon emissions from the Council's estate and activities each year to Welsh Government as part of its 'Welsh Public Sector Greenhouse Gas Reporting'.
-   Publish performance and progress against targets annually.
-   Continue to strengthen the accuracy of data collection through identification of gaps in process and emerging best practice.
-   Continue to develop climate change actions and delivery plans through continued engagement internally and externally.
-   Review the whole climate change strategy in 2024/25 to assess progress and areas for improvement, and align targets within the key priority areas.

Governance

23.1   The climate change strategy will be delivered as a programme of activities that is coordinated and managed centrally but has the input and involvement of all Council service areas and external partners.

23.2   Political steer for this programme will come from Cllr Derek Butler as Lead Member for Environment & Economy and Cllr Sean Bibby as Lead Member for the Climate Change Programme.

23.3   Programme progress will be monitored by the Climate Change Programme Board which is made up of representatives from each political party. This Board will be supported by Officer Groups for each theme with representation from each of the stakeholder portfolios. Progress reports will be received by the Environment & Economy Scrutiny Committee to deliver further development of the plan. Scrutiny of the programme is also available from Internal Audit as appropriate.

23.4   Key performance measures will be included in the Council Plan performance report.

Keeping others informed

24.1   We are currently developing both internal and external web pages specific to the climate change programme and the Council's progress in this area. This website will also include information and links to other sites to encourage individuals and organisations to calculate their carbon footprint and reduce their carbon emissions.

24.2   We are also developing a periodic news bulletin and you can opt in and out of this service by emailing direct to climatechange@flintshire.gov.uk

Appendix 1 - Glossary

Biodiversity: The variety of plant and animal life that make up our natural world or a particular habitat.

Carbon Dioxide Equivalent (CO_2e): the equivalent amount of carbon dioxide that would produce the same amount of global warming over a 100 year timescale.

Carbon Store: the amount of carbon stored in the natural environment such as soil, woodland, peatland etc. These may also be described as carbon sinks.

Climate Change Adaptation: Actions to help organisations and communities to prepare for the impacts of climate change.

Climate Change Mitigation: Actions to help reduce greenhouse gas emissions and therefore help to prevent further climate change.

Council assets: buildings and land owned by Flintshire County Council.

Decarbonisation: reducing the carbon intensity and greenhouse gas emissions of an activity or service or wider organization.

Direct Emissions: Emissions of greenhouse gases into the atmosphere from sources that are owned or controlled by an organization such as burning natural gas in boilers, burning petrol in owned company vehicles etc.

Green Infrastructure: A catch-all term to describe the network of natural and semi-natural features within and between our villages, towns and cities. These features range in scale, from street trees, green roofs and private gardens through to parks, rivers and woodlands. At the larger scale, wetlands, forests and agricultural land are all captured by the term.

Indirect Emissions: Emissions of greenhouse gases that are a consequence of the activities of the organization but occur at sources owned/controlled by another organization.

Lifecycle assessment: This is a cradle-to-grave or cradle-to-cradle analysis technique to assess environmental impacts associated with all the stages of a product's life, which is from raw material extraction through materials processing, manufacture, distribution, us and disposal.

Net Zero Carbon: Emissions of greenhouse gases are balanced by the removal of greenhouse gases from the atmosphere such as by trees, peatland and carbon capture and storage technologies.

Offsetting: A reduction in GHG emissions (e.g. wind turbines replacing coal) or an increase in carbon storage/GHG removal enhancement (tree planting, peatland restoration) outside of the GHG emissions boundary of an organisation that is used to compensate GHG emissions occurring within the organisation's boundary

Scope 1/2/3: Used to delineate direct and indirect emission sources to improve transparency and provide utility for organisations and climate policies. Scope 1 refers to direct greenhouse gas emissions from sources owned or controlled by the organization. Scope 2 refers to indirect greenhouse gas emissions produced from the electricity used by an organization. Scope 3 refers to all other indirect greenhouse gas emissions produced from the activities of an organization.

Sequestration: Removing carbon dioxide from the atmosphere and then storing it, usually through environmental processes such as photosynthesis, absorption by soil, oceans etc.

Welsh Public Sector Net Zero Carbon reporting guide: In response to Welsh Government's target of a carbon neutral public sector by 2030 a new Welsh GHG emissions reporting system has been developed whereby public sector organisations will report their GHG emissions annually to Welsh Government. Detailed guidance has been provided to support organisations in their calculations.

Appendix 2 - Action Plan to Net Zero Carbon

As separate document

Climate Change Programme Action Plan

Ref.	Theme	Action	Measures of success	Action Owner	Target start date	Expected duration
CCBu1	Buildings	All Council buildings and schools electricity delivered through a green energy tariff by 2025	% electricity supply from green tariff	Energy Unit, Valuation & Estates	2022	2 years
CCBu2		Review and rationalise building assets and leases considering new ways of working	Rationalised assets with potential reduction in emissions from energy use in under-used assets.	Valuation & Estates	2022	Ongoing programme
CCBu3		Improve the standard of energy efficiency within Council buildings through retrofit measures such as; insulation, glazing, installation of efficient / renewable heating systems, and reducing building electricity use.	% reduction in emissions from energy use in buildings. % reduction in emissions from electricity use in buildings.	Property Design & Maintenance, Energy Unit, Education & Youth	2022	Ongoing programme
CCBu4		Further explore renewable energy opportunities for Council buildings, council office car parks and depots	% energy generated and supplied to FCC from its own renewable generation assets	Energy Unit, Valuation & Estates	2022-23	Ongoing programme
CCBu5		Design and refurbish buildings for carbon neutral / low energy operation, biodiversity net benefit and adaptation to the impacts of climate change.	Specification and standard drawn and utilised.	Property Design & Maintenance, Energy Unit, Education & Youth	2022	Ongoing programme
CCBu6		Ensure green infrastructure is considered throughout all existing Council assets and future schemes	No. of green infrastructure schemes	Property Design & Maintenance, Natural Environment	2022	Ongoing programme
CCBu7		Continue to carry out flood investigation and alleviation to identify proactive mitigation measures & prevent recurrent flooding	No. of flooding incidents prevented No. of flood measures completed	Flood Risk Planning, Streetscene	Ongoing	Ongoing
CCBu8		Prioritise nature based solutions to flooding remediation proposals	No. of nature based schemes	Streetscene, Natural Environment	Ongoing	Ongoing programme
CCBu9		Explore feasibility for rainwater harvesting within Council assets, particularly on high water usage sites.	% decrease in water use from the mains source	Property Design & Maintenance, Energy Unit	2023	5 years

Ref.	Theme	Action	Measures of success	Action Owner	Target start date	Expected duration
CCBu10		Support schools and Town & Community Councils to reduce operation's emissions and engage with our building users to encourage positive behaviour change	% of schools and Town & Community Councils with carbon reduction plans.	Energy Unit, Economic Development, Climate Change	2022	Ongoing programme
CCBu11		Develop plan for the decarbonisation of Council homes in line with Welsh Government guidance to ensure optimised thermal efficiency and minimised cost of heating	Decarbonisation strategy and action plan completed and implemented. No. of houses improved	Housing Assets, Property Design & Maintenance	2022	Ongoing programme
CCBu12		Continue to deliver programmes with private households and local businesses to reduce fuel poverty and provide access to wider energy efficiency and renewable energy schemes.	No. of households receiving energy efficiency support No. of businesses that have been supported to reduce their carbon footprint	Economic Development	Ongoing	Ongoing
CCBu13		Provide support through Flood Risk Planning to businesses and households to better implement property flood resilience	No. of businesses supported No. of households supported	Flood Risk Planning	2024	Ongoing programme

Ref.	Theme	Action	Measures of success	Action Owner	Target start date	Expected duration
CCM1	Mobility & Transport	Review fleet policy with consideration for charging of vehicles.	Reviewed Fleet Policy	Fleet Services	2022	1 year
CCM2		Learning from accelerated change due to COVID-19, review and implement policies and initiatives that support the reduction of carbon emissions from business mileage. Continue to implement and develop agile working practices to reduce employee journeys and utilise virtual meetings. Act as an example to businesses.	Reviewed policies. Maintained levels of carbon emissions from business mileage and employee commuting	HR, Fleet Services, Council-wide	2022-23	Ongoing programme
CCM3		Ensure vehicle charging points are available at key areas across the county - rural and urban.	No. of EV charging points across county – corporate and public	Transport, Streetscene	2022	Ongoing programme
CCM4		Introduce electric vehicles into the recycling fleet	% of electric vehicles in recycling fleet	Fleet Services	2022	2 years
CCM5		Transition of small fleet vehicles to electric and alternative fuels (hydrogen, etc)	% of fleet vehicles using low carbon fuel types	Fleet Services	2023-24	3 years
CCM6		Transition of heavy vehicles to electric or alternative fuels (hydrogen, etc)	% of fleet vehicles using low carbon fuel types	Fleet Services	2027	3 years

CCM7		Facilitate a car sharing forum for employees – once measures post COVID-19 are reviewed.	% of employees car sharing % reduction in carbon emissions from business mileage % reduction in carbon emissions from employee commuting	HR	Post-Covid	Ongoing programme
CCM8		Actively promote the existing employee cycle to work scheme to increase participation and review cycle storage facilities at principle work places (i.e. County Hall, Mold, County Offices, Flint, Ty Dewi Sant and Alltami Depot)	Increase in participation levels (number of employees)	HR	2022	Ongoing programme
CCM9		Promote and launch a managed salary sacrifice scheme for low and ultra-low emission vehicles.	Number of employees taking up scheme	HR	2022	Ongoing programme
CCM10		Promote use of public transport, active travel, and further develop the Council's walking and cycling network	No. of active travel schemes undertaken	Active Travel, Communications, Access Team	2022	3 years
CCM11		Promote multi-modal transport journeys and the development of strategic transport hubs. Improve access to storage, charging and hiring facilities.	No. of transport hubs No. of active travel related assets available	Transport, Streetscene	2022	Ongoing programme
CCM12		Investigate further opportunities for reducing car use with consideration for local contexts and accessibility through ultra-low emission areas, car free zones and pedestrianised streets.	No. of car use reduction schemes undertaken	Regeneration	2023	Ongoing programme
CCM13		Work with partners to enable greener fleet in the public transport sector (buses, rail, taxis) including Council contracted services such as school transport	% increase in number of low emission vehicles in public transport % reduction in carbon emissions from public transport	Transport, key partners	2023	Ongoing programme

Ref.	Theme	Action	Measures of success	Action Owner	Target start date	Expected duration
CCP1	Procurement	Review of procurement strategy in line with the Council's carbon ambitions to ensure specific measures around carbon and biodiversity are embedded in procurement process.	Reviewed strategy	Procurement	2022	1 year
CCP2		Increase the utilisation of the TOMs (Themes, Outcomes and Measures) framework in procurement across the Council's operations by working with employees who manage procurement activities	% of employees receiving support % increase of procurement activities using TOMs framework	Procurement, Social Value	2022-23	2 years
CCP3		Work collaboratively with Denbighshire County Council to develop a toolkit to ensure all procurement exercises are awarded giving appropriate consideration to carbon reduction priorities and monitor contract against declared emissions. Provide communication and training to all affected employees suppliers and prospective bidders.	Toolkit developed and utilised. % of procurement activities using toolkit % reduction in carbon emissions from supply chain	Procurement, Climate Change	2022-23	2 years
CCP5		Enable carbon offsetting best practice schemes providing local place-based environmental outcomes, where required	No. of schemes completed	Procurement, Social Value, Climate Change	2022-23	2 years
CCP6		Ensure carbon reduction is appropriately considered throughout Council procurement policy, strategy, business cases, commissioning templates, tender evaluations, etc.	No. of Council documents/processes reviewed to consider carbon reduction	Procurement	2022-23	2 years
CCP7		Increase local participation and stakeholder involvement by working with local businesses to ensure decarbonisation and social value outcomes are achieved	No. of businesses supported	Procurement, Social Value	2022-23	Ongoing programme
CCP8		Work in collaboration where procurement of goods and services can be utilised on a regional or joint basis	No. of regional/joint procurement activities	Procurement, Key partners	2022-23	Ongoing programme

Ref.	Theme	Action	Measures of success	Action Owner	Target start date	Expected duration
CCL1	Land Use	Identify current carbon storage capacity within Council assets through mapping habitat types	Baseline map and data of carbon storage	Climate Change, Natural Environment	2022-23	3 years
CCL2		Investigate the potential of our land assets for new renewable energy installations and operating models and develop these schemes to increase the amount of energy generated from these sources	% energy utilised by FCC from its own large scale renewable energy schemes	Valuation & Estates, Energy Unit	2022	Ongoing programme
CCL3		Undertake a study identifying land for habitat restoration and tree planting schemes within land assets to mitigate climate change and enhance biodiversity	Study complete	Natural Environment	2022-23	Ongoing programme
CCL4		Audit the amount of herbicide and pesticide use on Council land assets	Rationalise use and review alternatives	Natural Environment	2023	1 year
CCL5		Increase proportion of Council land managed for biodiversity	% Area increase in land managed for biodiversity	Valuation & Estates, Natural Environment	Ongoing	Ongoing programme
CCL6		Support the increase of tree canopy cover across the county in line with the Urban Tree and Woodland Plan.	% Canopy cover No. of trees planted New areas allocated for natural regeneration	Valuation & Estates, Property Design & Maintenance, Education & Youth, Natural Environment	Ongoing	Ongoing programme
CCL7		Assess impacts of Ash Dieback and tree planting within Flintshire assets on canopy cover and net carbon sequestration	No. of trees planted	Natural Environment	Ongoing	Ongoing programme
CCL8		Increase area with reduced mowing regimes to enhance biodiversity and increase carbon storage	% area increase	Natural Environment, Streetscene	Ongoing	Ongoing programme
CCL9		Strengthen the monitoring of sustainable drainage systems (SuDs) installation and quality in new developments.	% of appropriate new development with SuDs	Planning Strategy	Ongoing	Ongoing programme

CCL10		Explore best practice policies and encourage provision of space for food growing in new developments and vacant and under used sites	% of appropriate area available for food growing	Valuation & Estates	2023	Ongoing programme
CCL11		Review and improve recycling provision in Council offices, schools and public buildings and remove use of single-use plastics. Communicate and engage building users to utilise provision	% of waste reused, recycled or composted	Waste services	2022-23	2 years
CCL12		Support circular economy initiatives diverting reusable items from disposal through recovery at Household Recycling Centres	No. of items recovered and upcycled No. of repair and reuse centres	Waste services	Ongoing	Ongoing Programme
CCL13		Create guidelines for Council procurement of food in offices, schools, etc, to be local and sustainable	Guidelines developed and communicated.	Procurement	2025	1 year
CCL14		Undertake a land use strategy to ensure land is managed and protected for green infrastructure, decarbonisation and biodiversity benefit.	Strategy developed and adopted LDP monitoring	Valuation & Estates, Natural Environment, Planning Policy	2023	2 years
CCL15		Work with Tenant farmers to share best practice on sustainable farming, increasing carbon absorption and biodiversity value.	% of Tenant farmers supported	Valuation & Estates, Natural Environment	2023	2 years
CCL16		Work with communities to increase biodiversity value and carbon storage.	No. of schemes supported	Natural Environment	Ongoing	Ongoing programme
CCL17		Identify opportunities to acquire new Council land for the purpose of carbon sequestration and biodiversity enhancement.	Area of land acquired for carbon sequestration and biodiversity enhancement	Valuation & Estates	2023-24	Ongoing programme

Ref.	Theme	Action	Measures of success	Action Owner	Target start date	Expected duration
CCBe1	Behaviour	Ensure climate change and biodiversity is considered a priority in decision making across all Council services	No. of key policies and processes reviewed which consider carbon reduction	Council-wide	2022-23	2 years
CCBe2		Ensure Councillors and employees complete carbon literacy / introduction to climate change / Naturewise training. Inclusion of climate change within induction process.	% of Councillors and employees received training	HR, Council-wide	2022-23	Ongoing programme
CCBe3		Engage employees and Trade Unions to renew job descriptions to include climate change and biodiversity responsibilities where applicable, e.g. managers, budget holders, planning.	% of job descriptions renewed	HR	2023-24	Ongoing programme
CCBe4		Facilitate transition towards a 'paperless Council' through, for example, digitisation of wage slips, report packs, contracts, applications.	Reduction in volume of paper used for printing	HR, Committee Services	2022	Ongoing programme
CCBe5		Facilitate corporate volunteering for climate and biodiversity action	No. of corporate volunteer hours	HR, Natural Environment	2023-24	Ongoing programme
CCBe6		Investigate the possibility of divesting pensions and other investment portfolios away from fossil fuels in support of green energy.	Carbon reduction targets in place	Governance	2022	Ongoing programme
CCBe7		Facilitate community events and activities to raise awareness of climate change and how to reduce carbon footprints.	No. of events/activities	Climate Change	2023	Ongoing programme

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Integrated Impact Assessment (IIA) (including equality, environment, health, human rights, socio-economic Duty, United Nations Conventions the Rights of the Child and Welsh language

Name of Policy or Practice	Climate change strategy detailing measures to decarbonise the council's assets, activities and services and those of the wider community in its contribution to Welsh Government's target for the public sector to be carbon neutral by 2030.		
Responsible Officer (responsible for the Policy or Practice)	Chief Officer PEE		
Service / Portfolio	PEE	**Start Date of Assessment**	18th Jan 2022

Name of officer(s) (and partners) completing the IIA		
Name(s)	**Job Title(s)**	**Signature(s)**
Alex Ellis	Climate Change Programme Manager	A Ellis

*Consider including only job titles when publishing

Document Version	Revision Date	Briefly Describe the Changes

IIA Approved by Responsible Officer / Portfolio / Service / Committee	
Date IIA Concluded	
Name	
Job Title	
Signature	

Introduction

This document is a multi-purpose tool ensuring the appropriate steps are taken to comply with the Public Sector Equality Duty (PSED) Equality Impact Assessment legislation and to demonstrate that we have shown due regard to the need to reduce inequalities of outcome resulting from socio-economic disadvantage when taking strategic decisions under the Socio-economic Duty. It also incorporates Welsh Language impacts, environmental and bio-diversity impacts, health impacts and United Nations Conventions Rights of a Child.

When we plan to introduce a new, or revise an existing, policy, strategy or practice, develop a new service, make changes or cuts to a service or make strategic decisions, we are required to consider if the decision would have a disproportionate impact on people sharing one or more protected characteristic or whether it could create inequalities of outcome around socio-economic disadvantage. Where this is likely to be the case, we must take appropriate action. The IIA process is not intended to prevent us doing things but to ensure we have considered the impact. It helps us focus on the actions we can take to remove and/or mitigate any disproportionate or discriminatory impact and introduce measures to advance equality of opportunity.

To comply with the PSED General Duty and Socio-economic Duty, we must have 'due regard' (or consciously consider the need) to: eliminate discrimination, advance equality of opportunity and foster good relations and to the need to reduce the inequalities of outcome resulting from socio-economic disadvantage. The greater the relevance and potential impact, the higher the regard required by the duty. The General Duty will be more relevant to some functions than others and they may also be more relevant to some protected characteristics than others. Our duty must be exercised with rigour, an open mind and considered at a time when it can make a difference to our decisions. Policies with high relevance, such as strategic budgetary decisions, grant-making programmes, changes to service delivery (including withdrawal or reorganisation of services), and recruitment or pay policies should always be subject to an assessment for impact. For further guidance see EHRC Assessing Impact Guidance. Our duty to comply with this legislation cannot be delegated.

This form should demonstrate the steps taken to carry out the assessment including relevant engagement/consultation, the information taken into account, the results of the assessment and any decisions taken in relation to those results. The IIA should be published where it shows a substantial (or likely) impact on our ability to meet the PSED.

Benefits of undertaking an IIA:
- Gain a better understanding of those who may be impacted by the policy or practice
- Better meet differing needs and become more accessible and inclusive
- Enable planning for success – identifies potential pitfalls and unintended consequences before any damage is done
- Enable improved planning that will make decisions proactive rather than reactive, avoid having to reverse decisions which could have cost and reputational implications
- Demonstrate decisions are thought through and have taken into account the views of those affected
- Enable us to manage expectations by explaining the limitations within which we are working (e.g. budget)
- Help avoid risks and improve outcomes for individuals

- Remove inappropriate or harmful practices and eliminate institutional discrimination
- Ensure we put Welsh and English Language on an equal footing. and that decisions are made that safeguard and promote the use of the Welsh language
- Improve and protect health, maximising health benefits and reducing health risks
- Be more open and transparent
- Use our resources more effectively

Whilst this document may seem lengthy, as well as containing the necessary steps in the process, it also contains guidance notes in the key areas to assist you in undertaking the IIA. Additional links to further information are also included for assistance. Further information can be found on NHS/ WLGA PSED/ EIA here.

The Welsh Government[1] guidance states that:

Impact assessment prompts and guides us to gather, and if necessary, seek evidence so as to improve the development of a policy or delivery plan, or inform a change of direction in policy or delivery. It is a methodology to help in the development and implementation of policy, rather than templates with tick boxes and checklists.

Integrated Impact Assessment Steps

Step 1   -   Identify the Main Aims and Objectives of the Policy or Practice
Step 2   -   Data, Engagement and Assessing the Impact
Step 3   -   Procurement and Partnerships
Step 4   -   Dealing with Adverse or Unlawful Impact and Strengthening the Policy or Practice
Step 5   -   Decision to Proceed
Step 6   -   Actions and Arrangements for Monitoring Outcomes and Reviewing Data
Step 7   -   Publishing the Integrated Impact Assessment

Important Note to Completing Officer(s):

It is important that the IIA is completed when the policy or practice is being developed so that the findings from the IIA can be used to influence and shape the policy or practice. It is recommended as a minimum, it is completed by a lead officer who is responsible for the policy or practice, a subject matter expert and a critical friend with at least one who has received formal IIA training. This document needs to be presented to the decision makers along with the draft policy or practice as part of the decision making process.

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[1] Welsh Government Integrated Impact Assessment Guidance

3

Where you are developing a high level strategy or plan that does not contain sufficient detail to show how it will impact on individuals or groups (i.e. where there will be plans and actions sitting beneath the strategy that will determine this), you should still undertake the Impact Assessment. You may also need to complete additional IIA(s) on the plans and actions beneath the high level strategy. This will ensure you demonstrate that you have shown due regard to complying with the General Duty, the Public Sector Equality Duty, the Welsh Language Standards the Socio-economic Duty, the Human Rights Act, the United Nations Conventions, Rights of the Child.

If your policy or practice is as a result of a UK, Welsh Government or Local Authority wide directive, you should still assess the impact of this locally to identify any differential impact due to local difference.

You should consider whether other events, e.g. COVID-19, Brexit, Black Lives Matter, etc. have highlighted or exacerbated inequalities that need to be addressed as you work through the IIA.

STEP 1 – Identify the Main Aims and Objectives of the Policy or Practice

1.   **What is being assessed?** *(Please double click on the relevant box(es) (X) and select 'checked' as appropriate)*

☒   New and revised policies, practices or procedures (which modify service delivery or employment practices)

☐   Service review or re-organisation proposals which affect the community and/or staff, e.g. early years provision, care, education

☐   Efficiency or saving proposals, e.g., resulting in a change in community facilities, activities, support or employment opportunities

☐   Setting budget allocations for new financial year and strategic financial planning

☐   Decisions affecting service users, employees or the wider community including (de)commissioning or revised services

☐   New project proposals affecting staff, communities or accessibility to the built environment, e.g. new construction work or adaptations to existing buildings, moving to on-line services, self-service, changing location

☐   Large Scale Public Events

☐   Local implementation of National Strategy/Plans/Legislation (refer to any national IIA and consider local impact)

☐   Strategic directive and intent, including those developed at Regional Partnership Boards and Public Service Boards which impact on a public bodies functions

☒   Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)

☒   Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)

☐   Major procurement and commissioning decisions

☐   Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services

☐   Other please explain in the box below:

2.   **What are the overall aims, objectives and intended outcomes of the policy or practice?**

The overall aim is for the Council to become carbon neutral by 2030. This aim is then broken down into specific decarbonisation targets for key themes across the Council's assets and services.

3.   **Who are the main consultative groups (stakeholders)?**

Note: Consider communities of interest or place (where people are grouped together because of specific characteristics or where they live)

The main stakeholders are employees and members, however decarbonisation of the Council's services will also affect and involve other members of the public sector, the private sector, schools, colleges, universities, voluntary sector and the local community.

4.   Is the policy related to, influenced by, or affected by other policies or areas of work (internal or external), e.g. strategic IIAs if this is an operational IIA and vice versa?

Note: Consider this in terms of statutory requirements, local policies, regional (partnership) decisions, national policies, welfare reforms.
This strategy links and complements the Council Plan's aims and existing Council strategies across all portfolios.

STEP 2 - Data, Engagement and Assessing the Impact

When completing this section, you need to consider if you have sufficient information with which to complete your IIA, or whether you need to undertake a period of engagement/consultation before continuing. The legislation relating to the IIA process requires you to **engage and involve people who represent the interests of those who share one or more of the protected characteristics** *and* **with those who have an interest in the way you carry out your functions**. The socio economic duty also requires us to **take into account the voices of those in the community including those with lived experience of socio economic disadvantage**. You should undertake engagement with communities of interest or communities of place to understand if they are more affected or disadvantaged by your proposals. This needs to be proportionate to the policy or practice being assessed. <u>Remember that stakeholders can also include our own workforce as well as partner organisations.</u>

Before carrying out particular engagement activities, you should first look to data from recent consultations, engagement and research. This could be on a recent related policy or recent assessments undertaken by colleagues or other sources, e.g., <u>Is Wales Fairer?</u>, <u>North Wales Background Data Document</u>, Info Base Cymru, WIMD. This can help to build confidence among groups and communities, who can see that what they have said is being acted on. If you have very little or no information from previous engagement that is relevant to this IIA, you should undertake some engagement work with your stakeholders and with relevant representative groups to ensure that you do not unwittingly overlook the needs of each protected group. It is seldom acceptable to state simply that a policy will universally benefit/disadvantage everyone, and therefore individuals will be affected equally whatever their characteristics. The analysis should be more robust than this, demonstrating consideration of all of the available evidence and addressing any gaps or disparities. Specific steps may be required to address an existing disadvantage or meet different needs.

The Gunning Principles, established from past court cases, can be helpful in ensuring we apply fairness in engagement and consultation:

<u>Principle 1</u>: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.
<u>Principle 2</u>: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?
Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision.

5. **Have you complied with the duty to engage as described above and are you sufficiently informed to proceed?**

Yes ☒ No ☐ *(please cross as appropriate* X*)*

6. **If Yes, what engagement activities did you undertake and who with?**

Public engagement survey open to all, young persons engagement exercise, internal workshops with members, academi and each portfolio. Results of all compiled into the strategy document.

7. **If No, you may wish to consider pausing at this point while you undertake (further) engagement activities which you can include in the action plan below.** Please incorporate any information obtained from this additional activity in the boxes in question 8.

Action	Dates	Timeframe	Lead Responsibility	Information added to IIA (✓)

8. **What information do you hold about the impact on each of the following characteristic and statutory considerations / duties from your experience of current service delivery and recent engagement or consultation?** Include any additional relevant data; research and performance management information; surveys; Government, professional body or organisation studies; Census data; Is Wales Fairer? (EHRC[2] data); complaints/compliments; service user data and feedback; inspections/ audits; socio-economic data including

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[2] Equality and Human Rights Commission

WIMD[3] data. You may wish to include sub-headings showing where each element of your data has come from, e.g. national data, local data, organisation data, general or specific engagement exercises, etc.

Consider any positive or negative impact including <u>trends in data</u>, <u>geography</u> (urban or rural issues), <u>demography</u>, <u>access issues</u>, <u>barriers</u>, etc. Also include any areas where there are inequalities of outcome resulting from socio-economic disadvantage or other relevant issues identified by communities of interest or communities of place (i.e. where stakeholders, service users, staff, representative bodies, etc. are grouped together because of specific characteristics or where they live) and any issues identified for people living in less favourable social and/or economic circumstances.

Prompts for
Equality Impact Asse

Equality and Human Rights			
Protected Characteristic Group	**Relevant Data**	**Positive and / or Negative Impact**	**Prompts** (not an exhaustive list)
Age	All protected characteristics will benefit from decarbonisation activities not least in the area of Climate Change with associated benefits particularly in flooding events. Decarbonisation of the Council's activities and services will require long term planning and a long term vision to ensure systems and services are fit for purpose as the climate changes as well as reducing the impact of harmful climate change through mitigation. Decarbonisation activities such as planting trees and developing renewable energy will have long lasting impacts over tens to hundreds of years. These activities also contribute to the climate change targets set by Welsh Government particularly Wales generating 70% of its electricity demand from renewable	Positive	Older People Children Young People Working Age People Young Families Demographics NB: Where children / young people are affected complete the <u>Childrens Rights Checklist</u> <u>United Nations Convention on the Rights of the Child (UNCRC)</u> Caring responsibilities

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[3] Wales Index of Multiple Deprivation

Equality and Human Rights			
Protected Characteristic /Group	**Relevant Data**	**Positive and / or Negative Impact**	**Prompts** (not an exhaustive list)
	energy by 2030 and becoming a net zero carbon nation by 2050. This gives longevity and resilience to future generations as well as supporting other age groups from today's actions. Alternative options for the use of public transport will particularly benefit those traditional high user groups in the older age and teenage groups.		
Disability	The Mobility & Transport theme provides provision of alterative travel options and accessibility to active travel routes. Investment in travel hubs and centralisation of common services to enhance accessibility to these. Management and development of Green Spaces to enhance and promote health and wellbeing and include accessibility for all.	Positive	Mobility / Dexterity Blind or Visually impaired Deaf or Hearing impaired Mental Health Learning Disabilities Dementia Neurological difference / Autism Access to buildings/ facilities, induction loops, signage Access to communication methods, use of British Sign Language, Easy Read Carers Dietary requirements Other Long Term Health Conditions United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)
Gender Reassignment		Neutral	A person who proposes to, starts or has changed their gender identity Transgender Appropriate language use, i.e. gender neutral language, appropriate pronouns Gender neutral changing facilities and toilets confidentiality

Equality and Human Rights			
Protected Characteristic /Group	**Relevant Data**	**Positive and / or Negative Impact**	**Prompts** (not an exhaustive list)
Marriage & Civil Partnership		Neutral	Marital status Civil Partnership status Reference to partners and not assuming husband and wife relationships /terminology
Pregnancy & Maternity		Neutral	Pregnant mothers Those entitled to maternity and paternity leave Foster/Adoption Breastfeeding mothers Access to breast feeding facilities Dress codes/uniforms- do they accommodate pregnant women
Race		Neutral	Consider Ethnicity Nationality Gypsies / Travellers Language: interpreter provision Use of plain language Refugee / Asylum Seekers Migrants Positive Action Awareness events United Nations Convention on the Elimination of All Forms of Racial Discrimination (UNCERD)
Religion & Belief		Neutral	Faith Communities Non Beliefs Dietary requirements Vegetarianism/Veganism Other philosophical beliefs Dress code/uniforms Religious festivals/activities Buildings – access to prayer room facilities

Equality and Human Rights			
Protected Characteristic /Group	**Relevant Data**	**Positive and / or Negative Impact**	**Prompts** (not an exhaustive list)
Sex		Neutral	Men / Women Gender Identity Toilet facilities/baby changing Childcare Gender Pay Gap Sex workers United Nations Convention on the Elimination of All Forms of Discrimination against Women (UNCEDAW)
Sexual Orientation		Neutral	Gay Lesbian Bi-sexual Heterosexual Terminology - Avoid making assumptions about a person's sexual orientation use gender-neutral terms such as partner(s). Confidentiality about sexuality Further resources available from Stonewall Cymru
Socio-economic Considerations- Reducing inequalities caused by socio-economic disadvantage	Lots of cross theme activities within the strategy including: Active travel routes linking rural communities Sustainable and alternative travel for rural communities Health benefits from active travel and from the promotion of our Green Spaces Reduction in anti-Social Behaviour through enhancement of our Green Spaces Community involvement in recycling schemes Development of Re-Use and Repair Cafes in local communities Engagement of community groups in recycling initiatives Use of volunteers to support the tree and woodland plan	Positive	People living in less favourable social and economic circumstances than others in the same society. Disadvantage may be exacerbated by many factors of daily life, not just urban or rural boundaries. 'Intersectionality' issues - where identity compounds socio-economic status, e.g., single parents (often women), disabled people, some BAME groups.

Equality and Human Rights

Protected Characteristic /Group	Relevant Data	Positive and / or Negative Impact	Prompts (not an exhaustive list)
	Procurement from local sources and supply improving local economy, providing green jobs which upskills and reduces unemployment and poverty.		Examples include lower levels of good health, lower paid work, poorer educational attainment and an increased risk of being a victim of crime Further resources available from Welsh Government including examples of inequalities of outcome caused by socio-economic disadvantage Inequalities of outcome.pdf
Human Rights		Neutral	See Human Rights Articles below. https://humanrightstracker.com/en/ on EHRC website
Other (please state)			E.g., Modern Slavery, Safeguarding, Other COVID effects, Carers, Ex-offenders, Veterans, Care Leavers, Substance Abuse, Homeless
Welsh Language			
Welsh Language	Bi-lingual communication promotes community engagement	Positive	Ensuring equal status of both Welsh and English languages. Availability of and access to services, activities and information. Availability of Welsh speaking employees Technology

Equality and Human Rights

Protected Characteristic /Group	Relevant Data	Positive and / or Negative Impact	Prompts (not an exhaustive list)
Page 75			Rights of individuals to ask for WL services. Impact on Welsh speaking communities, including: Positive / negative effects on opportunities to use the WL. Possible changes to number/percentage of Welsh speakers Migration Job opportunities / Staffing changes. Training needs and opportunities Availability of Welsh medium education. 📄 PDF 20200921 DG S Policy making stand

Human Rights Act 1998	
• Article 2 Right to life	• Article 8 Respect for private life, family, home and correspondence
• Article 3 Freedom from torture and inhuman or degrading treatment	• Article 9 Freedom of thought, belief and religion
• Article 4 Freedom from Slavery and forced labour	• Article 10 Freedom of expression
• Article 5 Right to liberty and security	• Article 11 Freedom of Assembly and association
• Article 6 Right to a fair trial	• Article 12 Right to marry and start a family
• Article 7 No punishment without law	• Article 13 Right to access effective remedy if rights are violated
	• Article 14 Protection from discrimination

Environment and Biodiversity

	Relevant Data/Information	Positive and /or negative impacts	Prompts (not an exhaustive list)
Reducing greenhouse gas emissions	The strategy's key focus is decarbonising Council activities and services across key themes – Buildings, Procurement, Mobility & Transport, Land Use and Behaviour. All processes, services and procurement related to this strategy delivery will be in keeping with these aims.	Positive	Will energy need be met through renewable sources? Will it reduce greenhouse gas emissions by reducing energy consumption and the need to travel? * Will it reduce ozone depleting emissions? Will it reduce emissions through retrofitting new technology? Will it reduce heat island effects on people and property?
Plan for future climate change	The strategy includes elements of climate change adaptation to improve sustainability of our communities as the climate changes. This includes provision and management of our habitats and green spaces, design of buildings with future weather changes in mind, production of renewable energy, provision of flood risk management and sustainable drainage systems, and support of a local economy to provide sustainability of food sources and other supplies.	Positive	Will it minimise flood risk from all sources of flooding? * Will it reduce property damage due to storm events/heavy rainfall by improving flood resistance and flood resilience? Will it reduce combined sewer overflow events? Will it encourage the re-use of resources? Will it encourage sustainable construction methods and procurement? Will it encourage water efficiency and drought resilience?
Pollution: air/, water/ soil/noise and vibration and emissions	Move towards renewable energies diverts the need to burn fossil fuels, and promotion of ultralow emission vehicles and active travel all contribute to better air quality due to the reduction in air pollutants.	Positive	Will it reduce combined sewer overflow events? Will it improve air quality? * Will it reduce emissions of key pollutants? Will it reduce noise concerns and noise complaints? Will it reduce noise levels?
Integrating biodiversity into decision making	Maintenance and enhancement of green spaces and habitats to improve species richness is a key aim under the Land Use theme of the strategy. The strategy and its actions have been consulted on by the natural environment team to ensure it supports and enhances Section 6 and other biodiversity targets.	Positive	Have you considered the impacts and opportunities for action for biodiversity at early stages Are the impacts of procurement on biodiversity considered? Are products sourced sustainably?

	Carbon sequestration schemes will include tree planting which will also support the Urban tree and woodland plan.		Have the wider benefits of improved biodiversity been considered, flood prevention, health and wellbeing, recreation? Can you link with other strategies and initiatives for biodiversity e.g. FCC Environment and Sustainability policy, FCC Section 6 Plan, FCC Urban tree and woodland plan?
Increasing the resilience of our natural environment?	As above	Positive	Does the proposal work with nature and consider the use of nature based solutions first and foremost? Does your proposal support the creation of new habitats (in addition to any mitigation or compensation habitat) Does it contribute to the restoration of degraded habitats? Does it improve site management to improve nature value?
Improving understanding and raise awareness of the importance of biodiversity	Within the Behaviour theme of the strategy are requirements to ensure climate change and biodiversity are included in all Council decision making processes as well as provision of mandatory training for affected employees.	Positive	Can your proposal promote understanding of biodiversity? Can the delivery of public goods and services such as social care, community health and recreation promote biodiversity? Can your proposal promote biodiversity with partners/beneficiaries
Encouraging resource efficiency (energy, water, materials and minerals)	Energy efficiency is a key part of this strategy within our own assets and provision of support to homeowners and private sector.	Positive	Will it reduce water consumption and improve water efficiency? Will it reduce energy consumption? *
Reducing waste production and	Reduction of waste and increase of reuse and recycle is included in Land Use theme through development of recovery and refurb	Positive	Will it reduce consumption of materials and resources?

increase recycling, recovery and re-use of waste	services, improved kerbside recycling service and move towards a paperless Council.		Will it reduce household waste? Will it increase recycling, recovery and re-use? Will it reduce construction waste?
Reducing need to travel and promote sustainable forms of transport	Mobility & Transport theme focusses on the Council's own fleet decarbonisation, incentives for employees to cycle to work and salary sacrifice for ultralow emission vehicles. Move towards hybrid working and virtual meetings as a result of Covid-19 has reduced employee commuting and business mileage. Enhancement of public transport further reducing private vehicles.	Positive	Will it reduce volumes of traffic? Will it encourage walking and cycling?* Will it increase proportion of journeys using modes other than the car?
Improving the physical environment: housing, public space, access to and quality of green space	Improvements to housing, open space, the general landscape and access to all.	Positive	Will it reduce litter? Will it enhance the quality of public realm? Will it improve access and mobility for all equality groups Will it improve open space? Will it improve landscape character? Will it minimise development on Greenfield sites
Protecting and enhancing the historic environment and architectural, archaeological and cultural heritage	Any decarbonisation to historical and protected sites will be carried out sympathetically to enhance the site.	Positive	Will it protect heritage sites and cultural value? Will it protect strategic views? Will it protect listed buildings and their settings? Will it help preserve, enhance and record archaeological features and their settings?

<div style="background:purple;color:white;text-align:center">**Health**</div>

Determinants of health	Relevant data /information	Positive and /or negative impacts	Prompts (not an exhaustive list) Guidance from
			[PDF icon] HIA_Tool_Kit_V2_W EB.pdf
Lifestyles	The strategy promotes access to active travel routes to encourage walking and cycling to improve health Reduction in carbon emissions into the atmosphere which improves air quality Access to greenspaces to encourage exercise Carbon sequestration through tree and woodland plan and the agricultural estate Cleaner fuel use and less car journeys	Positive	Diet Physical activity Use of alcohol, cigarettes, non-prescribed drugs Sexual activity Other risk-taking activity
Social and Community influences on health			Family organisation and roles Citizen power and influence Social support and social networks Neighbourliness Sense of belonging Local pride Divisions in community Social isolation Peer pressure Community identity Language/Cultural and spiritual ethos Racism Other social exclusion
Mental well-being	Improved access and provision of green spaces has been proven to enhance mental wellbeing and resilience.	Positive	Does this proposal support sense of control? Does it enable participation in community and economic life? Does it impact on emotional wellbeing and resilience?

Living/environmental conditions affecting health			Built environment Neighbourhood design Housing Indoor environment Noise Air and water quality Attractiveness of area Green space Community safety Smell/odour Waste disposal Road hazards Injury hazards Quality and safety of play areas
Economic conditions affecting health			Unemployment Income Economic inactivity ☐ Type of employment Workplace conditions
Access and quality of services			Medical services Other caring services Shops and commercial services Public amenities Transport including parking Education and training Information technology
Macr-economic, environmental and sustainability factors			Government policies Gross Domestic Product Economic development Biological diversity Climate

United Nations Conventions on the Rights of the child

	Relevant data or information	Positive and/or negative impacts	Prompts (not exhaustive)
Relevant Article	Health benefits through less exposure to air pollution Access to clean and enhanced green spaces Access to active travel routes to encourage walking and cycling and the associated health benefits Reduction in waste to combat climate change		Summary of conventions

There are four articles in the convention that are seen as special. They're known as the "General Principles" and they help to interpret all the other articles and play a fundamental role in realising all the rights in the Convention for all children. They are:	
Article 2	The Convention applies to every child without discrimination, whatever their ethnicity, sex, religion, language, abilities or any other status, whatever they think or say, whatever their family background
Article 3	(best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.
Article 6	(life, survival and development) Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential
Article 12	2 (respect for the views of the child) Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life

9.   Are there any data or information gaps and if so what are they and how do you intend to address them?

Note: If it is not possible to obtain this information now, you should include this in your action plan in Step 6 so that this information is available for future IIAs.

10.   How does your proposal ensure that you are working in line with the requirements of the Welsh Language Standards (Welsh Language Measure (Wales) 2011), to ensure the Welsh language is not treated less favourably than the English language, and that every opportunity is taken to promote the Welsh language (beyond providing services bilingually) and increase opportunities to use and learn the language in the community?

All public facing media is available in welsh and english language to ensure equality as per the Welsh Language Standards.

11. **If this IIA is being updated from a previous version of a similar policy or practice, were the intended outcomes of the proposal last time achieved or were there other outcomes?** (Please provide details, for example, was the impact confined to the people you initially thought would be affected, or were other people affected and if so, how?)

12. **What is the cumulative impact of this proposal on different protected groups when considering other key decisions affecting these groups made by the organisation?** (You may need to discuss this with your Chief Officer or Cabinet Member to consider more widely if this proposal will affect certain groups more adversely because of other decisions the organisation is making, e.g., financial impact/poverty, withdrawal of multiple services and whether this is disadvantaging the same groups, e.g., disabled people, older people, single parents (who are mainly women), etc)

13. **How does this proposal meet with each of the 7 goals of the Well-being of Future Generations (Wales) Act 2015?**

> For more information, please see: https://futuregenerations.wales/about-us/future-generations-act/

14. **How does this proposal meet with the 5 ways of working of the Well-being of Future Generations (Wales) Act 2015 ?**

> For more information, please see: https://futuregenerations.wales/about-us/future-generations-act/

15. **Describe any intended negative impact identified and explain why you believe this is justified** (for example, on the grounds of advancing equality of opportunity or fostering good relations between those who share a protected characteristic and those who do not or because of an objective justification[1] or positive action[2])

Note[1]: Objective Justification - gives a defence for applying a policy, rule or practice that would otherwise be unlawful direct or indirect discrimination.To rely on the objective justification defence, the employer, service provider or other organisation must show that its policy or rule was for a good reason – that is 'a proportionate means of achieving a legitimate aim'. A **legitimate aim** is the reason behind the discrimination which must not be discriminatory in itself and must be a genuine or real reason, e.g., health, safety or welfare of individuals. If the aim is simply to reduce costs because it is cheaper to discriminate, this will not be legitimate. Consider if the importance of the aim outweighs any discriminatory effects of the unfavourable treatment and be sure that there are no alternative measures available that would meet the aim without too much difficulty (proportionate) and would avoid the discriminatory effect.

Note[2]: Positive Action - Where an employer takes specific steps to improve equality in the workplace to address any imbalance of opportunity, lessen a disadvantage or increase participation in a particular activity, for example, increasing the number of disabled people in senior roles where they are under-represented by targeting specific

groups with job adverts or offering training to help create opportunities for certain groups. The public sector is expected to consider the use of positive action to help them comply with the Public Sector Equality Duty.

16. **Could any of the negative impacts identified amount to unlawful discrimination but are perceived to be unavoidable (e.g., reduction in funding)?**

    Yes ☐   No ☐   Not Sure ☐   *(Please double click on the relevant box (X) and select 'checked' as appropriate)*

17. **If you answered Yes or Not Sure to question 15, please state below, which protected group(s) this applies to and explain why (including likely impact or effects of this proposed change)**

18. **If you answered No to question 15, are there any barriers identified which amount to a differential impact for certain groups and what are they?**

STEP 3 - Procurement and Partnerships

The Public Sector Equality Duty (PSED) requires all public authorities to consider the needs of protected characteristics when designing and delivering public services, including where this is done in partnership with other organisations or through procurement of services. The Welsh Language Standards also require all public authorities to consider the effects of any policy decision, or change in service delivery, on the Welsh language, which includes any work done in partnership or by third parties. We must also ensure we consider the Socio-economic Duty when planning major procurement and commissioning decisions to consider how such arrangements can reduce inequalities of outcome caused by socio-economic disadvantage.

When procuring works, goods or services from other organisations (on the basis of a relevant agreement), we must have due regard to whether it would be appropriate :
- for the award criteria for that contract to include considerations to help meet the General Duty (to eliminate discrimination, promote equality of opportunity and foster good relations);
- to stipulate conditions relating to the performance of the contract to help meet the three aims of the General Duty.

This only applies to contractual arrangements that are "relevant agreements" which means either the award of a 'public contract' or the conclusion of a 'framework agreement', both of which are regulated by the Public Sector Directive (Directive 2004/18/EC) which regulates the specified EU thresholds. Further information can be found here.

We must consider how such arrangements can improve equal opportunities and reduce inequalities of outcome due to protected characteristics and caused by socio-economic disadvantage, particularly on major procurement and commissioning decisions. The PSED applies to the work that private sector organisations undertake when delivering a public function on our behalf. We therefore need to ensure that those organisations exercise those functions by ensuring our procurement and monitoring of those services complies with the General Duty under Section 149 of the Equality Act 2010. In the same way, the Welsh Language Standards applies to any work undertaken on behalf of, and in the name of, public bodies that are themselves subject to the Standards, and so consideration should be given to how these requirements are monitored and communicated through the procurement documents.   The Socio Economic Duty does not pass to a third party through procurement, commissioning or outsourcing. Therefore when we work in partnership with bodies not covered by the Socio Economic Duty, the duty only applies to us as the relevant public body.

19   Is this policy or practice to be carried out wholly or partly by contractors or in partnership with another organisation(s)?

Yes   ☐   No   ☒   *(Please double click on the relevant box (X) and select 'checked' as appropriate)*

If No, please proceed to Step 4

20.   If Yes, what steps will you take to comply with the General Equality Duty, Human Rights and Welsh Language Legislation and the Socio-Economic Duty in regard to procurement and/or partnerships? Think about :

Procurement	**Partnerships**
• Setting out clear equality expectations in Tendering and Specification documentation, showing how promotion of equality may be built into individual procurement projects • On what you based your decisions in the award process, including consideration of ethnical employment and supply chain code of practice • Ensure that contract clauses cover the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and socio-economic requirements as well as Welsh Language Duties (remember that any duties from the Welsh Language Measure 2011 and Welsh Language Standards are also applicable to services provided on your behalf under contract by external bodies). • Performance and Monitoring measures are included to monitor compliance, managing and enforcing contracts	Be clear about who is responsible for : • Equality Monitoring relevant data • Equality Impact Assessments • Delivering the actions from the IIA • Ensuring that equality, human rights and Welsh Language legislation is complied with by all partners • Demonstrating due regard to the Public Sector Equality Duty and the Socio-Economic duty

STEP 4 - Dealing with Adverse or Unlawful Impact and Strengthening the Policy or Practice

21. **When considering proportionality, does the policy or practice have a significantly positive or negative impact or create inequalities of outcome resulting from socio-economic disadvantage?**
(Please give brief details)

Significantly positive impact	Significantly negative impact

22. **It is important that you record the mitigating actions you will take in developing your final policy/practice draft. Record here what measures or changes you will introduce to the policy or practice in the final draft which could reduce or remove any unlawful or negative impact or disadvantage and/or improve equality of opportunity/introduce positive change; or reduce inequalities of outcome resulting from socio-economic disadvantage?** (This could also inform the Action Plan in Q30)

Unlawful or Negative Impact Identified	Mitigation / Positive Actions Taken in the Policy/Practice	Completed (✓)

23. **Will these measures remove any unlawful impact or disadvantage?**

   Yes ☐   No ☐   *(Please double click on the relevant box (X) and select 'checked' as appropriate)*

24. **If No, what actions could you take to achieve the same goal by an alternative means?**

25. **What measures or changes in the following important legislative areas have you included to strengthen or change the policy/practice:**
   a) to foster good relations and advance equality of opportunity as covered by the General Duty in the Equality Act 2010;
   b) to reduce inequalities of outcome as a result of socio-economic disadvantage;
   c) to increase opportunities to use the Welsh language and in treating the Welsh language no less favourably than the English language as set out in the Welsh Language (Wales) Measure 2011 and reduce or prevent any adverse effects that the policy/practice may have on the Welsh language?

26.   Do you have enough information to make an informed judgement?

Yes   ☒   No   ☐   *(Please double click on the relevant box (X) and select 'checked' as appropriate)*

27.   If you answered Yes, please justify:

28.   If you answered No, what information do you require and what do you need to do to make a decision?
(Note: Should data collection be included in the action plan (Step 6)?)

[You may need to stop here until you have obtained the additional information]

STEP 5 - Decision to Proceed

29.   Using the information you have gathered in Steps 1 – 4 above, please state on the table below whether you are able to proceed with the policy or practice and if so, on what basis?

(Please double click on the relevant box (X) and select 'checked' as appropriate)

	Decision
☒ Yes	Continue with policy or practice in its current form
☐ Yes	Continue with policy or practice but with amendments for improvement or to remove any areas of adverse impact identified in Step 4
☐ Yes	Continue with the plan as any detrimental impact can be justified
☐ No	Do not continue with this policy or practice as it is not possible to address the adverse impact. Consider alternative ways of addressing the issues.

30.   Are there any final recommendations in relation to the outcome of this Equality Impact Assessment?

STEP 6 - Actions and Arrangements for Monitoring Outcomes and Reviewing Data

The IIA process is an ongoing one that doesn't end when the policy/practice and IIA is agreed and implemented. There is a specific legal duty to monitor the impact of policies/practices on equality on an ongoing basis to identify if the outcomes have changed since you introduced or amended this new policy or practice. If you do not hold relevant data, then you should be taking steps to rectify this in your action plan. To review the EHRC guidance on data collection you can review their Measurement Framework.

31.   **Please outline below any <u>actions</u> identified in Steps 1-5 or any additional data collection that will help you monitor your policy/practice once implemented:**

Action	Dates	Timeframe	Lead Responsibility	Add to Service Plan (✓)

32.   **Please outline below what arrangements you will make to <u>monitor and review</u> the ongoing impact of this policy or practice including timescales for when it should be formally reviewed:**

Monitoring and Review arrangements (including where outcomes will be recorded)	Timeframe & Frequency	Lead Responsibility	Add to Service Plan (✓)

STEP 7 - Publishing the Integrated Impact Assessment

Please arrange for this completed IIA to be agreed by your Chief Officer and arrange for translation and publishing with a copy sent to Stephanie Aldridge: stephanie.aldridge@flintshire.gov.uk.

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FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Thursday 24 February 2022
Report Subject	Diversity in Democracy Action Plan
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

Since 2018 the WLGA has been looking at whether the demography of elected representatives reflects the demography of the areas which they represent. In 2021 it resolved to urge all Councils in Wales to commit to their own diversity in democracy declaration in order to try and make the elected Councillor cohort more reflective of the population as a whole. In July 2021 Full Council approved its own diversity in democracy declaration and agreed to develop an action plan.

The draft action plan is intended to reduce or remove barriers to election amongst underrepresented groups. It contains a series of work streams to:
- Raise awareness of the role and process for election;
- Train and support Councillors once elected;
- Reduce barriers to fulfilling the role once elected;
- Provide inspiration or role models to underrepresented groups.

RECOMMENDATIONS	
1	That the Diversity in Democracy action plan is approved.

REPORT DETAILS

1.00	BACKGROUND
1.01	The lack of diverse representation in local authorities has been recognised for a long time. A more diverse democracy and elected representatives who are more reflective of their communities can lead to better engagement with communities and ward members. This leads to greater levels of confidence and trust and better decision making informed by a wider range of perspectives.

In September 2018 the Welsh Local Government Association (WLGA) agreed to take steps to advance gender equality and diversity in Councils |

| | before the 2022 elections in recognition of the lack of diversity in Welsh Councils. A Cross Party Working Group was set up to explore broader underrepresentation in democracy.

In March 2021 the WLGA Council received a report from the working group with proposals designed to achieve a step change in diversity following the 2022 elections.

The report identified barriers to participation, broadly :-
- Time commitment and meeting times
- Political and organisational culture
- Childcare and other caring responsibilities
- Public criticism and online abuse
- Remuneration and impact on employment
- Lack of diverse role models and incumbency

The WLGA Council unanimously agreed that action was required. A letter was sent to each Local Authority in Wales (which was considered by Flintshire County Council on the 22nd July 2021). |
|---|---|
| 1.02 | At their meeting on the 22nd of July 2021, Flintshire County Council recognised the importance of diversity in democracy by making a commitment to be a 'Diverse Council' and undertook to develop an action plan to improve diversity. The Constitution and Democratic Services Committee (C&DSC) were tasked with developing the action plan. Two Member workshops were held on the 11th and 19th of January to provide all members with an opportunity to consider the draft plan prior to consideration by the C&DSC. The workshops were supportive of the proposed action plan and suggested/prompted further actions to promote diversity, including:
1. profiling a cross section of female Councillors for International Women's Day on 8th March;
2. engaging with local employers to encourage them to support Councillors with appropriate time off for their duties (which is actually a statutory right);
3. looking again at the "welcome pack" for Members which, whilst very detailed, may not be easily digestible;

It is also clear that political parties have been undertaking their own work to increase the diversity of candidates. |
| 1.03 | The 11 key areas for consideration are summarised below. Details of the proposed actions in relation to each area are detailed within the attached draft action plan (appendix 1).

1. Assess the effectiveness of the provisions in the Local Government (Wales) Measure 2011 in relation to data collection, and in relation to other candidate data that could be collected within the current devolution framework in order for political parties to support diverse candidates at elections.

2. Identify ways to provide broader support to Councillors and potential Councillors to inform their decision to stand for elected office. |

	3. Improve the safety of Councillors and their families when undertaking their Council duties. 4. Increase confidence of Councillors that they are valued, expectations placed on them are fair and that their remuneration levels appropriately reflect the work undertaken. 5. Maximise opportunities for individuals to work in ways that enable them to achieve a work / life balance which protects their welfare and wellbeing and allows them to manage any caring / dependency relationships. 6. Greater respect and support for those standing for and securing elected office in Wales. 7. Increase understanding of different tiers of government in Wales, the role each plays in society and how they operate. 8. Comprehensive training and awareness programme available through a variety of routes available for Councillors to support them in their role as Councillors. 9. Increase engagement with the public to: • raise awareness of the role and activities of the Council; • provide clarity about how the public can better inform local decision making; • build greater community cohesion through a greater presence at community events, creating and building upon community networks. 10. Increase awareness of the role of Councillors, the contribution they make to society and how to become a Councillor. 11. Increase opportunities for women to play a full role in supporting and representing their communities.
1.04	The action plan includes the suggestions from the workshops. These actions will be under taken between now and the elections in May and during the next term of the Council. A number of actions are complete/underway such as planning for International Women's Day, and the website now contains a section on becoming a councillor (link here).

2.00	RESOURCE IMPLICATIONS
2.01	The proposed action plan can be supported within existing resources.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	The action plan has been shared with all Councillors and two workshops have been held to debate the contents. The action plan itself proposes a number of surveys for Councillors to establish what barriers exist and what more could be done to promote greater diversity.

3.02	The report went to Constitution and Democratic Services Committee on 26th January.

4.00	**RISK MANAGEMENT**
4.01	None.

5.00	**APPENDICES**
5.01	Appendix 1 – Draft Diversity in Democracy action plan

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.

FLINTSHIRE COUNTY COUNCIL
DIVERSITY IN DEMOCRACY ACTION PLAN

	Objective	Proposed Actions	Timeframe	Responsible Officer/s
1.	Assess the effectiveness of the provisions in the Local Government (Wales) Measure 2011 in relation to data collection, and in relation to other candidate data that could be collected within the current devolution framework in order for political parties to support diverse candidates at elections	Encourage members to take part in the Welsh Government Survey for candidates and elected members at local government elections to gather important data about the diversity of candidates and Councillors.	Data Cymru to provide survey post elections May/June 2022	Democratic Services Manager
2.	Identify ways to provide broader support to Councillors and potential Councillors to inform their decision to stand for elected office	Consider appointing diversity ambassadors – all groups to champion the diversity expectations within the selection processes of their political parties (recognising that 'Independents' don't have a political party structure).	In hand	Group Leaders
		Hold Pre-Election Briefings for potential candidates to provide details on election process and highlight the role of a Councillor (duties/ expectations/ commitment). Councillors to participate to give personal experience of being a Councillor to potential candidates – would be useful to have a diverse range of Councillors involved in this	W/c 7th March 2022	Chief Executive/Monitoring Officer/Democratic Services Manager

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		All candidates to be provided with Welsh Government Candidates' and Councillors survey when available.	Data Cymru to provide further information February 2022	Democratic Services Manager/Elections Team Leader
3.	Improve the safety of Councillors and their families when undertaking their council duties	Advise Members to undertake health and safety training, lone working training to ensure their safety during elections and when they are elected. Promote the Lone Working Policy and guidance.	All to be included in the first phase of the induction plan May – July 2022	Democratic Services Manager
		All Councillors to receive 'Promoting Personal Resilience for Councillors Guidance' which includes link to WLGA advice & support and information.		Democratic Services Manager
		Remind all Members that CareFirst support is available to all Members		Democratic Services Manager
		Social media safety training to be delivered to members through the Member Induction Programme with ongoing refresher courses.		Democratic Services Manager
		Work with Corporate Health & Safety unit and Community Safety Team to further develop training modules going forward to include Risk Assessment training for Cllrs to help enable them to assess risks and recognise potential danger.		Democratic Services Manager

		Register of intimidatory behaviour or communication to be kept by Monitoring Officer.	Ongoing	Monitoring Officer
4.	Increase confidence of Councillors that they are valued, expectations placed on them are fair and that their remuneration levels appropriately reflect the work undertaken.	Have the tools, confidence, skills, knowledge and information to carry out their Ward role effectively; Be equipped with the appropriate technology and digital capability to effectively carry out their community leadership responsibilities;	As part of phase 2 of induction / training plan	Democratic Services Manager Democratic Services Manager
		Be placed at the heart of citizen engagement and equipped with the insight and intelligence to translate this into tangible actions.		Democratic Services Manager
5.	Maximise opportunities for individuals to work in ways that enable them to achieve a work / life balance which protects their welfare and wellbeing and allows them to manage any caring / dependency relationships	Hybrid meetings to be available from: Autumn 2022, when Council agrees its own policy. All Councillors to be fully aware of Family absence provisions available to them. (This will be carried out during Induction, and through C&DSC on cyclical basis) Encourage members/officers/public & press to attend meetings remotely.	Autumn 2022 May 2022 session on payments & allowances Ongoing	Democratic Services Manager/Team Leader Committees Monitoring Officer Democratic Services Manager

		Provide flexibility in Council business by: Undertaking a review of meeting times each year with each committee at the first meeting of each cycle, including the option to stagger meeting times	Autumn 2022	Both actions for the Democratic Services Manager
		Consider during development of the Schedule of Meetings for the Annual Meeting to have an August recess and that formal meetings should not be held during school holidays unless there is a clear business need.	Completed	
6.	Greater respect and support for those standing for and securing elected office in Wales.	Promote duty on political group leaders to promote high standards of conduct.	Initial work complete and ongoing	Monitoring Officer/Democratic Services Managers/ Monitoring Officer
		Standards Committee to monitor compliance in relation to standards of conduct and provide training.	Annual	
		Support the Welsh Government's plans to introduce an Access to Elected Officer fund to assist disabled people to stand for elected office at the 2022 Local Elections.	February 2022 – Flintshire website link to https://www.beacouncillor.wales/	Democratic Services Manager/Elections Team
7.	Increase understanding of different tiers of government in Wales, the role each plays	Share Welsh Government educational resources to accompany the extension of the franchise to 16 & 17 year olds in Wales.	February 2022	Democratic Services Manager Elections Team

	in society and how they operate.	Consider how to promote WG's Guidance/Materials for 16 and 17 year olds in Wales to include social media.	February 2022	Communications Team
		Consider, with Youth service co-operation, to explore other potential opportunities through youth councils/school councils/Head Teachers Forum, career fairs.	Household Notification Letter sent to each property in Flintshire promoting change in franchise votes at 16 and foreign citizens Resources shared January / February 2022 Ongoing until the last date to register 14 April 2022	Communications Team
8.	Comprehensive training and awareness programme available through a variety of	Consider developing a Member Development Strategy and action plan to	Const & Dem Services	Democratic Services Manager/Monitoring Officer

	routes available for Councillors to support them in their role as Councillors.	identify areas and development opportunities available for Members.	Committee post June 2022	Democratic Services Manager
		Review areas of training and development which can be made available online. National e Learning modules to be accessible via the All Wales Academy for Local Government via the NHS learning.wales website for 2022 elections https://learning.wales.nhs.uk/		Corporate Training Manager
		Member Induction Programme in the process of being developed – work with WLGA and share good practices across Councils.		Group Leaders
		Provide mentoring/shadowing opportunities for newly elected members.		Group Leaders
		Undertake Personal Development Reviews for Senior Salary Holders and offer to non SRA holders.		Democratic Services Manager
		Promote the WLGA's online Be a Councillor website:- https://www.beacouncillor.wales/ https://www.byddwchyngynghorydd.cymru/	February 2022	
9.	Increase engagement with the public to:	Publish a 'Becoming a Councillor' web page and promote, including to different communities in Flintshire e.g. Chinese	Complete	All actions for the Democratic Services Manager/ Elections Team Leader

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	- raise awareness of the role and activities of the Council - provide clarity about how the public can better inform local decision making - build greater community cohesion through a greater presence at community events, - creating and building upon community networks.	community, Polish community, Asian community, LGBTQ+		/Communications Team
		Explore if information on webpage can be made available in different formats such as BSL	December 2022	
		Consider offering , depending on resources/capacity available, shadowing opportunities to groups who are underrepresented in democracy and for seldom heard	June 2022 onwards	
		Share link to 'Becoming a Councillor' page with Town & Community Councils and encourage link on their website to be promoted.	Briefing w/c 7 March 2022	
		Develop Public Participation Strategy Scheme (for compliance with duty under the 2021 Act).	May 2022	
		Encourage people to participate in decision making and promoting awareness of how to become a Member, what membership entails, promoting/facilitating process. Develop materials to target seldom heard / underrepresented groups.	Post approval of Participation Strategy	
10.	Increase awareness of the role of Councillors, the contribution they make to	Council website page 'Becoming a Councillor' to be established and promoted.	Completed	Team Leaders

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	society and how to become a Councillor.	Consider a Video (available in BSL format as well) to be produced involving current Members highlighting the role of Members including benefits from both member and community perspective, insight into the work, training provided, remuneration package. Basic allowance for 2022 is £16,800, IT provision, child care allowance, carers allowance, Local Government Pension Scheme, Broadband allowance etc. Suggest appearances from high profile Councillors.		Democratic Services Manager/ Communications Team
		Use key days/weeks/months to highlight the work of Councillors such as International Women's Day, and profile the work/roles/experiences of 1 female councillor from each group plus newly elected Councillors.	8 March 2022 and ongoing	Democratic Services Manager/ Communications Team
11.	Increase opportunities for women to play a full role in supporting and representing their communities.	Welsh Government introduced family absence for Councillors in principal authorities to enable individuals to balance the important roles they play in society with their responsibilities as parents. FCC have made family absence provisions available to all Councillors.	Induction session on payments & allowances	All actions for Democratic Services Manager
		Consider celebrating and profiling FCC female Councillors on International Women's Day 08.03.22.	8 March	

		Consider Creating mentoring /coaching opportunities for women who may be interested in becoming a Councillor. Consider offering opportunities to girls and women to shadow women Councillors for a day. Consider surveying to identify the barriers to becoming a Councillor. Training for all elected members on inclusion, awareness of micro aggressions etc.	Post elections May 2022	

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CYNGOR Sir y Fflint Flintshire COUNTY COUNCIL

FLINTSHIRE COUNTY COUNCIL	

Date of Meeting	Thursday 24 February 2022
Report Subject	WLGA Fair Campaigns Pledge
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

The WLGA has been concerned for some time that there has been a coarsening of public debate with elected representatives at all levels being subject to increasing levels of vilification and personal abuse. The WLGA Executive Board has resolved that they will themselves run positive campaigns based on merit, will not resort to personal abuse and will "call out" poor behaviour. They also called on all candidates at the forthcoming elections to give a similar pledge.

RECOMMENDATIONS	
1	That all Councillors intending to seek re-election make a Fair Campaigns Pledge.
2	That the Returning Officer be requested to ask all candidates at the forthcoming elections to make a Fair Campaigns Pledge.

REPORT DETAILS

1.00	EXPLAINING THE FAIR CAMPAIGNS PLEDGE
1.01	The WLGA has been concerned for some time about the coarsening of public debate and the increasing levels of abuse and even intimidation directed at Councillors, especially on line. It has worked with the Campaign on Civility in Public Life to try and counter this trend. The WLGA Executive Board recently agreed to support a 'Fair Campaigns' Pledge for local consideration, to outline a clear public statement about expectations about respect and tone of political debate in the elections period.

1.02	Political parties already have guidelines or codes of conduct for candidates and have internal disciplinary procedures. There is also an inter-party complaints resolution process in Wales to try to resolve any complaints about local party activity during election periods.
1.03	Serving Councillors, who are seeking re-election, remain bound by the statutory Code of Conduct, which sets out high standards of conduct including treating others with respect and consideration and prohibiting bullying behaviour or harassment. The Public Services Ombudsman has previously reported concerns that Code of Conduct complaints about Councillors increase significantly in the run-up to the election and would be supportive of any efforts to encourage good behaviour and respect during elections. Whilst serving Councillors are bound by the Code of Conduct, other candidates are not and concerns have been previously raised that election campaigns are not always conducted 'on a level playing field' as a result.
1.04	A series of infographics for Councillors and candidates (see Appendix 1) have recently been produced through the Civility in Public Life campaign. These set out 'rules' and expected standards of debate on social media platforms and top tips on handling online abuse. These are available in both Welsh and English for download and use on Councillors' social media at Digital citizenship: support and resources for councillors	Local Government Association
1.05	Neither the Council nor the Returning Officer can control how candidates for election behave. However, the Returning Officer will hold briefings with potential candidates before the notice of election is published. He will hold similar briefings with confirmed candidates thereafter. He is willing to ask all those considering standing for election to make a Fair Campaign Pledge.

2.00	RESOURCE IMPLICATIONS
2.01	It is anticipated that the introduction of the Fair Campaign Pledge will have few resource implications.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None.

4.00	RISK MANAGEMENT
4.01	It is possible that the Fair Campaign Pledge might be portrayed as a restriction on freedom of political expression (which is a human right). That right permits the expression of views in a sometimes challenging or offensive manner to make a point. It is important therefore that when asking candidates to make such a pledge:

	1) their ability to campaign on any issue and in the manner they choose is reaffirmed; and 2) that they are nevertheless reminded of the consequences to themselves and society of campaigning based on misinformation, abuse etc.

5.00	APPENDICES
5.01	Appendix 1 – infographic Fair Campaign Pledge.

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	**WLGA –** the representative body for all County and County Borough Councils in Wales. As well as representative role it also co-ordinates activity especially where all Councils need to undertake a common task (e.g. recruiting Lay Members). **Campaign for Civility in Public Life** – is the name for collective action being taken by the local government associations in the 4 home nations primarily aimed at 1) articulating good standards for anyone engaging in public and political discourse; 2) understanding the scale and impact of intimidation and abusive behaviour on the respective membership organisations, and developing recommendations for achieving positive debate and public decision-making on a local level; 3) supporting the members of each association and all democratically elected local representatives in addressing intimidation and abuse, so they deliver the best on behalf of their communities. **Returning Officer –** a statutory position with responsibility to manage the election process. The position is nominated to but not employed by the Council. It is commonly held by the Chief Executive in addition to their role within the Council, and that is the case for Flintshire.

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Rules of engagement

Welcome to my page, which aims to communicate my activities as a councillor. If you wish to be a part of this online community, you must agree to abide by this code of digital engagement, which is designed to keep everyone safe.

Rule 1: Debate and disagreement are welcome on this page, but only if expressed with courtesy, respect and politeness.

Rule 2: Posts should not contain abuse, harassment, intimidation or threats of any form.

Rule 3: Posts should not contain any form of discrimination – including racism, sexism, ageism, ableism, homophobia, transphobia or religious intolerance.

Rule 4: Posts should not spread false or unverified information.

Rule 5: For transparency reasons, users should not post anonymously.

If any of these rules are broken, page admins reserve the right to delete posts, block users and report content to the police if necessary.

It may not be possible to respond to all queries on this page due to time constraints - if you have specific enquiries or casework, please send directly to my official email.

Rules of engagement

Welcome to my page, which aims to communicate my activities as a candidate in our local elections.

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For more information on the LGA's work on handling abuse on social media and digital citizenship visit: www.local.gov.uk/civility-public-life

REF 43.5

Rules of engagement

Handling online abuse

Set expectations – point people to your rules of engagement and apply these consistently.

Lead by example – do not post comments that could be considered abusive, and avoid posting false or unverified information.

Consider content – some content will be more controversial than others. Consider before posting how you will manage engagement with this, for example only engaging in comments on the policy itself or directing people to consultation documents.

Defuse conflict – waiting to respond can take the heat out of situations, as can reframing your own language.

Know when to step back - Remember you do not have to engage with abusive or threatening behaviour. You can set the record straight with factual information if you wish, but you can step away when you want to.

Protect your privacy – set different passwords for different accounts, and do not post information that can allow people to identify your whereabouts outside of official council business.

Understand privacy settings – there is a range of settings to help you manage who can see or comment on your posts.

Get and give support – where you feel able, provide support to fellow councillors online, and reach out to colleagues and your council for support where needed.

Record abuse – screenshot comments and keep a record of abusive or threatening communications.

Report serious issues – if you feel unable to deal with online abuse yourself or have any concerns about your safety, report this to your council or the police.

Local Government Association

CLILC·WLGA

nilga
*northern ireland
local government association*

COSLA

For more information on the LGA's work on handling abuse on social media and digital citizenship visit: **www.local.gov.uk/civility-public-life**

REF 43.5

FLINTSHIRE COUNTY COUNCIL	

Date of Meeting	Thursday 24 February 2022
Report Subject	Draft Petitions Scheme
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

Members may recall from previous reports that Section 42 of the Local Government & Elections (Wales) Act 2021, which comes into force with effect from 5th May 2022 places a duty on principal councils to make and publish a petitions scheme. Council has previously supported this, in principle, when consulted on the contents of the Local Government & Elections Bill.

There is a 'Petitions' item on the agenda for each ordinary meeting of Council. That is for Members to bring to the Council's attention petitions which have been raised within their ward. This is recognised as being an important part of the relationship between a Member and the people who live and/ or work in their ward. That process will be retained.

The officers have drafted a petitions scheme, based on the criteria of suitability for questions at Council. This has been in place for some years and following review is still considered to be suitable for our purpose. The Petitions scheme is to enable members of the public to organise and submit petitions directly to the County Council. The submission of electronic petitions can be managed using the Modern.gov software which supports the committee system.

RECOMMENDATIONS	
1	That Council approves the petitions scheme for inclusion in the Constitution and adopts consistent criteria for petitions that are deemed acceptable

REPORT DETAILS

1.00	**EXPLAINING THE NEED FOR A PETITIONS SCHEME**
1.01	Section 42 of the Local Government & Elections (Wales) Act 2021, which comes into force with effect from 5th May 2022 places a duty on principal councils to make and publish a petitions scheme.
1.02	This is in addition, rather than as a replacement of the current facility for Members to submit petitions at Council meetings. Those arrangements will continue (see comment below about a proposed amendment to the current process), and still be subject to an annual report. As in previous years, such reports would be made to the last scheduled Council meeting of a municipal year.
1.03	Officers have prepared a draft Petitions scheme, which is attached as Appendix 1. It seems appropriate to apply criteria for which petitions will/will not be accepted. The proposed criteria for acceptability are based on those which we have had for some years for public questions to Council. Those criteria should apply equally to petitions submitted via either route for consistency. An amendment to the Council Meeting Procedure rules will need to be made to add these criteria to the process whereby councillors submit petitions to Full Council.
1.04	The petitions scheme was considered by the Constitution and Democratic Services Committee at its meeting on 26 January 2022. It suggested a number of improvements to the draft scheme that are shown in tracked changes in Appendix 1.
1.05	Once adopted by Council, the Petitions scheme will be published on the Council's website.
1.06	The submission of electronic petitions can be managed using the Modern.gov software which supports the Committee system.

2.00	**RESOURCE IMPLICATIONS**
2.01	It is anticipated that the introduction of this statutory scheme will have few resource implications.

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

4.00	**RISK MANAGEMENT**
4.01	The adoption of a Petitions scheme is a statutory requirement.

5.00	**APPENDICES**
5.01	Appendix 1 - Draft Petitions Scheme - with tracked changes Appendix 2 - Draft Petitions Scheme – clean copy

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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Draft Petitions Scheme

Section 42 of the Local Government & Elections (Wales) Act 2021 places on principal councils, such as Flintshire a duty to make and publish a scheme setting out how we intend to handle and respond to petitions (including electronic petitions).

The Council has had a simple mechanism in place for many years, whereby individual Members of Council are able to hand in petitions at Council meetings. Such petitions have typically, but not always, related to specific ward issues. This petitions scheme builds on that mechanism and our approach to public questions to Council.

The Act requires that the petition scheme must, in particular, set out—

(a) how a petition may be submitted to the Council;

(b) how and by when the Council will acknowledge receipt of a petition;

(c) the steps the Council may take in response to a petition received by it;

(d) the circumstances (if any) in which the Council may take no further action in response to a petition;

(e) how and by when the Council will make available its response to a petition to the person who submitted the petition and to the public.

We are required to review our petition scheme from time to time and, if considered appropriate, revise it. This review could be incorporated into the Petitions Annual Report which we already have. If we revise or replace a petition scheme, we must publish the revised or new version. This can be on our website.

Petitions will still be accepted by submission through local Members at Council meetings. Otherwise, they will be submitted through our website, using the Modern.gov system which we already use to publish our agendas and reports. Link here.

The rules of the petition scheme are as follows:

No.	Requirement	Justification
1	Petitions will not be accepted from other on-line petitions systems.	This is to ensure that petitions have not been copied or otherwise adulterated
2	Petitions may collect signatures for a maximum period of 21 days.	This is to ensure that petitions are current, rather than historic.
3.	To be regarded as valid, a signatory must provide their name, address (living or working within Council area) postcode and their email address. The first signatory, called the	This is to ensure that signatories are genuine, within an interest in

	promoter, must live, work volunteer etc within the Council area	Flintshire or the matter/issue of concern.
4	Petitions are not admissible if they are the same, or substantially similar to a petition which closed less than six months previously.	This is replicates the 'six months' rule for Public Questions to Council and protects against potential nuisance.
5	Requests for a petition on the Council's website (Modern.gov) will be considered by the Monitoring Officer (or by officers attending the monthly Democracy Business Planning Meeting) to ensure that they are appropriate and do not include any issues listed under 13, below.	The role of the Monitoring Officer /officer group is proposed as issues such as the validity of Notices of Motion are determined by that means.
6	A list of rejected petitions will be published on the Council's website with the reasons for rejection.	Openness.
7	For the first year, the minimum number of signatories for a petition is set at ten people. Fewer than that will be regarded as a letter or request for service, depending on subject matter. A petition might be referred to an Overview & Scrutiny Committee or directly to a Chief Officer for actioning within their portfolio.	This is to ensure that petitions are matters of genuine public concern.
8	The Chief Executive will decide how to respond to a petition which may include any one or more of the following: 1) referring it to Cabinet, Council or a committee (including an Overview and Scrutiny Committee); 2) referring it to an officer. Petitions received in relation to planning, licensing or grant applications/appeals that have not been decided will be referred to the relevant service and treated as a consultation response to that application/appeal; 3) not taking any action; and/or 4) taking any other steps it considers appropriate	
9	The ward member(s) will be notified of a petition received from a promoter whose address is within that ward. The ward	

	member(s) will be asked for their views on the petition and proposed method of disposal	
10.9	The current practice of reporting on petitions received during the year will be continued, but individual decisions should be published on the website as they are made.	The annual petitions report (submitted to the last Council meeting of the municipal years) provides a continued record of petitions received.
121110.	The response to a petition e.g. considered by Council, passed to Cabinet, an Overview & Scrutiny committee, or to a Chief Officer, added to an Overview & Scrutiny Agenda etc. will be sent to the promoter of the petition and will be published on the Council's website. The outcome of individual petitions should be reported on the website as soon as possible.	It would be too resource intensive to email all petition signatories, to inform them of outcomes.
131212	Petitions will be kept for six years/72 months	Treated as a background paper and subject to the same time constraints. GDPR implications?
13 13	There should be a mechanism for the public toThe promoter may object (appeal) if they believe that the petition has not been dealt with properly. Relevant Cabinet Member /Chief Officer/Chief Executive to review (if not previously involved)	Natural justice to build in an appeal mechanism.
14	Petitions will not be accepted if they relate to: • Judicial or quasi-judicial matters; • Matters under investigation; • Individual planning, licence or grant applications or appeals which have already been determined by the Council; • Named officers or Members of the Council; • Confidential or exempt information as described in the Access to Information Procedure Rules or requires its disclosure; • Party political matters; • Defamatory material;	Use of the same constraints as well established Council Questions procedure

		• Substantially the same issue as a question put within the past 6 months.	

The Council produces an annual report, detailing petitions handed in by councillors during the year and how they were dealt with. This is submitted to the last Council meeting of the municipal year. Petitions submitted under this scheme will also be included in that annual report in future.

Draft Petitions Scheme

Section 42 of the Local Government & Elections (Wales) Act 2021 places on principal councils, such as Flintshire a duty to make and publish a scheme setting out how we intend to handle and respond to petitions (including electronic petitions).

The Council has had a simple mechanism in place for many years, whereby individual Members of Council are able to hand in petitions at Council meetings. Such petitions have typically, but not always, related to specific ward issues. This petitions scheme builds on that mechanism and our approach to public questions to Council.

The Act requires that the petition scheme must, in particular, set out—

(a) how a petition may be submitted to the Council;

(b) how and by when the Council will acknowledge receipt of a petition;

(c) the steps the Council may take in response to a petition received by it;

(d) the circumstances (if any) in which the Council may take no further action in response to a petition;

(e) how and by when the Council will make available its response to a petition to the person who submitted the petition and to the public.

We are required to review our petition scheme from time to time and, if considered appropriate, revise it. This review could be incorporated into the Petitions Annual Report which we already have. If we revise or replace a petition scheme, we must publish the revised or new version. This can be on our website.

Petitions will still be accepted by submission through local Members at Council meetings. Otherwise, they will be submitted through our website, using the Modern.gov system which we already use to publish our agendas and reports. Link here.

The rules of the petition scheme are as follows:

No.	Requirement	Justification
1	Petitions will not be accepted from other on-line petitions systems.	This is to ensure that petitions have not been copied or otherwise adulterated
2	Petitions may collect signatures for a maximum period of 21 days.	This is to ensure that petitions are current, rather than historic.
3.	To be regarded as valid, a signatory must provide their name, address postcode and their email address. The first signatory, called	This is to ensure that signatories are genuine, with an interest in

	the promoter, must live, work volunteer etc within the Council area	Flintshire or the matter/issue of concern.
4	Petitions are not admissible if they are the same, or substantially similar to a petition which closed less than six months previously.	This is replicates the 'six months' rule for Public Questions to Council and protects against potential nuisance.
5	Requests for a petition on the Council's website (Modern.gov) will be considered by the Monitoring Officer (or by officers attending the monthly Democracy Business Planning Meeting) to ensure that they are appropriate and do not include any issues listed under 13, below.	The role of the Monitoring Officer /officer group is proposed as issues such as the validity of Notices of Motion are determined by that means.
6	A list of rejected petitions will be published on the Council's website with the reasons for rejection.	Openness.
7	For the first year, the minimum number of signatories for a petition is set at ten people. Fewer than that will be regarded as a letter or request for service, depending on subject matter. A petition might be referred to an Overview & Scrutiny Committee or directly to a Chief Officer for actioning within their portfolio.	This is to ensure that petitions are matters of genuine public concern.
8	The Chief Executive will decide how to respond to a petition which may include any one or more of the following: 1) referring it to Cabinet, Council or a committee (including an Overview and Scrutiny Committee); 2) referring it to an officer. Petitions received in relation to planning, licensing or grant applications/appeals that have not been decided will be referred to the relevant service and treated as a consultation response to that application/appeal; 3) not taking any action; and/or 4) taking any other steps it considers appropriate	
9	The ward member(s) will be notified of a petition received from a promoter whose address is within that ward. The ward	

	member(s) will be asked for their views on the petition and proposed method of disposal	
10.	The current practice of reporting on petitions received during the year will be continued, but individual decisions should be published on the website as they are made.	The annual petitions report (submitted to the last Council meeting of the municipal years) provides a continued record of petitions received.
1211	The response to a petition e.g. considered by Council, passed to Cabinet, an Overview & Scrutiny committee, or to a Chief Officer, added to an Overview & Scrutiny Agenda etc. will be sent to the promoter of the petition and will be published on the Council's website. The outcome of individual petitions should be reported on the website as soon as possible.	It would be too resource intensive to email all petition signatories, to inform them of outcomes.
1312	Petitions will be kept for six years/72 months	Treated as a background paper and subject to the same time constraints. GDPR implications
13	The promoter may object (appeal) if they believe that the petition has not been dealt with properly. Relevant Cabinet Member /Chief Officer/Chief Executive to review (if not previously involved)	Natural justice to build in an appeal mechanism.
14	Petitions will not be accepted if they relate to: • Judicial or quasi-judicial matters; • Matters under investigation; • Individual planning, licence or grant applications or appeals which have already been determined by the Council; • Named officers or Members of the Council; • Confidential or exempt information as described in the Access to Information Procedure Rules or requires its disclosure; • Party political matters; • Defamatory material; • Substantially the same issue as a question put within the past 6 months.	Use of the same constraints as well established Council Questions procedure

The Council produces an annual report, detailing petitions handed in by councillors during the year and how they were dealt with. This is submitted to the last Council meeting of the municipal year. Petitions submitted under this scheme will also be included in that annual report in future.

FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Thursday, 24 February 2022
Report Subject	Appointing Lay Members of the Governance and Audit Committee
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

The Local Government and Elections (Wales) Act 2021 requires the Council to ensure that 1/3 of members on the Governance and Audit Committee are Lay Members. The Committee currently has 2 such members and has tried to recruit one further Lay Member, so far without success. It is advertising again at present.

The term of office for one of the existing Lay Members expires in May 2022, having already served 5 years. The Lay Member is willing to serve for a second term if the Council is willing to re-appoint her.

RECOMMENDATIONS	
1	That Council notes the update on the current recruitment process.
2	That Council reappoints the Lay Member for another 12 months.

REPORT DETAILS

1.00	EXPLAINING THE APPOINTMENT OF LAY MEMBERS
1.01	The Local Government and Elections (Wales) Act 2021 requires the Council to ensure that, with effect from May 2022, 1/3 of the members of the Governance and Audit Committee are Lay Members. The Committee only contains 2 Lay Members at present. The Council has therefore been recruiting for a further Lay Member.

1.02	All Councils in Wales are subject to the same duty and so there has been national recruitment exercise with the assistance of the WLGA. The Council has so far held one round of interviews. The Panel did not wish to recommend any candidate for appointment. A further round of advertising is underway at present (closing date 28 February 2022). If the recruitment panel wishes to recommend any candidate for appointment, its report will be brought, after the elections, to the Annual Meeting in May.
1.03	One of the existing Lay Members, Sally Ellis, was appointed by the Council in May 2017 for a period of 5 years. Her term of office therefore expires in May 2022. She has been a diligent and active member of the Committee. She is willing to serve again if the Council is willing to reappoint her.
1.04	At least some Councillors will be newly elected to the County Council in May. In order to allow Councillors time to "settle in" and time for mature consideration of the skills mix on the Committee, it is suggested that Sally Ellis should be re-appointed for 12 months. This will also have the benefit of staggering the retirement dates of Lay Members so that the Council does not in future lose all experienced Lay Members in one go.

2.00	RESOURCE IMPLICATIONS
2.01	Each recruitment exercise costs around (£3,500 – £4,000) and requires support from both Councillors (typically a panel of 5) and officers. However, it is the optimum manner to openly and transparently appoint to vacancies.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	The Chair of the Governance and Audit Committee.

4.00	RISK MANAGEMENT
4.01	The key risks are that the Council does not recruit to the third position and that it loses the existing experienced Lay Member. Should the Committee not have sufficient Lay Members then its acts/decisions will be invalid (section 82(6) Local Government Measure 2011). The Council has advertised widely as a result.

5.00	APPENDICES
5.01	None

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	**Lay Member –** is defined by the Local Government Measure 2011 as a person who is not a member of the Council i.e. not already an elected Councillor. **WLGA –** the representative body for all County and County Borough Councils in Wales. As well as representative role it also co-ordinates activity especially where all councils need to undertake a common task (e.g. recruiting Lay Members).

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CYNGOR Sir y Fflint Flintshire COUNTY COUNCIL

FLINTSHIRE COUNTY COUNCIL	

Date of Meeting	Thursday, 24th February 2022
Report Subject	Pay Policy Statement for 2022/23
Report Author	Chief Executive and Corporate Manager, People and Organisational Development

EXECUTIVE SUMMARY

All local authorities are required to publish review and approve a Pay Policy Statement each financial year.

Once approved it is to be published by 31st March each year.

The Pay Policy presented within this report is the tenth annual statement published by the Council. |

RECOMMENDATIONS	
1	That County Council approves the appended draft Pay Policy Statement for 2022/23.
2	That County Council delegates authority to the Corporate Manager, People and Organisational Development to update the Pay Policy Statement 2022/23 during the course of the year to reflect any changes required by legislation, Government policy or national negotiations so that it remains accurate and current.

REPORT DETAILS

1.00	**EXPLAINING THE PAY POLICY STATEMENT**
1.01	Under the Localism Act 2011 local authorities are required to publish an annual Pay Policy Statement for each financial year. This must be approved by Council and be in place by 31st March each year. A Pay Policy Statement should include: • the local authority's policy on the level and elements of remuneration for each chief officer; • the policy on the remuneration of its lowest-paid employees - together with its definition of lowest-paid employees and the reasons for adopting that definition; • the policy on the relationship between the remuneration of its chief officers and other officers; and • the policy on other specific aspects of chief officers' remuneration such as recruitment, pay increases, the use of performance related pay and bonuses, termination payments, and pay transparency.
1.02	The Council's current Pay Policy Statement was approved by Council on 16 February 2021.
1.03	The draft Pay Policy Statement for 2022/23 appended to this report reflects the Council's current agreements and arrangements with regard to pay.
1.04	This year's statement is largely consistent with previous statements. Whilst there are no changes to the principles or approach to remuneration, as a result of updated guidance published by Welsh Government in November 2021 and changes in legislation the following sections have been removed, updated or added: Section 1 – Introduction from the Chief Executive Section 6 – Chief Officer remuneration Section 9 - Pay relativities within the Authority Section 11 – National Living Wage Section 12 – Real Living Wage (RLW) Section 16 – Talent Management
1.05	The Restriction of Public Sector Exit Payments Regulations 2020, which cap the value of exit payments to £95,000, came into force on 4 November 2020. Following the approval for three judicial reviews of the legislation it was revoked by Government on 12 February 2021. Legislation on the recovery of exit payments for senior officers who return to work in the public sector within twelve months of receipt of an exit payment is still expected. However, there have been no developments in relation to this and the legislation is still pending. If the legislation is finalised, the Council will review and implement as required.

1.06	**National Pay Awards** Annual cost of living and other pay awards are negotiated nationally. Agreement was reached on 3 February 2022 and 09/02/2022 respectively for a 1.5% pay increase for Chief Executives and Chief Officers. There is still no agreement for employees covered by the NJC (Green Book), or Pink Book with effect from 1 April 2021. The Pay Policy Statement will therefore have to be updated if a nationally agreed pay award is reached at a later date.

2.00	**RESOURCE IMPLICATIONS**
2.01	None as the Pay Policy Statement appended to this report is a description of existing pay arrangements.

3.00	**CONSULTATIONS REQUIRED / CARRIED OUT**
3.01	None required.

4.00	**RISK MANAGEMENT**
4.01	None as the Pay Policy Statement appended to this report is a description of existing arrangements.

5.00	**APPENDICES**
5.01	Appendix A – Pay Policy Statement 2022/23 Appendix B – Pay Tables Appendix C – Local Government Pension Scheme (LGPS) Discretionary Pension Statement

6.00	**LIST OF ACCESSIBLE BACKGROUND DOCUMENTS**
6.01	None.

7.00	**CONTACT OFFICER DETAILS**
7.01	**Contact Officer:** Sharon Carney, Corporate Manager, People and Organisational Development **Telephone:** 01352 702139 **E-mail:** Sharon.carney@flintshire.gov.uk

8.00	**GLOSSARY OF TERMS**
8.01	As detailed in the attached Pay Policy Statement for 2022/23

Pay Policy Statement

2022-2023

(Including LGPS Employer's Discretionary Policy)

Contents

1. Introduction from the Chief Executive

As the Chief Executive of a large public sector organisation I recognise the importance people place on the delivery of high quality Council services, whilst ensuring value for money. It is right and proper that the Council is open, transparent and accountable when it comes to the money we pay our employees.

Flintshire County Council is an ethical employer. We are committed to offering good quality employment with fair terms and conditions and fair rates of pay that appropriately reward employees for the work they do. As one of the largest employers in the county the salaries we pay have a positive impact on the quality of life within our communities and on the local economy.

Council employees also benefit from a comprehensive range of financial and non-financial benefits. These include membership of the Local Government Pension Scheme (LGPS), access to salary sacrifice arrangements, discounts at hundreds of retailers across the United Kingdom, exceptional learning and development opportunities and employee wellbeing initiatives/support.

This Pay Policy Statement details our approach to pay, ensuring we can attract, retain and motivate the best employees, with the right level of skills, who are committed and share our vision.

Neal Cockerton
Chief Executive

2. Purpose

Under Section 112 of the Local Government Act 1972 the Council has the power "to appoint officers on such reasonable terms and conditions as the Council thinks fit". This Pay Policy Statement (the statement) sets out the Council's approach to pay policy in accordance with the requirements of the Localism Act 2011 (the Act).   Under section 38 (1) of the Act 2011 English and Welsh local authorities are to produce and publish a pay policy statement for each financial year covering:

- The authority's policies for the remuneration of chief officers;
- The arrangements for the publication of and access to information on the remuneration of chief officers;
- The authority's policies towards the remuneration of its lowest paid employees; and
- The relationship between the remuneration of its chief officers and other employees.

The Council has published information on senior pay for a number of years on its website and in its Statement of Accounts. It has also responded openly and in full to Freedom of Information Act requests for such details.

Compared to other organisations in all sectors across the UK, we are a large and complex organisation providing a diverse range of public services. Many of these services are vital to the wellbeing of individuals and groups of residents in our local community. These can be delivered in very challenging circumstances, which means the Council must take account of the levels of need and ensure the availability of resources to meet them.

We compete with other local employers to recruit and retain managers capable of meeting the challenges of delivering our services to the required standards. This has an important bearing on the levels of remuneration we offer. At the same time, we are obligated to secure the best value for money for our residents and taxpayers in taking decisions on our pay levels. Therefore, the arrangements for the evaluation of posts across the workforce, and pay and terms and consideration of employment, are complex and require careful planning, maintenance and control.

3.   Legislation and Other Matters Relevant to Remuneration

In determining the remuneration of all of its employees, the Council will comply with all relevant employment legislation. The Council is also bound by collective agreements and contractual arrangements which cannot be unilaterally altered.

Relevant legislation includes the Employment Rights Act 1996, Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Employment) Regulations 2006, as amended, and the Local Government (Democracy) (Wales) Act

With regard to the Equal Pay requirements contained within the Equality Act, the Council will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation systems and processes which directly relate e salaries to the requirements, demands and responsibilities of the role.

4.   Scope of the Pay Policy Statement

The Localism Act 2011 requires authorities to publish their pay policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and to explain the relationship between remuneration for Chief Officers and other workforce groups including the 'lowest paid'.

In the interests of transparency, the Council has chosen to take a broader approach and produces a policy covering all employee groups with the exception of School Teachers (as the remuneration for this latter group is set by the Welsh Government and therefore not in local authority control)).

Nothing within the provisions of the Localism Act 2011 detract from the Council's autonomy in making decisions on pay that are appropriate to local circumstances and which deliver achieve business objectives and value for money. The Council will follow its own policy in setting remuneration levels for all workforce groups within its scope.

This Pay Policy Statement does not apply to Members of the Council as they are not employees and are governed by separate legislation and the requirements of the Independent Remuneration Panel for Wales.

5.   Broad Principles of our Pay and Reward Strategy

I)   Transparency, accountability and value for money

The Council is committed to an open and transparent approach to pay policy which will enable anyone to access, understand and assess information on remuneration levels across all groups of Council employees. The following is available on the Council's website at www.flintshire.gov.uk.

Remuneration data
- Employee pay scales

6

- Individual remuneration details for senior employees whose remuneration is over £60,000 per annum, and the number of employees whose remuneration exceeds £60,000 as required under the Accounts and Audit (Wales) (Amendment) Regulations 2010.

Policy documents
- [Additional Payments](#)
- [Policy Statement on Redundancy and Severance Payments (including additional pension payments)](#)

All relevant policies are reviewed periodically to ensure they are current and meet the principles of fairness, equality, accountability and value for money.

II) Development of Pay and Reward Strategy

The primary aim of a reward strategy is to attract, retain and motivate suitably skilled employees so that the organisation can perform to its best. The biggest challenge for the Council in the current financial climate is to maximise productivity and efficiency within current resources. Pay policy is a matter of striking a balance between setting remuneration levels at appropriate levels to ensure a sufficient 'supply' of appropriately skilled, experienced and qualified individuals to fill the Council's wide range of posts, and ensuring that the burden of cost does not become greater than can be justified.

It should be recognised that in a competitive recruitment 'market' remuneration levels need to enable the attraction of a suitably wide pool of talent (which will ideally include people from across the public sector and from outside as well as within Wales), and the retention of suitably skilled and qualified individuals once in post.   It should be also be recognised that the Council will often be seeking to recruit in competition with other public and private sector employers.

The Council is a major employer in the area. The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy. The Council also has a role in setting a benchmark example on pay and conditions to other employers in the area for the same reasons.

In designing, developing and reviewing the Pay and Reward strategy the Council will seek to balance these factors to achieve performance outcomes for the organisation and the community it serves, whilst managing and controlling total pay costs.

III)   The Council's Pay and Grading Structure

Section 112 of the Local Government Act 1972 provides that a local authority shall appoint such Officers for the proper discharge of its functions on such reasonable terms and conditions, including conditions as to remuneration as the local authority thinks fit.

The remuneration of the large majority of employees of the Council is in accordance with the locally agreed pay scale with spinal column points based on the nationally agreed pay spine (the NJC pay scale).

The Council uses a range of methods to evaluate pay and has multiple pay scales dependent on the terms and conditions of employment.

For roles that are not nationally prescribed and are not Chief Officer posts, the Council uses the Greater London Provincial Committee (GLPC), which is part of the Single Status Collective Agreement, and role profiles for support workers employed by School Governing Bodies.

In October 2019, employees engaged under the JNC Craft Agreement (Red Book) were assigned to one of four newly evaluated positions and mapped across to the Council's new pay model. This had the effect of providing an all-inclusive rate and increase in base pay, removed spot points, provided incremented grades and incremental progression, consistent with employees on the nationally agreed pay spine (the NJC pay scale).

Pay Progression

With the exception of Chief Officers whose pay progression is based on performance, all employees receive annual increments until the maximum spinal point in the grade is reached, subject to six months in that grade (whether attained by appointment, promotion or re-grading).

Ordinarily, employees, including senior employees, are appointed to the minimum point of the pay grade for the job. In certain circumstances it may be appropriate to appoint to a higher point in the pay grade. This may arise when, for example, the preferred candidate for the job is or has been in receipt of a salary at a higher level than the grade minimum, subject to approval by their respective Chief Officer.

Bonus Payments and Performance Related Pay

The Council does not apply any bonus payments.   The Council operates an appraisal system as part of its performance management strategy and with the exception of Chief Officers (see above) this is not linked to pay.

Equalities

The Council is committed to equality of opportunity for all. All members of staff will be treated fairly based on ability, performance and contribution irrespective of their employment or contractual status and personal circumstances, i.e. part time, fixed term. The Council monitors equalities data and this policy shall be applied fairly, consistently and equitably for all employees irrespective of race, gender, disability, age, offending past, caring or dependency status, religion or belief, sexual orientation, marital or civil partnership status, pregnancy or maternity or gender identity and it is incumbent on those managing this policy to ensure that this is the case.

Chief Officer Job Evaluation

For Chief Officers, the Council uses the nationally recognised Hay Job Evaluation Scheme. The scheme is an analytical one that takes into consideration three key elements of a post:

- Know How – the levels of knowledge, skill and experience (gained through work experience, education and tradition) which are required to perform the job successfully;
- Problem Solving – the complexity of thinking required to perform the job when applying Know How;
- Accountability – the impact the job has on the organisation and the constraints the job holder has on acting independently.

The Council undertook reviews of Chief Officer's roles and associated pay arrangements in 2014. Therefore, current arrangements are modern for the business needs of the Council.

IV) Additional Payments

There may be occasions when an employee is asked to carry out additional duties to those of their substantive post for a period of time. In such circumstances an additional payment may be made in line with the Council's Additional Payments policy. The policy provides a framework to ensure the continued fairness, equitability and affordability of the pay and grading structure and differentiates between the following scenarios:

Honoraria

Subject to certain conditions, employees who are temporarily required to undertaken some or all of the duties of a higher graded posts are eligible to be paid an honorarium. Details of the scheme can be found in the Council's Additional Payments Policy.

Market Supplements

From time to time it may be necessary to take account of the external pay levels in the employment market in order to attract and retain employees with particular experience, skills and capacity and apply a time limited, market supplement. Where necessary, the Council will ensure the requirement is objectively justified by reference to a clear and transparent evidence of relevant market comparators, using data sources available from the local government sector and outside, as appropriate. The Council uses market supplements sparingly as a practice.

V   Salary Protection

The Council will take reasonable steps to protect an employee's basic pay where it is reduced as a result of:

- Organisational change
- Redeployment where the individual is at risk of or under notice of redundancy and is redeployed or assimilated into either a lower graded post or a post which attracts a lower total remuneration package than their previous post

The Council protects the remuneration of employees for a maximum of twelve months from the date of the change to basic pay, subject to a maximum of one grade difference or equivalent between the old post and the new post.

6.   Chief Officer Remuneration

i)   Definitions of Chief Officer

For the purposes of this statement, 'Chief Officers' are as defined within S43 of the Localism Act. The relevant occupied posts within the Council are as follows:

a)   Chief Executive (including Head of Paid Service)
b)   Chief Officer, Governance
c)   Chief Officer, Streetscene and Transportation
d)   Chief Officer, Planning, Environment and Economy
e)   Chief Officer, Social Services
f)   Chief Officer, Education and Youth,
g)   Chief Officer, Housing and Community

These officers are responsible for working alongside and advising elected members over the strategic direction of the Council, carrying out the stated aims of the Council, ensuring the efficiency and effectiveness of all services provided by the Council and its partners, and providing overall day to day operational management of services.

A new single grade and pay range for the new Chief Officer group was introduced in June 2014. All roles in the structure are positioned in the same single incremental range, given that all roles are broadly the same size, other than the Chief Executive. Placing the new Chief Officer roles on the same grade also removes any hierarchy at senior management level and reflects the single, collective tier.

All roles have access to the same four increments. The pay range has a clear rationale, building on the options developed with the independent advice from Hay Group and being mindful of both affordability and the relativity to management roles in the grades below. The range overlaps with the increments which existed for the former Heads of Service but falls below the former Director pay. It also represents a consistent policy of paying between the lower quartile and the median.   Progression through the range is based on performance. The approach is affordable and fair, and has ensured that the Council can meet its financial targets for the reduction of senior management costs.

ii)   Policy on the Remuneration of Chief Officers

The Terms and Conditions of employment applicable to Chief Officers are as determined by the JNC (Joint Negotiating Council) for Chief Officers of Local Authorities (or JNC for Chief Executives of Local Authorities) as amended/ supplemented or superseded by decisions on conditions of service made by the Council from time to time and contained within the Council's Employment Policies and Procedures.

iii)   Recruitment of Chief Officers

The Council's policy and procedures for the recruitment of Chief Officers is set out within Article 15, 15.01 sub section (b) of the Constitution.

The Council's Management Structure is as approved by Council. The Job Descriptions and Person Specifications for each Chief Officer post are approved prior to advertisement by the Council's appointment panel which comprises seven elected members. The determination of the remuneration to be offered to any newly appointed Chief Officer will take account of such factors as the requirements of the job, the relative size of the organization, local and national market rates and the relationship with other posts within the grading structure. It is the responsibility of the Chief Executive to make and maintain arrangements for the professional management of the Council to meet both its legal duties and its business needs.

There is a requirement under the Welsh Government Regulations that all vacant posts with a salary of over £100,000 are publicly advertised. The only exception to this new rule is where the appointment is for 12 months or less. It is also possible to divide up the duties from one deleted Chief Officer post between other existing post holders.

iv)   Chief Officer Salaries

Details of the Chief Officers basic salary as at 1 April 2021 are set out below:

Grade	Annual Salary April 2021
Chief Executive Point 01	£133,669.00
Chief Executive Point 02	£137,541.12
Chief Executive Point 03	£141,416.24
Chief Executive Point 04	£145,289.34
Chief Officer Point 1	£89,211.16
Chief Officer Point 2	£92,598.98
Chief Officer Point 3	£95,986.80
Chief Officer Point 4	£100,504.56

The Council has a statutory duty to appoint a Returning Officer for specified Elections and Referenda. The Chief Executive undertakes this role and is paid for discharging these functions in accordance with prescribed fees. The Returning Officer duties are not part of the Chief Executive's substantive role.

The appointment of Electoral Registration Officer is required by S8 Representation of the People Act 1983, and the appointment of Returning officer by S35 Representation of the People Act, 1983. The fee for parliamentary, European Union, Welsh Government, Police and Crime Commissioner Elections and all referenda are set by legislation. For these externally sponsored elections any fee is funded through grant awarded by the Welsh Government or the UK Government. Local authorities have the discretion to set the fee for local elections and this Council has does so contractually.

v)   Additions to Salary of Chief Officers

The Council does pay all reasonable travel and subsistence expenses on produced of receipts and in accordance with JNC conditions and other local conditions. Part III changes which formed part of the Single Status Agreement have removed other previous entitlements. A number of senior employees choose not to claim in full expenses to which they are contractually entitled as a 'conscious' voluntary decision given the current financial constraints.

Annual leave and bank holiday entitlements are determined by the terms and conditions of the different employee groups. Entitlements to annual leave are pro-rata for part time employees. The ability to carry over accrued leave has been temporarily amended to reflect the changes in The Working Time (Coronavirus) (Amendment) Regulations 2020.

vi) Performance Related Pay and Bonuses

The Council does not apply any bonuses or performance related pay to its Chief Officers pay. However, the annual increment (if not already at top of scale) is only awarded once the Annual Appraisal has been passed as satisfactory (page 7 refers).

All Chief Officers have annual and mid-year appraisals and the Chief Executive has an annual appraisal facilitated by an external party as per national guidance and the post holder's contractual rights.

vii) Payments on Termination

The Council's policies for redundancy payments and retirement are set out respectively within its Discretionary Compensation Scheme and Early Retirement Policy.

Under the Local Government (Early Termination of Employment) Discretionary Compensation) (England and Wales) Regulations 2006, the Council applies its discretion under Regulation 5 in the case of both voluntary and compulsory redundancy to base any payments on an employee's actual week's pay.

Under Regulation 6, the Council makes redundancy payments (compulsory and voluntary) to employees based upon the statutory redundancy payments scale which are calculated by multiplying a number of weeks based on their age and length of service (subject to a maximum of 20 years' service) by their actual weekly rate of pay, as follows:

- 0.5 week's pay for each year of employment in which the employee was aged 21 and below
- 1 week's pay for each year of employment in which the employee was aged 22 to 40 inclusive.
- 1.5 week's pay for each year of employment during which the employee was aged 41 or over.

For employees under the age 55 (or aged 55 and over and are *not* members of the Local Government Pension Scheme (LGPS) apply a multiplier of 1.5 times the redundancy payment as calculated above.

Any severance packages with a value in excess of £100,000 will be reported to Full Council for a decision. This policy applies to severance packages whether or not made pursuant to a settlement agreement. However, it does not apply in relation to the cost of early access to, and/or enhancement of a retirement pension, where the employee's employment is terminated on grounds of ill health.

Since April 2020 employers are liable to pay Class 1A national insurance contributions on termination payments above £30,000 that are subject to income tax by the employee. The Council will fully comply with this requirement.

13

viii) Publication of Chief Officer and Other Senior Post Salaries

Upon approval by the full Council, this statement will published on the Council's Website. In addition, for posts where the full time equivalent salary is over £60,000 per annum the Council's Annual Statement of Accounts will include a note setting out by post the total amount of:

- salary, fees or allowances paid to or receivable by the person in the current and previous year;
- any bonuses so paid or receivable by the person in the current and previous year;
- any sums payable by way of expenses allowance that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination; and
- any benefits received that do not fall within the above.

ix) Pay Increases – Chief Officers

The Council employs Chief Officers under JNC terms and conditions which are incorporated into their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of the same is determined on this basis. Chief Officers employed on JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current contractual arrangements.

x) Other Employee Benefits

The Council is responsible for supporting the health, safety and wellbeing of its employees in order to ensure that they can perform at their best. As part of this approach and in common with other large employers the Council provides a small number of non-pay benefits such as eye test reimbursement for users of display screen equipment at work, leisure and retail discounts through our eRewards and Vectis card scheme childcare vouchers via a salary sacrifice scheme (following the Government's closure of such schemes, this benefit is now only available for those who joined the scheme prior to October 2018) and participation in the Cycle to Work scheme.

An in-house team of medical experts within our Occupational Health service, give advice in support of positive mental and physical health. In addition, all employees have access to our Employee Assistance Programme (EAP) via CareFirst which provides emotional and practical support for issues at home or in work. These services are available online and via a free phone number 24 hours a day, 365 days of the year

7.   Independent Remuneration Panel for Wales (IRMPW)

Section 143A of the Local Government (Wales) Measure 2011 refers to the Independent Remuneration Panel in Wales ("the IRP") and sets out their functions in relation to salaries of heads of paid service. The IRP may make recommendations about any policy in this Pay Policy Statement which relates to the salary of the Council's head of paid service and any proposed change to the salary of the Council's Head of Paid Service. The Council, will, as required, consult the IRP in relation to any change to the salary of the head of paid service which is not commensurate with a change of the salaries of the Council's other staff, and will have regard to any recommendation received from the IRP when deciding whether or not to proceed with making the change.

The Council is required to identify in this pay policy statement whether any such referral has been made to the IRP, and if so, the nature of the referral, the IRP's decision and the Council's response. No referral was made to the IRP during 2021/2022.

The Local Government (Wales) Act 2015 extends the power of the IRP, under section 143A of the Local Government (Wales) Measure 2011 to cover salaries payable to chief officers (using the Localism Act definition) as well as the head of paid service.

8.   Remuneration of the Lowest Paid Employees

The lowest paid persons employed under a contract of employment with the Council are defined as those employed on full time 37 hours equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure post single status. As at 1 April 2020, this is **£17,842** per annum. The Council has adopted this definition as it is recommended in relevant guidance as the most easily understood.

The Council employs apprentices (and other such trainees) who are not included within the definition of 'lowest paid employees' and are paid less than the minimum spinal column point for other employees during their apprenticeship. The purpose of paying a lower salary is to reflect the particular nature and/or duration/frequency of their employment and to maximize the number of apprenticeships offered. There is an exception to this agreement in relation to Graduate Trainees who we have agreed should not earn less than our lowest evaluated rate of pay.

9.   Pay Relativities within the Authority

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010).

The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more

than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Governments Code of Recommended Practice on Data Transparency recommends the publication of the ratio between the highest paid salary and the median average salary of the whole of the Authority's workforce.

The median salary figure for the organisation is the middle value of all employees' salaries listed in numerical order. The median salary for Flintshire County Council based on a payroll extract as at 5 January 2022 is **£20,502.**

The multiples of pay for Flintshire County Council are as follows:

1. The multiple between the lowest paid (full time equivalent) employee (£17,842) and the Chief Executive (£131,664*) is 1:7:37

2. The multiple between the lowest paid employee (£17,842*) and mean average Chief Officer (£97,143) is 1:5:44

3. The multiple between the median (average) full time equivalent employee (£20,502) and the Chief Executive (£131,664) is 1:6:42

(*pay rates as at 01/04/2021 – with pay award pending and based on a payroll extract taken as at 5 January 2022)

The interim Hutton Fair Pay Report noted that most 'top to bottom' pay multiples in the public sector are in the region of 1:8.1 to 1:12.1. The multiples in Flintshire are below the foot of this notional range and are showing a reducing pay range between 'top and bottom' year on year.

10.   National Negotiating Bodies and Pay Awards

The National Joint Council negotiates the pay, terms and conditions of employees in local authorities. It agrees an annual cost of living uplift to the national pay spine, on which each individual council decides where to place its employees. Each council takes into account a number of factors such as job size and local market conditions when deciding an employee's salary. There are no nationally determined jobs or pay grades in local government, unlike in other parts of the public sector.

As with other Welsh councils, the Council continues to comply with all national pay bargaining arrangements in respect of the establishment and revision of the national pay spine, for example through any agreed annual pay increases negotiated with joint trade unions at a UK level.

At the time of writing, we are awaiting an outcome in relation to the pay award for 2021 for Green book employees. Agreement has been reached in relation to Chief Executives and Chief Officers of Local Authorities which provides for an increase of 1.5% with effect from 1 April 2021. The Council will apply the pay award to other groups as and when determined unless Council agree otherwise.

11. National Living Wage (NLW)

In April 2016 a new (statutory) National Living Wage was introduced by the Government which provides a supplement to the National Minimum Wage for those aged 25 and over. From 1 April 2022 the hourly rate will increase from £8.91 to £9.50 (which represents an increase of 6.6%).

The lowest rate of hourly rate of pay for a Council employee is currently £9.25 (SCP01) (pay award pending) which is £0.25 per hour lower than the National Living Wage from April 2022.

In the absence of a national agreement on pay for 2021 (which will need to be backdated once agreement is reached) employees on SCP01 and SCP02 will have their hourly rate increased to the National Living Wage from 1 April 2022.

12. Real Living Wage (RLW)

The Real Living Wage is independently calculated each year by the Resolution Foundation and overseen by the Living Wage Commission. By paying the Real Living Wage employers are voluntarily ensuring that their employees can earn a wage which is enough to live on as determined by the Living Wage Foundation.

The budget settlement for 2022 included a requirement for Councils to implement the Real Living Wage for care staff which will impact on our own staff and those in the independent care sector from whom we commission care.

Becoming a living wage employer, is an aspiration of Welsh Government and the Councils Cabinet, however, if implemented it will introduce further compression of grades which if left unaddressed will have a negative impact on recruitment/retention. Accordingly, it will be necessary to undertake our own detailed pay modelling. A new pay model has to pass the tests of being legal and equitable, workable and sustainable, acceptable, and affordable and once concluded, it will be necessary to bring back an amended Pay Policy Statement to full Council.

13. Pension Benefits

All Council employees (with the exception of teachers) are entitled to join the local government pension scheme (LGPS) which is offered by the Local Government Employers. If employees are eligible they will automatically become a member of the

scheme (to join they must have a contract for at least 3 months duration and be under the age of 75). Employees can decide to opt out of the scheme. The benefits and contributions payable under the Fund are set out in the LGPS regulations. The rate of contribution is set by Actuaries advising the Clwyd Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded.

There are two sections to the LGPS - MAIN and 50/50. The main section is calculated using 1/49th of an individual's annual pensionable pay (CARE pay). The 50/50 section is a new option (since 01/04/2014). Employees who join this scheme, pay half contributions but build up half the normal pension. This is calculated using 1/98th of annual pensionable pay (CARE pay) instead of the 1/49th in the MAIN scheme.

The employee contribution bandings* for 2022/2023 are shown below

Band	Main Rate	50/50 Rate	2022/2023 actual pay
1	5.50%	2.75%	up to £15,000
2	5.80%	2.90%	£15,001 - £23,600
3	6.50%	3.25%	£23,601 - £38,300
4	6.80%	3.40%	£38,301 - £48,500
5	8.50%	4.25%	£48,501 - £67,900
6	9.90%	4.95%	£67,901 - £96,200
7	10.50%	5.25%	£96,201 - £113,400
8	11.40%	5.70%	£113,401 - £170,100
9	12.50%	6.25%	£170,101 +

The pay band ranges are increased each April in line with the cost of living

The Council has prepared a written statement of policy in relation to its exercise of certain discretionary functions, available under the LGPS regulations. The Council's Local Government Pension Scheme (LGPS) Discretionary Pension Statement is detailed in Appendix 2.

Teachers are entitled to join the Teachers' Pensions scheme. As the Teachers Pensions scheme is operated externally further information can be found on www.teacherspensions.co.uk

14.   Re-engagement of Chief Officers

No Chief Officer who was previously made redundant or granted early retirement from the Council will be later re-employed or re-engaged either as an employee (Contract of Service), as a Consultant (Contract for Service) or through an external contractor commission to work in behalf of the Council.

This is aligned to the principles applied within the Voluntary Redundancy Policy which provides that employees who voluntarily leave the Council's employment under the Scheme should not be re-engaged in any capacity within a period of 24 months from the end of their employment, save for exceptional circumstances and only if approved by the Chief Executive as Head of Paid Service.

15.   Non-Guaranteed Working Hours

In December 2016 the Welsh Government issued principles and guidance on the appropriate use of non-guaranteed hours arrangements in the devolved public services in Wales. These principles and guidance were developed by the Public Services Staff Commission in social partnership with the Welsh Government's Partnership Council and its sector groups. The Council is committed to the principles determined by Welsh Government which apply to those employees who are employed on a relief, casual or sessional basis. These employees are used in services within the Council where there is either a need to bring in an additional workforce in order to cover peaks in workload or where the workload is on a one off basis.

16. Talent Management

The Council's approach to talent management is through the employee performance review (appraisal) process, which as well as placing an emphasis on performance, encourages the identification of learning objectives in the development of employee skills.

16.   Partnership with Trade Unions

The Council will maintain the constructive partnership approach it has developed with the recognised Trade Unions and will continue to work closely with them on pay issues.

17.   Future Legislation

The Council will comply with changes to legislation in relation to remuneration and exist payments requirements should legislation change.

18.   Monitoring, Evaluation and Review

This Policy outlines the current position in respect of pay and reward within the Council and it will be reviewed to ensure that it meets the principles of fairness, equality, accountability and value for money for the citizens of Flintshire County Council.

The Policy will be reviewed at least annually and reported to Full Council for approval in accordance with statutory requirements.

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Flintshire County Council
Green Book Pay Model
1 April 2020

	JE Range	Grade	SCP	Salary 1 April 2020	Monthly Salary	Hourly Rate
Officer Range	<305	G01 (old A & B)	01	£17,842.00	£1,486.83	£9.25
			02	£18,198.00	£1,516.50	£9.43
			03	£18,562.00	£1,546.83	£9.62
			04	£18,933.00	£1,577.75	£9.81
	306-369	G02 (old C & D)	05	£19,312.00	£1,609.33	£10.01
			06	£19,698.00	£1,641.50	£10.21
			07	£20,092.00	£1,674.33	£10.41
			08	£20,502.00	£1,708.50	£10.63
	370-395	G03 (old E)	09	£20,903.00	£1,741.92	£10.83
			10	£21,322.00	£1,776.83	£11.05
			11	£21,748.00	£1,812.33	£11.27
			12	£22,183.00	£1,848.58	£11.50
	396-440	G04 (old F)	15	£23,541.00	£1,961.75	£12.20
			17	£24,491.00	£2,040.92	£12.69
			19	£25,481.00	£2,123.42	£13.21
			20	£25,991.00	£2,165.92	£13.47
Senior Officer Range	441-480	G05 (old G)	24	£28,672.00	£2,389.33	£14.86
			25	£29,577.00	£2,464.75	£15.33
			26	£30,451.00	£2,537.58	£15.78
			27	£31,346.00	£2,612.17	£16.25
	481-525	G06 (old H)	28	£32,234.00	£2,686.17	£16.71
			29	£32,910.00	£2,742.50	£17.06
			30	£33,782.00	£2,815.17	£17.51
			31	£34,728.00	£2,894.00	£18.00
Manager Range	526-560	G07 (old I)	32	£35,745.00	£2,978.75	£18.53
			33	£36,922.00	£3,076.83	£19.14
			34	£37,890.00	£3,157.50	£19.64
			35	£38,890.00	£3,240.83	£20.16
	561-595	G08 (old J)	36	£39,880.00	£3,323.33	£20.67
			37	£40,876.00	£3,406.33	£21.19
			38	£41,881.00	£3,490.08	£21.71
			39	£42,821.00	£3,568.42	£22.20
	596-635	G09 (old K)	40	£43,857.00	£3,654.75	£22.73
			41	£44,863.00	£3,738.58	£23.25
			42	£45,859.00	£3,821.58	£23.77
			43	£46,845.00	£3,903.75	£24.28

			45	**£49,070.00**	£4,089.17	£25.43
	636-685	**G10** (old L)	**46**	**£50,373.00**	£4,197.75	£26.11
			47	**£51,710.00**	£4,309.17	£26.80
			48	**£53,086.00**	£4,423.83	£27.52
Senior Manager Range			**50**	**£55,939.00**	£4,661.58	£28.99
	686-729	**G11** (old N & M)	**51**	**£57,424.00**	£4,785.33	£29.76
			52	**£58,948.00**	£4,912.33	£30.55
			53	**£60,511.00**	£5,042.58	£31.36
			58	**£68,965.00**	£5,747.08	£35.75
	>730	**G12** (New Grade)	**59**	**£70,793.00**	£5,899.42	£36.69
			60	**£72,669.00**	£6,055.75	£37.67
			61	**£74,594.00**	£6,216.17	£38.66

Theatr Clwyd Pay Scale
1st April 2020

Grade	SCP	Salary 1 April 2020	Monthly Salary	Hourly Rate
CTC07	01	£17,842.00	£1,486.83	£9.25
CTC06	02	£18,198.00	£1,516.50	£9.43
	03	£18,562.00	£1,546.83	£9.62
CTC05	04	£18,933.00	£1,577.75	£9.81
	05	£19,312.00	£1,609.33	£10.01
	06	£19,698.00	£1,641.50	£10.21
	07	£20,092.00	£1,674.33	£10.41
CTC04	08	£20,493.00	£1,707.75	£10.62
	09	£20,903.00	£1,741.92	£10.83
	10	£21,322.00	£1,776.83	£11.05
	11	£21,748.00	£1,812.33	£11.27
	12	£22,183.00	£1,848.58	£11.50
CTC03	14	£23,080.00	£1,923.33	£11.96
	15	£23,541.00	£1,961.75	£12.20
	17	£24,491.00	£2,040.92	£12.69
	19	£25,481.00	£2,123.42	£13.21
	20	£25,991.00	£2,165.92	£13.47
CTC02	23	£27,741.00	£2,311.75	£14.38
	24	£28,672.00	£2,389.33	£14.86
	25	£29,577.00	£2,464.75	£15.33
	26	£30,451.00	£2,537.58	£15.78
	28	£32,234.00	£2,686.17	£16.71
CTC01.5	30	£33,782.00	£2,815.17	£17.51
	31	£34,728.00	£2,894.00	£18.00
	32	£35,745.00	£2,978.75	£18.53
	33	£36,922.00	£3,076.83	£19.14
	34	£37,890.00	£3,157.50	£19.64
CTC01	35	£38,890.00	£3,240.83	£20.16
	36	£39,880.00	£3,323.33	£20.67
	37	£40,876.00	£3,406.33	£21.19
	38	£41,881.00	£3,490.08	£21.71

Music Service

Fixed Point	01	£24,660.00	£2,055.00	£12.78
Fixed Point	02	£28,770.00	£2,397.50	£14.91

CYNGOR
Sir y Fflint
Flintshire
COUNTY COUNCIL

Chief Executive
1 April 2020

Grade	New Salary 1 April 2020	Monthly Salary	Hourly Rate
CEO Point 01	£131,664.00	£10,972.00	£68.24
CEO Point 02	£135,478.00	£11,289.83	£70.22
CEO Point 03	£139,295.00	£11,607.92	£72.20
CEO Point 04	£143,110.00	£11,925.83	£74.18
FCC Spot Point	£139,279.00	£11,606.58	£72.19

Chief Officers
1 April 2020

Grade	New Salary 1 April 2020	Monthly Salary	Hourly Rate
New Chief Officer Point 1	**£87,873.00**	£7,322.75	£45.55
New Chief Officer Point 2	**£91,210.00**	£7,600.83	£47.28
New Chief Officer Point 3	**£94,547.00**	£7,878.92	£49.01
New Chief Officer Point 4	**£98,997.00**	£8,249.75	£51.31

Joint Chief Executive
1 April 2020

Grade	New Salary 1 April 2020	Monthly Salary	Hourly Rate
Joint Chief Executive Point 1	£63,512.00	£5,292.67	£32.92
Joint Chief Executive Point 2	£64,835.00	£5,402.92	£33.61
Joint Chief Executive Point 3	£66,159.00	£5,513.25	£34.29
Joint Chief Executive Point 4	£67,481.00	£5,623.42	£34.98
Joint Chief Executive Point 5	£68,804.00	£5,733.67	£35.66

CYNGOR
Sir y Fflint
Flintshire
COUNTY COUNCIL

Soulbury Pay Scales
1 September 2020

Assistant Educational Psychologists

Spinal Column Point	Salary 1 September 2020	Monthly Salary	Hourly Rate
01	£30,166.00	£2,513.83	£15.6358
02	£31,399.00	£2,616.58	£16.2749
03	£32,630.00	£2,719.17	£16.9130
04	£33,856.00	£2,821.33	£17.5485

Educational Psychologists

Spinal Column Point	Salary 1 September 2020	Monthly Salary	Hourly Rate
01	£38,197.00	£3,183.08	£19.7985
02	£40,136.00	£3,344.67	£20.8036
03	£42,075.00	£3,506.25	£21.8086
04	£44,012.00	£3,667.67	£22.8126
05	£45,951.00	£3,829.25	£23.8176
06	£47,889.00	£3,990.75	£24.8221
07	£49,714.00	£4,142.83	£25.7681
08	£51,538.00	£4,294.83	£26.7135
09	£53,247.00	£4,437.25	£27.5993
10	£54,959.00	£4,579.92	£28.4867
11	£56,554.00	£4,712.83	£29.3134

Senior and Professional Educational Psychologists

Spinal Column Point	Salary 1 September 2020	Monthly Salary	Hourly Rate
01	£47,889.00	£3,990.75	£24.8221
02	£49,714.00	£4,142.83	£25.7681
03	£51,538.00	£4,294.83	£26.7135
04	£53,247.00	£4,437.25	£27.5993
05	£54,959.00	£4,579.92	£28.4867
06	£56,554.00	£4,712.83	£29.3134
07	£57,209.00	£4,767.42	£29.6529
08	£58,433.00	£4,869.42	£30.2874
09	£59,646.00	£4,970.50	£30.9161
10	£60,880.00	£5,073.33	£31.5557
11	£62,090.00	£5,174.17	£32.1829
12	£63,323.00	£5,276.92	£32.8220
13	£64,577.00	£5,381.42	£33.4720
14	£65,790.00	£5,482.50	£34.1007
15	£67,061.00	£5,588.42	£34.7595

Educational Improvement Professionals (Soulbury)

Spinal Column Point	Salary 1 September 2020	Monthly Salary	Hourly Rate
01	£36,419.00	£3,034.92	£18.8769
02	£37,723.00	£3,143.58	£19.5528
03	£38,955.00	£3,246.25	£20.1914
04	£40,203.00	£3,350.25	£20.8383
05	£41,443.00	£3,453.58	£21.4810
06	£42,684.00	£3,557.00	£22.1243
07	£43,988.00	£3,665.67	£22.8001
08	£45,243.00	£3,770.25	£23.4506
09	£46,705.00	£3,892.08	£24.2084
10	£48,009.00	£4,000.75	£24.8843
11	£49,295.00	£4,107.92	£25.5509
12	£50,541.00	£4,211.75	£26.1967
13	£51,951.00	£4,329.25	£26.9276
14	£53,209.00	£4,434.08	£27.5796
15	£54,598.00	£4,549.83	£28.2996
16	£55,854.00	£4,654.50	£28.9506
17	£57,114.00	£4,759.50	£29.6037
18	£58,350.00	£4,862.50	£30.2444
19	£59,625.00	£4,968.75	£30.9052
20	£60,283.00	£5,023.58	£31.2463
21	£61,549.00	£5,129.08	£31.9025
22	£62,653.00	£5,221.08	£32.4747
23	£63,867.00	£5,322.25	£33.1040
24	£64,956.00	£5,413.00	£33.6684
25	£66,121.00	£5,510.08	£34.2723
26	£67,257.00	£5,604.75	£34.8611
27	£68,419.00	£5,701.58	£35.4634
28	£69,597.00	£5,799.75	£36.0740
29	£70,777.00	£5,898.08	£36.6856
30	£71,956.00	£5,996.33	£37.2967

Young Peoples / Community Service Manager (Y&C Officers)

Spinal Column Point	Salary 1 September 2020	Monthly Salary	Hourly Rate
01	£37,772.00	£3,147.67	£19.5782
02	£39,008.00	£3,250.67	£20.2189
03	£40,243.00	£3,353.58	£20.8590
04*	£41,505.00	£3,458.75	£21.5131
05	£42,786.00	£3,565.50	£22.1771
06	£44,036.00	£3,669.67	£22.8250
07**	£45,314.00	£3,776.17	£23.4874
08	£46,767.00	£3,897.25	£24.2406
09	£47,568.00	£3,964.00	£24.6558
10	£48,806.00	£4,067.17	£25.2974
11	£50,036.00	£4,169.67	£25.9350
12	£51,269.00	£4,272.42	£26.5741
13	£52,493.00	£4,374.42	£27.2085
14	£53,729.00	£4,477.42	£27.8492
15	£54,966.00	£4,580.50	£28.4903
16	£56,207.00	£4,683.92	£29.1336
17	£57,455.00	£4,787.92	£29.7805
18	£58,695.00	£4,891.25	£30.4232
19	£59,927.00	£4,993.92	£31.0618
20***	£61,186.00	£5,098.83	£31.7143
21***	£62,469.00	£5,205.75	£32.3793
22***	£63,782.00	£5,315.17	£33.0599
23***	£65,120.00	£5,426.67	£33.7534
24***	£66,486.00	£5,540.50	£34.4615

*normal minimum point for senior youth and community service officers undertaking the full range of duties at this level (see paragraph 5.6 of the Soulbury Report).

**normal minimum point for principal youth and community service officer undertaking the full range of duties at this level (see paragraph 5.8 of the Soulbury Report).

***extension to range to accommodate discretionary scale points and structured professional assessments.

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<u>Local Government Pension Scheme (LGPS) Discretionary Pension Statement</u>

Date 1st April 2022 – 31st March 2023

Version 1

Document type: Policy

PART A
The regulations of the LGPS require every employer to
> (i)   issue a written policy statement on how it will exercise the various discretions provided by the scheme,
> (ii)   keep it under review and
> (iii)   revise it as necessary.

This document meets these requirements stating the regulation requirement and the organisation decision on these.

These discretions are subject to change, either in line with any change in regulations or by due consideration by Flintshire County Council. These provisions do not confer any contractual rights.

The LGPS Employer Discretions Policy is the Council's written policy statement detailing all mandatory employer discretions the LGPS recommend employers also publish.

Some of these discretions are also referred to in relevant HR policies, for example the Flexible Retirement and Early Retirement policies.

This statement will be published on the Councils website at www.flintshire.gov.uk

The Regulations referred to are:

R: The Local Government Pension Scheme Regulations 2013 (as amended)

TP: The LGPS (Transitional Provision and Savings) Regulations 2014

A: The Local Government Pension Scheme (**Administration**) Regulations 2008 (as amended)

B: The Local Government Pension Scheme (**Benefits, Membership and Contributions**) Regulations 2007 (as amended)

T :   The Local Government Pension Scheme (**Transitional Provisions**) Regulations 2008

L: The Local Government Pension Scheme Regulations 1997 (as amended)

2013 Regulations and Transitional 2014 Regulations

Employer Discretion		Regulation	FCC Policy
Shared Cost APC's	Whether, how much, and in what circumstances to contribute to a shared cost APC scheme	R16(2)(e) & R16(4)(d)	**Due to potential cost burden Flintshire County Council will not contribute towards the cost of the employee (purchasing additional pension).**
Extension to Shared Cost APC's	Whether to extend 30 day deadline for member to elect for a shared cost APC upon return from a period of absence from work with permission with no pensionable pay (otherwise than because of illness or injury, relevant child-related leave or reserved forces service leave)	R16(16)	**It is not the policy of Flintshire County Council to extend the 30 day deadline.**
Shared AVC's	Whether, how much, and in what circumstances to contribute to shared cost Additional Voluntary Contributions (AVC's) arrangements	R17(1) & definition of SCAVC in RSch 1	**Under Regulation 17 of the LGPS Regulations 2013, Flintshire County Council will exercise the discretion to allow LGPS members to contribute to a shared cost salary sacrifice additional voluntary contribution scheme.**
Right to Return of contributions in cases of fraud or grave misconduct.	No right to return of contributions where a member left their employment due to offence of a fraudulent character or grave misconduct in connection with that employment, unless Employer directs a total or partial refund is to be made	R19 (2)	**It is not the policy of Flintshire County Council to refund contributions to the member.**
Flexible Retirement	Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement)	R30(6) & TP11(2)	**The Council have a policy on Flexible Retirement which requires a minimum reduction of 20% in hours/salary with no backfill arrangements.** **An employee, aged 55 and over may request flexible retirement and each case will be considered on its own merits following full consideration of**

			any compelling compassionate reasons and all financial and service delivery implications via a retirement panel.
			This does not preclude younger employees, under 55 years of age requesting flexible working but without the payment of their retirement benefits.
			Please refer to the full Flexible Retirement Policy
			The Council may review its policy at any time.
	Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement	R30(8)	**It is not the policy of Flintshire County Council to waive, in whole or in part any actuarial reduction resulting from Flexible Retirement unless the actuarial reduction (arising from the pension strain) is of a de minimis amount and the request meets all other policy criteria.**
Early Retirement Waive Actuarial Reduction	Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age other than on the grounds of flexible retirement (where the member only has post 31 March 2014 membership)	R30(8)	**The Council have a policy on Early Retirement. Any employee from their 55th birthday can voluntarily retire and access their benefits with an actuarial reduction.**
			An employee may request that Flintshire County Council waive in full or in part their reduction on compelling compassionate grounds only. Each case will be considered on its own merits following full consideration of all financial and service delivery implications via a retirement panel.
			The Council may review its policy at any time
85 Year Rule	Whether to 'switch on' the 85 year rule for a member voluntarily drawing benefits	TPSch 2, para 1(2) & 1(1c)	**Employees can request that the Council 'switch on' the 85 year rule, if they are eligible.**

	on or after age 55 and before age 60 (other than on the grounds of flexible retirement)		**To be eligible, the employee's LGPS Service (all service) and their age must equal 85 years or more, and they must have joined the pension scheme before 1st October 2006.** **Deferred members from the age of 55 can access their deferred pension benefits early without employers consent, however the pension income will reduce after the actuarial reduction is applied.** **The Council may review its policy at any time.**
Waiving Actuarial Reduction	Whether to waive any actuarial reduction for a member voluntarily drawing benefits before normal pension age other than on the grounds of flexible retirement (where the member has both pre 1 April 2014 and post 31 March 2014 membership): a) on compassionate grounds (pre 1 April 2014 membership) and in whole or in part on any grounds (post 31 March 2014 membership) if the member was not in the Scheme before 1 October 2006, b) on compassionate grounds (pre 1 April 2014 membership) and in whole or in part on any grounds (post 31 March 2014 membership) if the member was in the Scheme before 1 October 2006, will not be 60 by 31 March 2016 and will not attain 60 between 1 April 2016 and 31 March 2020 inclusive,	TP3(1), TPSch 2, para (2)1, B30(5) & B30A(5)	**If it is agreed to apply the '85 year rule', Flintshire County Council may waive the actuarial reduction in full or in part following careful consideration of the financial implications and affordability.** **Each case will be considered on its own merits including any compelling compassionate reasons and following full consideration of all financial and service delivery implications via a retirement panel.** **The Council may review its policy at any time.**

	c) on compassionate grounds (pre 1 April 2016 membership) and in whole or in part on any grounds (post 31 March 2016 membership) if the member was in the Scheme before 1 October 2006 and will be 60 by 31 March 2016, d) on compassionate grounds (pre 1 April 2020 membership) and in whole or in part on any grounds (post 31 March 2020 membership) if the member was in the Scheme before 1 October 2006, will not be 60 by 31 March 2016 and will attain 60 between 1 April 2016 and 31 March 2020 inclusive		
Grant Additional Pension	Whether to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £6,500 p.a. on 1 April 2014 - this figure is inflation proofed annually)	R31	**It is not the policy of Flintshire County Council to award additional pension**
Transferring in non LGPS pension rights	Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS	R100(6)	**It is not the policy of Flintshire County Council to consider extending the time limit for a transfer in of previous pension rights to proceed after twelve months.**
Employee Contribution Rate	Determine rate of employees' contributions and review the pension contribution band to which an employee has been allocated following a material change which affects the member's pensionable pa	R9(1) & R9(3)	**The tiered contribution rate for each employee will be based on the pensionable pay elements. Basic salary is assessed at the full time equivalent rate, in each post an employee holds at 1 April. The contribution rate will be re-assessed annually on implementation/application (regardless of when the award is made) of the annual pay award. Re-assessment will take place at any point in the year where there is a material change for example:-**

			Promotion, demotion, incremental progression.

2018 Amended Regulations

Employer Discretion		Regulation	FCC Policy
Deferred Benefits	Whether to grant applications for the early payment of pension benefits on or after age 50 and before age 55.	R31(2) of the LGPS Regulations 1997].	**It is not the policy of the Council to allow deferred benefit applications on or after age 50 and before age 55.**

2008 Scheme (Administration) Regulations and 2007 Regulations

Employer Discretion		Regulation	FCC Policy
Deferred Benefits	Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30 (member)	B30(5), TPSch 2, para 2(1)	**Ordinarily The Council will not waive any actuarial reduction for deferred members on compassionate grounds.**
	Whether to 'switch on' the 85 year rule for a pensioner member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60	TPSch 2, para 1(2) & 1 (1c)	**The Council will not "switch on" the 85 year rule.**

1997 and 1995 Scheme Regulations

Employer Discretion		Regulation	FCC Policy
Deferred Benefits	Whether to grant applications for the early payment of deferred pension benefits on or after age 50 and before NRD on compassionate grounds.	TL4, L106(1) & D11(2c)	**It is not the policy of the Council to allow deferred benefit applications on or after age 50 and before age 55.**

The policy in respect of each employer discretion is set out above, however, the council may give further consideration where there are exceptional circumstances and clear merit, or where the cost is not considered to be significant or material.