

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



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To: Cllr Neville Phillips (Chairman)

Councillors: Bernie Attridge, Chris Bithell, Bob Connah, Jean Davies, Rob Davies,
David Evans, David Healey, Ted Palmer, Mike Peers, Michelle Perfect,
Vicky Perfect, Ian Smith, David Williams and Arnold Woolley

24 June 2021

Dear Sir/Madam

NOTICE OF REMOTE MEETING
CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE
WEDNESDAY, 30TH JUNE, 2021 at 2.00 PM

Yours faithfully

Robert Robins
Democratic Services Manager

Please note: This will be a remote meeting and 'attendance' will be restricted to Committee Members and those Members of Council who have asked the Head of Democratic Services for an invitation. Such attendees may only speak at the Chair's discretion.

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 APPOINTMENT OF CHAIR

Purpose: At the Annual Meeting, Council determined that the Liberal Democrats Group will chair this Committee. The Committee is advised that Councillor Neville Phillips is the Chair of the Committee for the municipal year.

2 APPOINTMENT OF VICE-CHAIR

Purpose: To appoint a Vice-Chair for the Committee.

3 APOLOGIES

Purpose: To receive any apologies.

4 MINUTES (Pages 5 - 10)

Purpose: To confirm as a correct record the minutes of the meeting held on 24 March 2021.

5 DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)

Purpose: To receive any Declarations and advise Members accordingly.

6 AMENDMENTS TO THE RULES OF PROCEDURE (Pages 11 - 18)

Purpose: For the committee to agree and comment on the Amendments to the Rules of Procedure.

7 PROTOCOL ON ACTING OUTSIDE THE WARD (Pages 19 - 26)

Purpose: To enable the committee to consider the revised protocol.

8 MEMBER WORKSHOPS BRIEFINGS AND SEMINARS UPDATE (Pages 27 - 30)

Purpose: To provide members with an update on engagement events held since the last report.

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

Procedural Note on the conduct of meetings

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 unmuted when invited to speak by the Chair. When invitees have finished speaking they should go back on mute.

To indicate to speak, Councillors will use the chat facility or use the electronic raise hand function. The chat function may also 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

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