

Public Document Pack

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Prif Swyddog (Llywodraethu)



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To: All Members of the Council

12 October 2022

Dear Sir/Madam

NOTICE OF HYBRID MEETING
FLINTSHIRE COUNTY COUNCIL
TUESDAY, 18TH OCTOBER, 2022 at 2.00 PM

Yours faithfully

Steven Goodrum
Democratic Services Manager

Please note: Attendance at this meeting is either in person in the Council Chamber, Flintshire County Council, County Hall, Mold, Flintshire or on a virtual basis.

The meeting will be live streamed onto the Council's website. The live streaming will stop when any confidential items are considered. 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 APOLOGIES FOR ABSENCE

Purpose: To receive any apologies.

2 DECLARATIONS OF INTEREST

Purpose: To receive any Declarations and advise Members accordingly.

3 CHAIR'S COMMUNICATIONS

Purpose: To receive the communications as circulated.

4 PETITIONS

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

5 ANNUAL PERFORMANCE REPORT 2021/22 (Pages 5 - 42)

Report of Chief Executive

Purpose: To endorse the Annual Performance Report 2021/22 prior to publication.

6 TREASURY MANAGEMENT ANNUAL REPORT 2021/22 (Pages 43 - 62)

Report of Corporate Finance Manager

Purpose: To present to Members the draft Annual Treasury Management Report 2021/22.

7 SCHEDULE OF REMUNERATION FOR 2022/23 (Pages 63 - 78)

Report of Chief Officer (Governance)

Purpose: For Council to approve the schedule of remuneration for elected and co-opted Members for 2022/23 for publication, now all appointments have been made.

ORDINARY ITEMS OF BUSINESS

8 AMENDMENTS TO CLWYD PENSION FUND CONSTITUTION (Pages 79 - 112)

Report of Chief Officer (Governance)

Purpose: To review and update the Delegation Scheme for the Clwyd Pension Fund.

9 OVERVIEW & SCRUTINY TERMS OF REFERENCE (Pages 113 - 128)

Report of Chief Officer (Governance)

Purpose: To approve the proposed amendments to the Terms of Reference for each of the Overview & Scrutiny Committees.

10 RECRUITMENT OF A TOWN AND COMMUNITY COUNCIL REPRESENTATIVE TO THE STANDARDS COMMITTEE (Pages 129 - 140)

Report of Chief Officer (Governance)

Purpose: To appoint the favoured candidate to the Standards Committee

FOR INFORMATION

11 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.

12 PUBLIC QUESTION TIME

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

13 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

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FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 18 October 2022
Report Subject	Annual Performance Report 2021/22
Report Author	Chief Executive

EXECUTIVE SUMMARY

The Annual Performance Report for 2021/22 reviews our progress against the Council Priorities as detailed in the Council Plan 2021/22 and supporting measures document (Part 2).

Performance against the Council Plan measures was positive with 73% of the performance indicators meeting or exceeding their target for the year, compared to 67% the previous year.

RECOMMENDATIONS

1	To endorse the Annual Performance Report 2021/22 prior to publication.
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REPORT DETAILS

1.00	EXPLAINING THE COUNCIL PLAN PERFORMANCE 2021/22
1.01	<p>The Annual Performance Report (the Report) previously met a statutory requirement to publish a Corporate Plan as required by the Local Government (Wales) Measure (2009) (the Measure). The report had to be published by 31st October each year. The statutory requirement no longer exists in the Local Government and Elections (Wales) Act 2021.</p> <p>It is a requirement of the Local Government and Elections (Wales) Act 2021 for organisations to set out any actions to increase the extent to which the council is meeting the performance requirements. Plans for organisations should be robust; be clear on where it wants to go; and how it will get there.</p>
1.02	<p>The Annual Performance Report must be approved by the full Council prior to publication.</p>
1.03	<p>The Annual Performance Report for 2021/22 reviews our progress against the Priorities as detailed in the Council Plan and supporting Measures document 2021/22. This assessment takes into consideration assessments of our performance:</p> <ul style="list-style-type: none">• Performance indicator outturns (target and trend analysis)• Regulatory, audit and inspection activity• Progress against the Well-being of Future Generations sustainable development principles and goals.• Progress against the Council's Well-being Objectives
1.04	<p><u>Performance Indicator Outturns</u></p> <p>The Report summaries our performance against the 2021/22 Council Plan measures.</p> <p>Welsh Government stopped collecting the Public Accountability Measures (PAMs) data in 2019/20 therefore, benchmarking information for 2021/22 is not available.</p> <p>Council Plan Measures</p> <p>Assessment of actual performance against target:</p> <ul style="list-style-type: none">• 73% (44) of performance measures achieved target or better• 9% (5) of performance measures missed target within an acceptable margin• 18% (11) of performance measures significantly missed target
1.05	<p><u>Regulation, Audit and Inspection Activity</u></p> <p>Audit Wales publishes an Annual Audit Summary Report each year on behalf of the Auditor General for Wales. This report is currently being produced for Flintshire which will summarise its findings and give recommendations from the various reports that have been produced.</p>
1.06	<p>The Auditor General has not made any statutory recommendations with which the Council must comply thus far.</p>

1.07	The Report will be made available via the Council's website once published. Paper copies will also be available with the supporting documents which provide the more detailed information available as 'hyperlinked' documents upon request.
1.08	Both Cabinet and Corporate Resources Overview and Scrutiny Committee have continued to consider performance areas which have under-performed (downward) throughout 2021/22.
1.09	Progress against these action plans with mid-year performance will be monitored and reported in November 2022, as part of the mid-year performance reports.

2.00	RESOURCE IMPLICATIONS
2.01	There are no specific resource implications as part of this report.

3.00	IMPACT ASSESSMENT AND RISK MANAGEMENT														
3.01	<p>Ways of Working (Sustainable Development) Principles Impact</p> <table border="1"> <tr> <td>Long-term</td> <td rowspan="5">The Annual Performance Report covers all Five Ways of Working. Throughout the report you will be able to see the impact and the way we apply Five Ways of Working across the Council Priorities. We have included two case studies which demonstrates impact through each of the areas</td> </tr> <tr> <td>Prevention</td> </tr> <tr> <td>Integration</td> </tr> <tr> <td>Collaboration</td> </tr> <tr> <td>Involvement</td> </tr> </table> <p>Well-being Goals Impact</p> <table border="1"> <tr> <td>Prosperous Wales</td> <td rowspan="7">Throughout the Annual Performance Report, we refer to the Well-Being Goals and their impact.</td> </tr> <tr> <td>Resilient Wales</td> </tr> <tr> <td>Healthier Wales</td> </tr> <tr> <td>More equal Wales</td> </tr> <tr> <td>Cohesive Wales</td> </tr> <tr> <td>Vibrant Wales</td> </tr> <tr> <td>Globally responsible Wales</td> </tr> </table> <p>Council's Well-being Objectives The Annual Performance Report demonstrates performance against the Council's Well-being Objectives.</p>	Long-term	The Annual Performance Report covers all Five Ways of Working. Throughout the report you will be able to see the impact and the way we apply Five Ways of Working across the Council Priorities. We have included two case studies which demonstrates impact through each of the areas	Prevention	Integration	Collaboration	Involvement	Prosperous Wales	Throughout the Annual Performance Report, we refer to the Well-Being Goals and their impact.	Resilient Wales	Healthier Wales	More equal Wales	Cohesive Wales	Vibrant Wales	Globally responsible Wales
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4.00	CONSULTATIONS REQUIRED/CARRIED OUT
4.01	Member workshops were unable to take place however, consultation with Senior Managers, Chief Officers and Members has been supported online.

	Consultation is undertaken throughout the year by Cabinet and Overview and Scrutiny Committees regularly reviewing performance reports.
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5.00	APPENDICES
5.01	Appendix A - Annual Performance Report 2021/22

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Council Plan 2021/22 Council Plan Measures (Part 2) 2021/122 Flintshire County Council's Well-being Objectives

7.00	CONTACT OFFICER DETAILS
7.01	Contact Officer: Sam Perry, Performance and Risk Management Support Officer Telephone: 01352 701476 E-mail: sam.perry@flintshire.gov.uk

8.00	GLOSSARY OF TERMS
8.01	Council Plan: the document which sets out the annual priorities of the Council. It is a requirement of the Local Government (Wales) Measure 2009 to set objectives and publish a Plan. Public Accountability Measures: nationally agreed measures to be collected and monitored by all councils for benchmarking purposes.



Annual Performance Report 2021/22

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Introduction

Welcome to Flintshire's Annual Performance Report (APR). This document gives an overview of the performance of the Council during 2021/22 against the priorities set and progress against our Well-being Objectives.

The report covers:

- Actual and comparative performance information.
- Our performance against the Future Generations Ways of Working and our Own Well-being objectives.

Priority Setting

Flexibility in planning has been necessary during 2021/22. Corporate and portfolio strategic and operational risks have been monitored as part of ongoing recovery process and not directly linked to the Council Plan for 2021/22.

Alignment of Council Plan Priorities and Well-Being Objectives

For 2021/22, the Well-being Objectives have been allocated to the respective portfolios as detailed below:

Portfolio	Well-Being Objectives
Education and Youth	<ul style="list-style-type: none"> • Protecting people from poverty by supporting them to meet their basic needs • Enabling and Supporting Learning Communities • Supporting people in need to live as well as they can
Housing and Assets	<ul style="list-style-type: none"> • Protecting people from poverty by supporting them to meet their basic needs • Housing in Flintshire meeting the needs of our residents and supporting safer communities • Supporting people in need to live as well as they can
Governance	<ul style="list-style-type: none"> • Protecting people from poverty by supporting them to meet their basic needs
Planning, Environment and Economy	<ul style="list-style-type: none"> • Enabling a sustainable economic recovery • Protecting people from poverty by supporting them to meet their basic needs • Limiting the impact of the Council's services on the natural environment and supporting the wider communities of Flintshire to reduce their own carbon footprint • Housing in Flintshire meeting the needs of our residents and supporting safer communities
Social Services	<ul style="list-style-type: none"> • Supporting people in need to live as well as they can
Streetscene and Transportation	<ul style="list-style-type: none"> • Limiting the impact of the Council's services on the natural environment and supporting the wider communities of Flintshire to reduce their own carbon footprint. • Supporting people in need to live as well as they can • Enabling a sustainable economic recovery
Chief Executives	<ul style="list-style-type: none"> • Protecting people from poverty by supporting them to meet their basic needs • Enabling a sustainable economic recovery

Note: The colour scheme used in this table is used throughout the document for ease of recognition.

Your Local Services

Services for you – a compilation of the range of services we offer the communities of Flintshire and some figures against how well we have performed last year 2021/22

- **2,777** children participated in the summer play scheme including **38** disabled children supported by volunteer buddies
- Duke of Edinburgh (DofE) - Participants from the Council dedicated **1,183** hours to volunteering with a social value of **£5465.46**
- **48** outreach sessions delivered in the community by 'Flintshire Sorted' across **10** areas in Flintshire
- Reduction in the number of first-time entrants into the youth justice system
- **1,224** applications for Discretionary Housing Payments (DHP) - advice and support provided as part (DHP) application process
- **£395,349** (DHP allocation and additional Government funding) spent supporting households due to impact of pandemic and cost of living rising costs
- **3,000+** Self Isolation Support Payment applications granted
- **140+** households provided with specialist advice and support, including Discretionary Assistance Fund, Warm Wales, Welsh Water, Supporting People, Free School Meals and Uniforms
- **Over 2,000** meals were delivered to families over half term and the Christmas holidays
- **8,672** applications processed for Winter Fuel Payment Support Scheme, awarding **6,682** eligible customers with £200 towards their fuel bills
- The rate of completion of small/priority adaptations doubled and **11** large adaptations were completed following 'hold on work' due to Covid
- **98%** of reported Anti-social behaviour (ASB) cases were closed as resolved with **100%** customer satisfaction rate in the handling of ASB case
- The Digital Flintshire Hub has attracted **over 7,000** views since it was launched in August 2021
- **22,902** subscriptions to 'My Account'
- **Over 92,000** digital self-service enquiries were received. This is an increase compared to the previous year and exceeds the target set for the year
- Council tax 'in-year' collections levels were the **2nd highest in Wales** - Outturn of **97.73%**, which is 0.7% above the previous year, an additional **£700k** being collected in year
- NDR 'in-year' collections levels recorded as being the **highest in Wales** with an outturn of **99.24%**, an increase of 1.5% on previous year. The national average was 95.9%
- The Council Tax and NDR service migrated **375** customer accounts across to the new Customer Portal
- **1,293** households supported to increase the energy efficiency of their homes exceeded the target of **1,200** set for the year
- **204** vulnerable households were supported to reduce fuel poverty and improve health and well-being. This exceeded the target set of 200 households.
- Approval of **£424K** 'house to home' loans to enable Empty Homes to be brought back into use
- **49** sites received biodiversity improvements

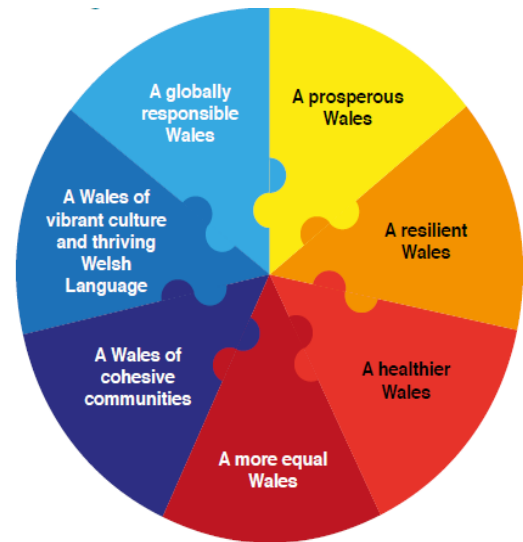
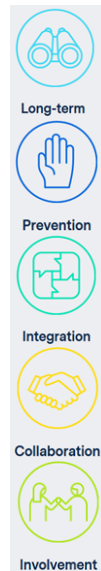
- **One of eight** local authorities across Wales (only authority in North Wales) to receive funding for the implementation of a 20mph speed limit scheme ahead of the national rollout
- **8** new foster carers were recruited
- **374** packages of reablement in the community were completed during the year, with **67%** reducing or removing the need for formal support
- **39%** of home-based support was delivered via a direct payment
- **92%** of community equipment was cleaned and reused
- **877** adult carers had their needs assessed during the year
- **600** people were supported through the Dementia Strategy
- **100%** of urgent requests for equipment met or exceeded the national 1-day response standards
- **100%** of requests for equipment met or exceeded the national 7-day standard
- **27** Micro-carers delivering services in the county
- Approximately **£3,229,432** of social value has been generated through the Council's procurement activities, surpassing the target of **£2,854**
- **62%** of the Council's contracts procured have included contractual social value requirements

Assessment of our Wellbeing Objectives

The Council set its Well-being Objectives in June 2021 to meet the requirements of the Well-being of Future Generations (Wales) Act 2015.

Designated public bodies are required to work individually and collectively to improve well-being in Wales. The seven well-being goals and the five ways of working set a general purpose for public bodies. They also aim to ensure better decisions by:

- considering the long-term
- prevention
- integrated working
- working collaboratively
- being inclusive of people of all ages.



Further details on the Future Generations Act (FGA) and the seven wellbeing goals can be found by using this [link](#).

The section 'Future Generations – Five Ways of Working Case Studies' provides examples of how we have met the Future Generations ways of working in some specific area of work.

Our Well-being Objectives reflect the 'Impacts' we intend to make through the actions and activities within each priority. An assessment of the progress against each Objective is made as part of the overall performance for each priority.

Highlights of performance and what has been achieved

Portfolio: Education and Youth

Strong Performance

- During August 2021, 2,777 children participated in the summer play scheme. This included 38 disabled children supported by volunteer buddies
- Duke of Edinburgh (DofE) - Participants from **Flintshire County Council** dedicated **1,183** hours to volunteering between April 2021 and March 2022, with a social value of **£5465.46**
- Flintshire Sorted have delivered 48 outreach sessions in the community across 10 areas in Flintshire
- Reduction in the number of first-time entrants into the youth justice system
- Current national re-offending indicators demonstrate a reduction for children and young people and the lowest offending within our YOT family across England and Wales

Strong Stories

- Castell Alun High School – Successful completion and handover in August 2021 to provide for a new three-story specialist Art and Design Technology teaching block and remodelled internal accommodation, capital investment c£8.0m
- Brynford C.P School – £1.3m to extend hall, new classroom, stores, community room, staff room and refurbish some existing areas - Successful completion and handover in February 2022
- Queensferry Learning Campus – Successful completion and handover in February 2022, to develop existing learning campus to develop three learning facilities, capital investment c£11m:
 - Remodelling and refurbishment of Queensferry C.P. School
 - Plas Derwen – new build for pupils who require specialist intervention for their behavioural, social and emotional challenges
 - Ty Calon – new build community facility to deliver adult and young people community learning opportunities and sports facilities
- Launch of the new Integrated Youth Provision Plan – Multiplying Impact
- Development of LGBT+ open access youth club provision in partnership with Theatre Clwyd
- Ongoing development of LGBT+ groups within High School Settings. One is currently set up and facilitated by the School and Community Immersion Worker in Ysgol Treffynnon and delivered within the school timetable
- Ongoing specialist LGBT+ support from Integrated Youth Provision's Youth information office for schools wishing to develop and LGBT group within the school setting
- Targeted transition and mental health and wellbeing support provided to learners of Connah's Quay High School through an evening youth club provision. This group has been developed by the School and Community Immersion team
- Open Access Youth Provision has been opened at Deeside Leisure Centre. The dedicated youth club venue has been provided by Aura Leisure and Libraries following extensive renovation works. The weekly Youth Club is staffed by both Integrated Youth Provision and Aura's qualified youth work staff
- Integrated Youth Provision Detached team support Aura Leisure and Libraries to deliver community sports sessions
- The detached team also responded to issues and needs within Flintshire communities by providing youth work support that is not linked to a youth centre or building but on the streets and in the areas where young people congregate and spend their social and leisure time
- Integrated Youth Provision (IYP) and Wrexham Youth Service joint consultation work on the impact of Covid 19 on young people's mental health and wellbeing
- Integrated Youth Provision delivered a programme of activities through Summer of Fun and Winter of Wellbeing Funding. The activities were developed for young people to have fun and enjoy themselves but also provide information, support and guidance to young people

- Integrated Youth Provision (IYP) social media platforms aimed to reach out to young people to share information, support and signposting services from IYP and our partnership networks. It is also a method for young people, partners and members of the public to make contact and ask questions or request information
- Forest Schools were delivered by qualified youth workers to young people identified by schools who they felt would benefit from this additional and targeted support. Forest School is based on a holistic approach to mental health and wellbeing and the beneficial effects of learning in a relaxed outdoor setting but within a structure where they feel their achievements can be recognised by others (youth workers and school etc.) but also, more importantly, by themselves. This leads to increased confidence and self-esteem and has a positive effect on mental health and wellbeing. This approach has been hugely beneficial and is a much sought-after provision by our Flintshire High Schools
- **What Just Happened Project** – Flintshire’s Integrated Youth Provision (IYP) team launched a unique video highlighting insights into and reactions to the Covid-19 pandemic by young people and how it affected their lives. The video shows young actors voicing the thoughts and feelings of local young people and the scripted video shows a true reflection of how they coped during the last two years and how they have adapted to change
- **Can a Lles Project** - Flintshire’s Integrated Youth Provision (IYP) teamed up with a group of young people from Ysgol Maes Garmon recently for a new and exciting pilot project called ‘Cân a Lles’ (“Song and Wellbeing”). The project was led by singer songwriter Tom Collins who originally had a hook of a song as a starting point for the young people to work with. But these talented young people had other ideas and decided they wanted to write, compose and record their own song with Tom’s support. Following eight sessions they recorded their song called ‘Dal i Ddod’ (Still to Come)
- **Celf a Lles Project** – A project has been running within our Youth Clubs called ‘Celf a Lles’ this project is for young people in our youth clubs to create pieces of art that we could submit into the Urdd Arts and Crafts Competitions. Four youth clubs actively took part to create their pieces of art. From this project we had 31 young people that became members of the Urdd and we submitted 12 pieces of artwork in to the Eisteddfod. All work were awarded at County level, but one young person’s work made it to the National Eisteddfod where they came second throughout Wales. We visited the Urdd Eisteddfod in Denbigh with the young person to receive her reward. The Chair of the Council Cllr Mared Eastwood also joined us to support our young person from Greenfield Youth Club as did the clubs worker in charge.
- **Cymraeg Bob Clwb** – We have introduced ‘Cymraeg Bob Clwb’ to our youth clubs to introduce more Welsh in our open access delivery. The aim of the project is to create a bilingual environment where young people will see and hear the Welsh language in any form outside of an education setting. Resources have been created to support the Youth Clubs to promote the Welsh language, heritage and culture. The youth clubs have been supportive of this campaign, and many have started to create Welsh areas / rooms within their clubs
- **Cymraeg Bob Cynllun** – Welsh language has been introduced into play through the Play Development team. The team use basic phrases in all of their sessions with the children, resources have been created that encourage the use of the language but without infringing on the right of the child to play. The team have mentioned that children regularly ask to do their warmups in Welsh as we have introduced a fun and active warm up with the ‘lâr Ffynci’ (Funky Chicken). Evidence is showing an increase in the use of the Welsh language in Play. We will also introduce more Welsh in to the 2022 Summer Playschemes
- Use of IT in schools following major investment programme by Welsh Government:
 - We currently have 19,000 desktop devices in use across our schools
 - All schools have up to date smartboard teaching devices for every regular class base
 - As a result, 70% of those surveyed use Edtech for learning for more than 30% of teaching and learning time
 - 90% use it naturally to develop literacy, numeracy, science and technology skills

- 90% of those surveyed say it has increased pupils' collaboration and independent skills
- **Welsh Language** - The informal use of Welsh in all schools is very much a strategic priority. All 5 Welsh medium primary schools in Flintshire have achieved their Gold award. All English medium primary schools in Flintshire have embarked on their journey with Cymraeg Campus, with 4 schools achieving the Silver Award, one of whom has now gone on to achieve the Gold Award. They are the first school in North Wales to achieve this
- **Reducing the impact on inequality** - The Healthy Schools Team have overseen SHEP Food and Fun in Flintshire since it began in 2018 initially with 2 schools. In 2021, over 160 children and young people aged 5-12 years benefited from SHEP in 6 schools, with over 2000 meals served during the 12-day programme
- **Support Period Dignity** - As part of the Period Dignity Grant the Portfolio launched a home subscription service for products to be delivered to home addresses of children and young people directly with a suitable provider. Training has been provided for schools and this has been linked to the work for RSE. A survey of users of this service was very positive with 96% agreeing the products were delivered in discreet packaging; 92% of responders saying they would recommend the providers' sanitary products to others and 91% of responders would consider using the provider again
- **Outdoor Learning to support learning and well-being** - As a result of a target to increase outdoor learning for pupils at key stage 2, 127 places have been taken up on a range of training by 154 teaching or teaching assistant practitioners over the past academic year. This has resulted in a 15% average increase in time spent learning outdoors and it has developed confidence in this area
- All schools in Flintshire have received training and support with regards to the implementation of the new legislation for children and young people with additional learning needs. Children are being moved to the new system in line with the Welsh Government timescales
- Officers and schools worked hard with children with a range of individual needs and their families to support continued engagement and intervention. This resulted in no appeals being lodged with Special Education Tribunal for Wales (SENTW)
- The levels of Year 11 pupils becoming NEET (not in education, employment or training) after completing compulsory education remain very low at 1.2% of the overall year group despite the impact of the Covid pandemic
- There has been a comprehensive offer of support to refugee families moving into Flintshire. This has included support to access and engage with education along with wrap around services to support the whole family to integrate successfully with the wider community

Improvement Areas

- Improving the monitoring, evaluation and learning from our investment and delivery within integrated youth provision to further evidence the immediate, medium and long-term impacts

Portfolio: Housing and Assets

Strong Performance

- 1224 applications for Discretionary Housing Payments (DHP) - advice and support provided as part (DHP) application process
- £395,349 (DHP allocation and additional Government funding) spent supporting households due to impact of pandemic and cost of living rising costs
- 3,000+ Self Isolation Support Payment applications granted
- 140+ households provided with specialist advice and support, including Discretionary Assistance Fund, Warm Wales, Welsh Water, Supporting People, Free School Meals and Uniforms
- 2000+ meals were delivered to families over half term and the Christmas holidays
- New Discretionary Grant Policy (2021), meaning adaptations of less than £10,000 could be approved without the requirement of means. This equated to 40% of medium sized adaptations being processed as discretionary
- 8,672 applications processed for Winter Fuel Payment Support Scheme, awarding 6,682 eligible customers with £200 towards their fuel bills
- The rate of completion of small/priority adaptations doubled and 11 large adaptations were completed following hold on work due to Covid
- Delivered additional schemes and initiatives for Welsh Government, whilst continuing to meet standard performance targets around Housing Benefits and Council Tax Reduction. (New Claims 19.25 days against target of 20 days; Change of Circumstances 4.5 days against target of 8 days)
- 98% of reported Anti-social behaviour (ASB) cases were closed as resolved with 100% customer satisfaction rate in the handling of ASB case
- Exceeded targets for providing local job opportunities on Welsh Housing Quality Standards (WHQS) refurbishment work programmes through our procured suppliers and contractors
- 2,000+ energy efficiency measures delivered to reduce fuel poverty and our ambitions towards decreasing our Co2 emissions

Strong Stories

- Apprentice gained full time employment position within Welfare Reform Team
- Members of the department gained qualifications in Advice and Support NVQ Levels 3 and 4
- Joint working with Revenues to deliver financial support via the Cost of Living Scheme. 10,070 customers received £150 towards the costs of their bills, in addition to the 32,000 customers automatically paid £150. Flintshire paid over 90% of the main Cost of Living scheme payments (one of two LA's achieving such high results against a Welsh average of 60%)
- Successful administration of a range of new grants and schemes in addition to business as usual work within the Benefits and Grants team
- Events for local residents held in the HRA community centres tackling loneliness and isolation
- The Community Support Hub in Shotton was opened providing support on poverty, digital inclusion and handing out lateral flow tests
- Hospital to home food safety box service for residents returning home from hospital to help them to continue to eat well
- Collaborative work with North Wales Fire and Rescue Service to deliver fire safety advice and support vulnerable tenants by installing stove guards
- Supporting resettlement schemes for Afghan and Syrian nationals and families fleeing the conflict in Ukraine. The only Authority in North Wales investing in caseworkers providing holistic packages of support, alongside statutory and third sector partners - recognised as good practice by Welsh Government. An Afghan individual supported is now employed by the Council as a caseworker to support our families

- The Council was successful in achieving the WHQS (Welsh Housing Quality Standards) in December 2021 as per the Welsh Government deadline

Improvement Areas

- Development of customer involvement strategy to increase satisfaction levels around involvement and participation in response to recent residents' survey
- Review end to end voids management process and explore best practice to improve voids performance
- Complete planned restructures and establish robust workforce planning to respond to increasing demands and pressures across the service

Portfolio: Governance

Strong Performance

- The Digital Flintshire Hub has attracted over 7,000 views since it launched in August 2021. The Hub provides resources to keep people safe online, training, health and wellbeing resources, digital events and activities. The Hub also provides information about the Council's ambitious plans contained in the Digital Strategy
- Over 92,000 digital self-service enquires were received during 2021-22, an increase on the previous year
- Recommended civil marriage and civil partnership ceremonies that were suspended over the last two years without disruption to existing bookings for 2021-22
- Successfully moved from traditional paper Registers to online registrations for marriage
- Continued to support the Councils hybrid workplace approach ensuring secure remote access for over 2,000 officers
- Council tax 'in-year' collections resulted in an outturn of 97.73%, which is 0.7% above the previous year. In monetary terms, this equates to an additional £700k being collected in year. The collection levels for 2021-22 are the 2nd highest in Wales
- NDR 'in-year' collections saw an outturn of 99.24%, which is 1.5% above the previous year. The collection levels for 2021-22 are officially recorded as being the highest in Wales and well above the national average of 95.9%
- The Council Tax and NDR service migrated 375 customer accounts across to the new Customer Portal
- 38,785 telephone calls were received by the Revenues service and 96% of these were answered promptly

Strong Stories

- Continued rollout of HWB infrastructure project in schools in line with Welsh Government funding award which has seen significant investment in core infrastructure, schools-based networks and classroom-based devices
- The number of subscribers to "My Account" continues to increase with 23,952 subscriptions so far
- The Digital Flintshire Hub launched in August 2021 on Flintshire's website. The Digital Hub promotes a range of tools to support people to develop their digital skills - help getting online, staying safe online, free digital training, help and advice
- Introduced Welsh Government's Child Burial Fund for parents suffering the loss of a child – administered by the Registrars offering a £500 payment
- New Concerns and Complaints Policy launched
- #BeKindOnline campaign and Social Media House Rules launched to set behaviour standards for everyone using social media as communication channel

- Refreshed website content for Elections – the Elections Hub launched at the end of 2021-22 in preparation for the county council elections in May 2022
- The Revenues service undertook a pioneering review using an external contractor to review entitlement to Council Tax exemptions for 284 properties where probate was pending on the estate of the last resident. The review led to new council tax charges of £27k
- Businesses continued to be supported throughout the covid recovery period and the Revenues service continued to award the final round of Business Support Grants during 2021-22 which resulted in grants of £2.18m being awarded to 904 businesses. The grants awarded in 21-22, when combined with grants in the previous year, has seen the Council awarding in excess of £56.6m in Business Support Grants

Improvement Areas

- Although Council Housing Rent arrears have stabilised, collection of rent remains challenging as the cost-of-living crisis continues to affect vulnerable tenants who are often less able to meet the rising energy and other living costs. 2021/22 Rent Arrears were £1.90m, which equates to £47k higher than the previous year. The service continues to provide early interventions and advice to support tenants who fall behind with their payment

Portfolio: Planning, Environment and Economy

Strong Performance

- The number of households supported to increase the energy efficiency of their homes and thereby contributing to the reduction in fuel poverty exceeded the target set for the year with 1293 measures being delivered against a target of 1,200
- The number of support and referrals of vulnerable households to reduce fuel poverty and improve health and wellbeing exceeded target with 204 households supported against a target of 200
- Approval of £424K 'house to home' loans to enable Empty Homes to be brought back into use
- 49 sites received biodiversity improvements
- The Access and Natural Environment team secured Woodland Investment Grant funding to plant over 12 Hectares with 4,000 trees to increase the resilience of Wepre Park and contribute towards the Council's Carbon reduction programme. This scheme also provided multiple benefits by improving public access and recreation and visitor experience with improved trails, information and signage, contributing to improved health and wellbeing of the local community. The trees were planted with local volunteers and school children
- This tree planting programme has been completed with projects externally funded through Welsh Government's Local Places for Nature grant and challenge fund. Semi-mature standards have been planted across the urban communities of Flintshire in line with policy target to increase canopy cover

Strong Stories

- The Climate Change Strategy was developed and adopted by the Council, setting an ambitious pathway to net zero carbon Council by 2030
- The Communities for Work team, with Jobcentre Plus and Careers Wales, held a Job Fair at Broughton Park in October 2021. Over 600 people attended the event which was supported by 15 businesses showcasing 200 vacancies in the retail and hospitality sector. The event was very successful with positive feedback from everyone who took part
- Communities for Work in partnership with Department for Work and Pensions and Careers Wales supported the Mitie redundancies in a two-day event (22nd and 23rd March). Mitie were managing 178 Covid testing sites across Wales which were set to close on the 31 March 2021, resulting in over 150 redundancies at their Deeside sites. Through this multi-agency approach, individuals being made redundant were able to access the support from all providers as well as employers who were there on the day with vacancy opportunities
- The Business Development team delivered a succession of Welsh Government funded Covid emergency grants to businesses throughout the year. 2,827 applications were processed and over £4m of funding was awarded to small businesses. Despite the workload created by the urgency of the programmes, the team took the time to help applicants, who were often unfamiliar with public sector processes, through the application process to ensure they got the money they needed
- The Council's Health and Safety Enforcement Team undertook a successful Crown Court prosecution against a care home who were found guilty of serious breaches to Health and Safety legislation in September 2021. The failings included unsafe systems of work and lack of risk assessments. This led to a member of staff who worked there to sustain life changing injuries. The company who owned the home were fined £90k, plus legal costs
- Trading Standards prosecuted a second-hand car dealer for two counts of theft. In one case the trader sold a car to a consumer, but the car was never delivered, and the money was never refunded, in the second case a car was sold, it was faulty and when the consumer returned the car the trader never fixed the problem and again did not refund the money. He was sentenced to 40 months in prison, suspended for 12 months plus 200 hours community work and ordered to pay £4800 compensation to the two complainants

- Specialist infection, prevention and control advice was provided to workplaces, care homes and educational settings in relation to COVID 19
- Successful recruitment to vacancies for Environmental Health Officers in a very competitive market attracting experienced candidates to allow the team to concentrate on more “business as usual” activities following the two years spent supporting the Council’s response to Covid
- Significant progress was made in relation to moving at a faster pace than the minimum requirements set out in the Food Standards Agency COVID-19 Local Authority Recovery Plan: guidance and advice to local authorities for the period from 1st July 2021 to 2023/24
- Focussed auditing of shellfish registration document completion was undertaken which increased the compliance levels and improved traceability through the food chain
- The Empty Homes team successfully progressed two problem empty homes through the enforced sales procedure resulting in both properties now being back in use
- Agreement to the concept of a Nutrient Management Board to control phosphate levels in our rivers
- Procurement and implementation of a new back-office system for the handing of planning applications. The system will subsequently be rolled out across the Portfolio
- Submission of a Levelling Up funding bid for improvements to the Wrexham/Bidston line and new station at Deeside

Improvement Areas

- Supporting local businesses in their efforts to reduce their carbon footprint and become more resource efficient
- Supporting individuals to enter employment, learning or volunteering opportunities
- Mapping of Houses in Multiple Occupation

Portfolio: Social Services

Strong Performance

- 12,910 of contacts for children received during the year (12% ↑)
- 1,242 new assessments completed for children during the year
- 702 children were supported with a care and support plan on 31st March
- 100% of children who went missing were offered a return interview
- 8 new foster carers were recruited
- 7,318 of contacts for adults received during the year (6% ↑)
- 3,242 new assessments completed for adults during the year (24% ↑)
- 2,020 adults were supported with a care and support plan on 31st March
- 374 packages of reablement in the community were completed during the year, with 67% reducing or removing the need for formal support
- 39% of home-based support was delivered via a direct payment
- 100% of urgent requests for equipment met or exceeded the national one-day response standards, this exceeded the target for the year
- 100% of requests for equipment met or exceeded the national seven-day standard, this also exceeded the target for the year
- 92% of community equipment was cleaned and reused
- 877 adult carers had their needs assessed during the year
- 600 people were supported through the Dementia Strategy

Strong Stories

- Completion of our expansion of Marleyfield House providing additional capacity at the site and state of the art facilities
- The Council's Lleisiau Clwyd Voices of the Future project, established with our partners Theatre Clwyd, was successful in being shortlisted as finalists for a prestigious Accolade award organized by Social Care Wales
- The Micro-care programme has been very successful, with 27 Micro-carers delivering services in the County
- Completion of the refurbishment work at Arosfa, increasing the provision and capacity to accommodate long term residents, and provide a quality local service as an alternative to out of county placements
- Further developed our actions to support people living with dementia
- We continued to grow and successfully progress our existing Mockingbird Foster Carer Support Model
- Developed our 'Small Homes Scheme' for children, which is currently supporting one child, and have commenced building works to develop two residential assessment centres for children
- Our wellness and recovery programme has adapted and expanded to support individuals with their mental health and well-being
- Our partnership with Hft continues to thrive in delivering services for people with learning disabilities
- We received a Highly Commended Award at the GeoPlace Conference 2021 for our innovative approaches, which include an interactive map of Dementia Friendly communities and services

Improvement Areas

- Establish a robust workforce planning model to anticipate future social care demands and develop the social work and direct care workforce ahead of the need

Portfolio: Streetscene and Transportation

Strong Performance

- The Council's waste strategy has been continually reviewed to respond to the changing lifestyle patterns of Flintshire residents due to the pandemic.
- The continued provision of home to school transport continued throughout the Covid 19 Pandemic. Additional services were also provided during periods of lockdown which included transporting the children of critical workers and the delivery of free school meals
- The Council's Bereavement Services responded effectively to the effects of the pandemic, whilst also undertaking the highest ever recorded number of public health burials
- The Council was one of eight local authorities across Wales (only authority in North Wales) to receive funding for the implementation of a 20mph speed limit pilot scheme ahead of the national rollout
- The Council is one of the only authorities in the UK to have successfully implemented a Singular Speed Limit Order ensuring the legitimacy of the Flintshire's speed limits
- Successful in acquiring £3.5m of Welsh Government capital grant funding for the progression of the following projects:
 - Implementation of Average Speed Cameras on the A5104 Rhydtalog to Treuddyn
 - Undertaking of a detailed study and implementation of accident remedial measures on the A5119 – Northop to Flint
 - Active Travel and school safety improvement works on the A550 Hawarden Road and Fagl Lane, Hope – delivery within 2022
 - Development of Active Travel and school safety scheme proposals at 6 primary schools in Flint
 - Development and delivery of Mold to Chester Strategic Cycle Route improvements, contributing to the Council's Strategic cycle network
 - Development of Active Travel improvements on Lower Aston Hall Lane
 - Active Travel in rural communities - active travel improvements in Caerwys
 - Delivery of Active Travel Core Funding programme incorporating a wide range of infrastructure improvements across the county
 - Development of Garden City Bus Shuttle Interchange
 - Implementation of engineering measures to reduce motor vehicle strikes on Padeswood Road Train bridge
 - Development of bus links to newly constructed Park and Ride facility on Deeside Industrial Park
- The Council has maintained Gold Award for the accuracy of the Streets Gazetteer
- Supported the growth of the North Wales Metro with the primary developments for the region

Strong Stories

- The Buckley repair and re-use centre opened to the public offering a number of upcycling and repair sessions centred around a welcoming café environment
- A weekly absorbent hygiene product (AHP) and nappy collection service was introduced to supplement the weekly recycling collections
- Side waste enforcement was reintroduced to minimise the amount of black sack (general residual) waste put out for collection.
- Actively supporting the Keep Wales Tidy "Caru Cymru" initiative and creation of a new environmental improvement coordinator to deliver community projects
- Community litter picking champions were supported with the issuing of equipment for them to utilise and the collection of all waste collected
- Completion of the £950k infrastructure development at Greenfield Household Recycling Centre, Composting Facility and Transfer Station
- The successful implementation the RFID system for garden waste subscriptions

- The development of a purpose-built training facility for the delivery of in-house training to the Streetscene workforce
- Approval granted to introduce a cashless payment solution for car parking charges
- The Holywell and Area Fflecsi bus service was introduced in July 2021 providing vital transport links for rural communities without accessible commercial services
- Completion of the Active Travel Network Map consultation
- The adoption of a new Cemetery Management System which has enabled the digitisation of the Council's cemeteries and records
- We supported the roll-out of more than 100 wildflower sites across the county
- We continued to deliver a winter maintenance service without disruption throughout the pandemic
- Electric Vehicle (EV) charging infrastructure was installed at our operational depot
- Supported in the success of national recognised awards in areas of public open spaces

Improvement Areas

- Downturn in the Council's recycling performance due to an increase in the amount of black sack residual waste being presented by residents following the pandemic – work will continue to review the waste strategy for 2023-2024
- A statutory review of the provision of local toilets will be undertaken in 2022

Portfolio: Chief Executives

Strong Performance

- 78,612 Payroll payments processed during 2021/22 with 99.47% accuracy
- Approximately £3,229,432 of social value was generated through the Council's procurement activities, surpassing the target of £2,854,266 outlined in the Council plan for 2021/22. This included the delivery of a diverse range of social, economic, environmental and cultural outcomes for local communities
- 62% of the Council's contracts procured in 2021/22 included contractual social value requirements

Strong Stories

- Introduction of a bilingual service provision for DBS checks
- Continued to support the organisation through the pandemic with limited impact on the services provided
- Occupational Health continued to provide specialist support to a number of front-line services during the early part of the pandemic who needed additional support to cope with their demands
- Occupational Health continued to support the vaccination programme at Deeside Rainbow Hospital, four clinical staff attended one day per week
- The Council continued to increase social value from the Council's commissioning and procurement activities with good achievements made against then targets set
- The Council continues to be Nationally recognised for its work in social value, this is outlined in the following highlights for 2021/22:
 - Key panel speaker at the UK National Social Value Conference 2022
 - Key panel speaker at the National Social Value Conference in Wales 2021
 - Engaged as a key stakeholder in the independent review of social value policy and legislation commissioned by Welsh Government, which will support the upcoming Procurement Reform and Social Partnerships & Procurement Bills
 - Key Speaker at the Infuse Procurement Lab event held in March/April 2022
 - The Council were featured and positively regarded within the Commissioners Procuring Well-being in Wales Report published in 2021 by the Future Generations office

Improvement Areas







- Requests for Payroll interim payments increased from 0.40% to 0.53%

Council Plan Progress – Infographic of RAGs

Assessment of our Performance

The table below provides an overview of progress against Council Plan Key Performance Indicators. For more detailed information please refer to the End of Year Monitoring Report.

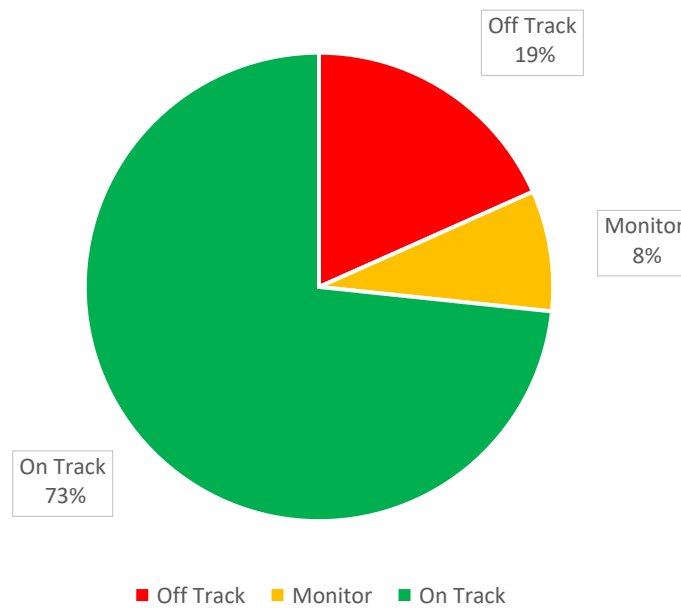
The key below defines the Red / Amber / Green (RAG) for measures contained in the End of Year Monitoring Report.

<u>Performance Status Key</u>		<u>Trend Status Key</u>	
	Limited Progress - delay in scheduled activity; not on track		Downturned – In comparison to the previous year’s data, the performance outturn has reduced
	Satisfactory Progress - some delay in scheduled activity, but broadly on track		Maintained – In comparison to the previous year’s data, performance is the same as last year
	Good Progress - activities completed on schedule, on track		Improved - In comparison to the previous year’s data, performance has increased

Council Plan Performance Summary 2021/22

Performance for 2021/22 against our Council Plan Measures is summarised in the chart below.

Chart 1a: Council Plan Performance Measures 2021/22



In summary:

- 73% of indicators achieved target or better compared to 67% in 2020/21
- 18% of indicators missed target compared to 13% during 2020/21
- 9% of indicators are being monitored compared to 20% in 2020/21

Chart 1b: Comparison of Performance RAG Status for Council Plan Measures - 2020/21 and 2021/22

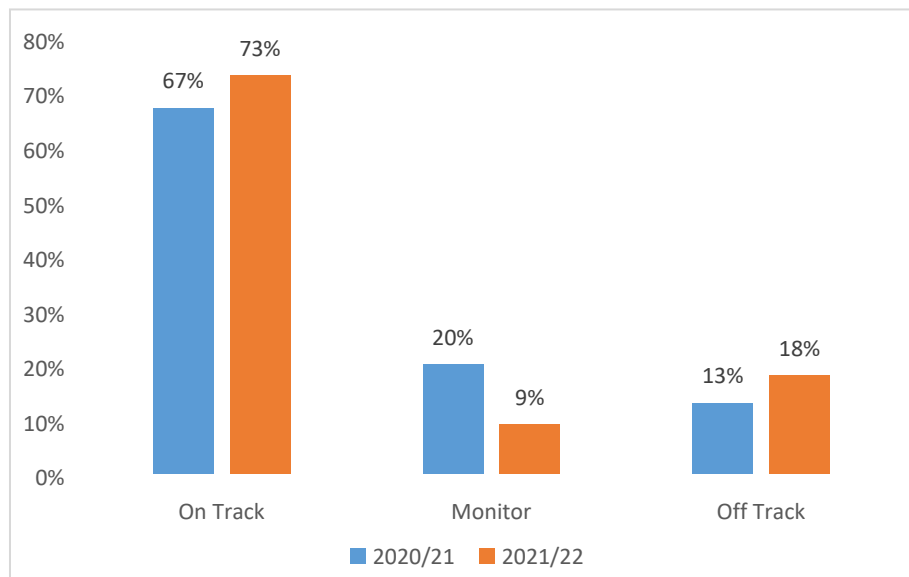


Chart 2: Council Plan Action RAG Status 2021/22

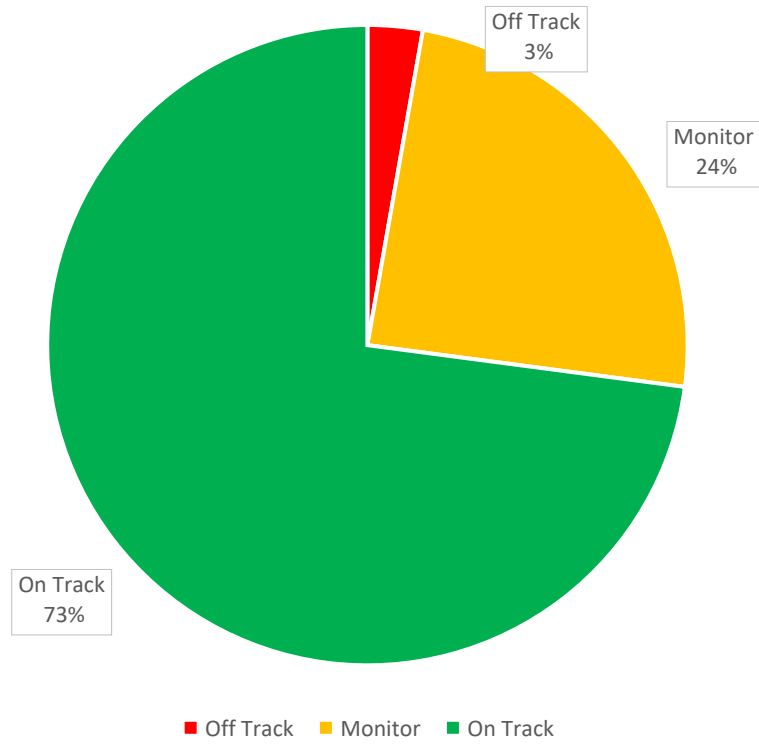
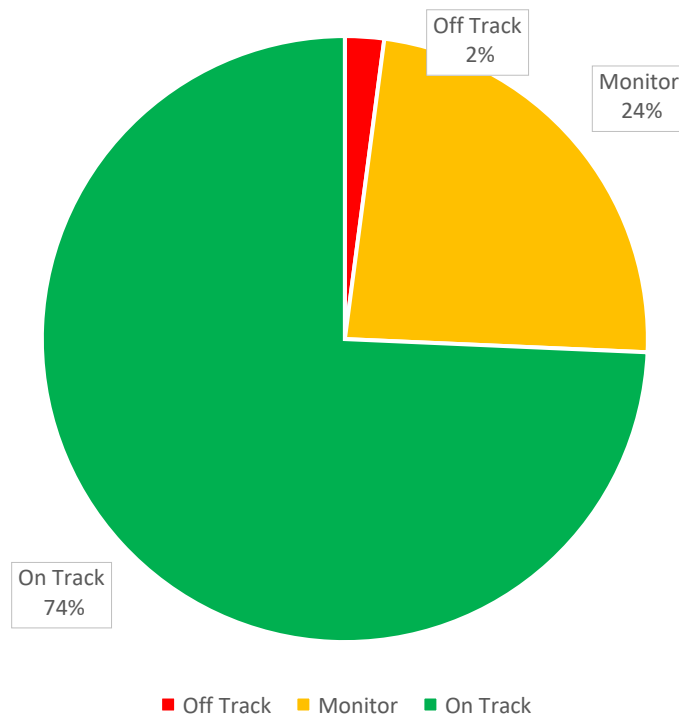


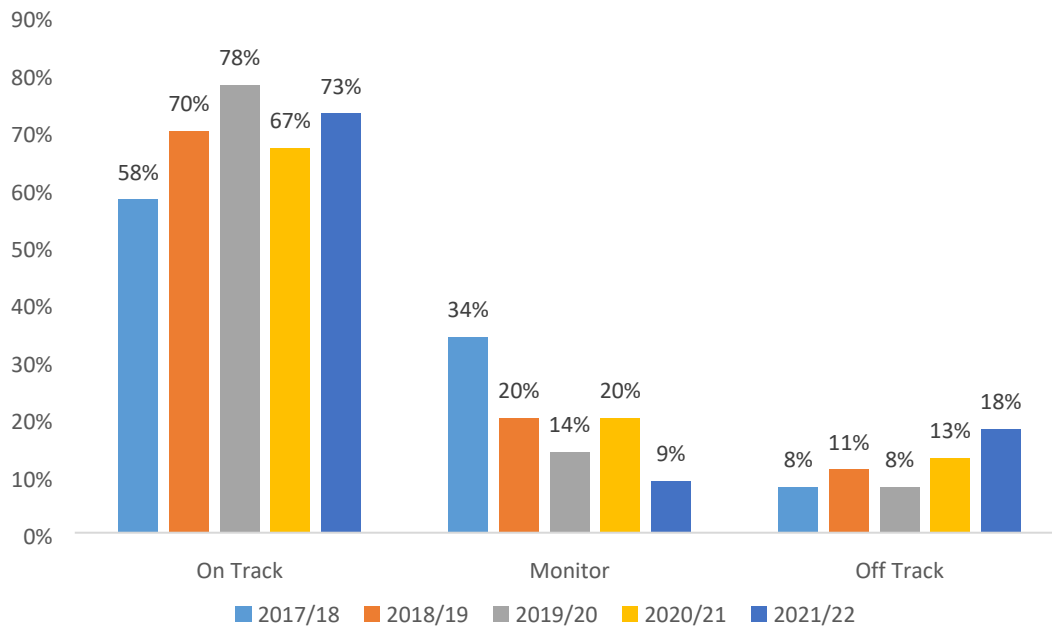
Chart 3: Council Plan Outcome RAG Status 2021/22



Council Plan Performance Data Summary

The table below demonstrates a comparison of performance data from 2017/18 through to 2021/22.

Chart 4: Percentage of Council Plan Measures Against Target - 2017/18, 2018/19, 2019/20, 2020/21 and 2021/22



Risk Management and Business Planning

In response to the pandemic, we invoked Flintshire Business Continuity Plans. These plans were designed to enable services to continue to function in the short-term. With response to the pandemic going on longer than short-term and changing to medium-term/longer-term, a new approach to business planning and recovery was developed. We developed business recovery plans based on an effective risk management approach which underpinned these plans. This approach embedded risk management into everyday activity and regular reporting of risk. Corporate Risk updates on recovery were shared at Recovery Committee between June 2021 and March 2022 as the response and recovery phases continued.

Future Generations (Wales) Act 2015: Five Ways of Working

The following case studies are just a few examples of positive performance during 2021/22 and demonstrate how the Council considered the five ways of working.

Case Study: Holywell and Area Fflecsi Bus Service



In July 2021, Flintshire County Council, working in partnership with Transport for Wales (TfW) introduced a new pre-bookable “Fflecsi” transport service in Holywell and the surrounding areas. Fflecsi is a different way to travel by bus and an exciting new service from Transport for Wales (TfW), which is being delivered in numerous locations across Wales in partnership with local authorities and local bus operators.

The aim of the new Fflecsi Service in Holywell and surrounding area is to develop the existing transport infrastructure and widen access to employment. By providing valuable transport links for residents in more rural areas the service enables travel to work, retail outlets, meeting with friends, appointments and connecting with other bus services for onward travel across North Wales and England.

Centred on linking communities to each other the Fflecsi service:

- Critical aim of eliminating transport poverty
- Providing isolated residents access to community events and facilities
- Encouraging residents to access bus travel instead of car use
- Providing younger residents with transport to after school and club activities.
- Embedding the benefits of Bus travel within communities

Long Term:

The Fflecsi service will encourage behavioural changes towards bus travel as an alternative to car travel amongst residents.

The Fflecsi service will promote active travel and in turn, contribute to the Council's Climate Change agenda.

The flexibility of the service and ability to book journeys via a telephone app will encourage a new generation of bus service users, helping secure the long-term future of public transport services.

The success of the Fflecsi service in Holywell has encouraged the introduction of a similar service in Buckley, due to be launched in August 2022.

Prevention:

The overarching aim of the Fflecsi service is to provide residents who were left without commercial transport services with the ability to connect to communities and services within their area. This will reduce the social isolation experienced by many and encourage a return to public transport services that have seen a steady decline in passenger numbers in recent years

Integration:

The Fflecsi service is available to all residents of all ages within the service area and allows travel across that service area, encouraging community activities, social events and attendance of after school clubs. Furthermore, residents who were previously unable to attend community and social events due to lack of transport are now able to join in, promoting well-being and connectivity with other residents.

Collaboration:

The Fflecsi service has been introduced in partnership with T.f.W and is operated by a local bus operator, providing local employment opportunities. (It has also been welcomed and supported by Town and Community Councillors.)

Involvement:

The Fflecsi service has opened the doors to new opportunities in local communities such as walking groups and coffee mornings and continues to grow in passenger numbers as the service is promoted with residents as a vital transport link within their community.

Further information on the Holywell and Wales Fflecsi Services are available on the links below:

<https://www.flintshire.gov.uk/en/PDFFiles/Roads-and-Travel/Bus-Timetables/Fflecsi-Leaflet.pdf>

<https://fflecsi.wales>

Case Study: Early Years and family Services Capital Works Scheme

Ysgol Derwyn



Westwood



Brynford CP



Community Project Work at the Holway Centre



The aim of the Early Years Capital Works has identified opportunities to improve childcare settings within Flintshire. The childcare settings will be able to deliver the childcare offer, the offer provides 30 hours of Welsh Government-funded early education and childcare to working parents of 3 and 4 year olds for 48 weeks of the year. By having improved facilities, there will be an opportunity for increased capacity.

This project originally commenced in 2019 but was delayed due to Covid. New childcare settings will be delivered across nine childcare schemes and a Flying Start (FS) scheme at Aston in Shotton. The project is underway and is due for completion by March 2023. The sites where the new childcare settings will be located are:

- Ysgol Derwen, Kinnerton
- Glan Aber CP, Bagillt
- Westwood, Buckley
- Ysgol Bro Carmel, Whitford
- Ysgol Sydchyn, Northop
- Ysgol Merllyn, Bagilt
- Ysgol Erscoob, Caerwys
- Brynford CP

- Aston Family Centre, Shotton – Part of the Flying Start (FS) development

As of March 2022, the following sites have been completed:

- Westwood, Buckley
- Ysgol Derwen, Kinnerton
- Aston Family Centre, Shotton
- Ysgol Merllyn, Bagilt
- Brynford CP

Collaboration:

The project has been enabled via funding from Welsh Government (WG). In order to deliver the expectations of the funding, Early Years have worked with 21st Century Schools and Property and Design Consultancy to appoint Wynne Construction as the principle contractor. Wynne's have then worked with the Council to engage and collaborate with each school and childcare setting to ensure that work is planned effectively with minimal disturbance to the children at school.

With the challenges of restrictions and access to sites, the communication and collaboration with all key stakeholders in the process has been essential to the delivery of the project to date.

There have been several opportunities to work with local training providers and sub-contractors to provide opportunities to school leavers, college students and under-graduates. Without this collaboration, some of these opportunities for young people to gain experience may not have taken place.

Integration:

The schools that the settings are located on manage the building and hire it out to providers. This has created the opportunity for robust business plans to ensure all settings are sustainable.

The increased capacity contributes to the overall data profile when the Council completes the Childcare Sufficiency Assessment (CSA). This uses a range of data to ensure that the service being delivered meets the needs of the people of Flintshire and allows for the development of further opportunities.

Wynne Construction have worked with the Council to develop community benefits. Some of these are:

- An Employment and Skills Plan for Ysgol Brynford and Ysgol Croes Atti
- An Employment and Skills Plan for 11 Early Years Centres

Involvement:

Throughout the project, one of the key aspects has been involvement. This is not just across the departments involved in the project but the school headteachers, school governing bodies and the managers of the settings. By taking this approach the project has been able to flourish and develop as it has gone on.

The next steps in terms of involvement will be with those accessing the setting to offer further understanding, future opportunities and the impact the project has made.

Long Term:

In the long term, the settings will provide more opportunities for learn and play, be more self-sustaining in their running costs, and demonstrate the ambition the Council has to ensure that suitable childcare provision is available to those in need.

Having a dedicated childcare site located on the school site, with fantastic space and facilities will help the children who access the setting to learn, develop and thrive. The support that this can offer families is also invaluable as it will enable families the opportunity to thrive and potentially offer the children more opportunities away from the childcare or school setting.

With work opportunities being provided, the project has very much contributed to the development of young workers and enabled them to gain vital experience at the start of their career journey.

Prevention:

By developing these schemes, there is now spaces that enable services to deliver a better experience to children to help them thrive and learn. It also enables the settings to expand their capacity to support more children. These positive aspects then help to support parents and families by reducing the strain on family income and ensuring that childcare is not a barrier to them undertaking employment opportunities.

Social Value - Case Study

Below, is one example of many case studies highlighting the benefits that have been achieved through the delivery of social value programmes through contracts during 2021/22:

Castel Alun High School extension



The contract comprised of a new three-storey art and design technology block within an existing school in Flintshire. Social value was a weighted component of the tender, and whereby real and tangible commitments to social value were contractualised through the procurement process.

Some of the key outcomes that have been achieved through the contract include:

- 30% (£1,361,830) spend with local supply chain partners within 20 miles supporting economic growth
- 43% of local labour within 20 miles
- Two full time employment opportunities provided to individuals who are rehabilitating ex-offenders through the Inside Connections employment programme
- One local person retained full time
- 6 hours supporting people into work through employability initiatives (over 24 years old)
- 31 apprenticeship weeks
- 40 trainee weeks
- 105 staff hours volunteering in local communities
- 6 weeks work experience placements
- 6 hours delivering educational initiatives with local schools
- 5 hours providing expert advice to local Micro, Small, Medium Enterprises (MSME's) and Voluntary, Community, Social Enterprises (VCSE's)

Equality

During the past 12 months we have re-established our Corporate Equality Board, to oversee performance and progress to meeting our Strategic Equality Plan (SEP) and complying with the Public Sector Equality Duty (PSED) including the socio-economic duty. We signed up to become a non-awarded member of the City of Sanctuary local authority network and have remained committed to welcoming people in need of safety as evidenced by our support for Refugees and people fleeing Ukraine. We have continued to participate in awareness events and days such as Lesbian, Gay, Bisexual and Transgender History month, Hate Crime awareness week and Holocaust Memorial Day.

The Council has recognised the importance of diversity and has made a commitment to becoming a Diverse Council and agreed a Diversity in Democracy action plan to achieve this aim.

Welsh Language

We are pleased to report that we have continued to support Menter Iaith Fflint a Wrecsam to celebrate Dydd Gŵyl Dewi and promote and share our Welsh heritage. This year more retailers than in previous years participated in the annual Saint David's Day themed window dressing competition, raising the visibility of Welsh culture across our towns.

The appointment of a full-time Welsh Language Community Officer within the Integrated Youth Provision services has resulted in an increased use of Welsh with children and young people. For example, the summer Play schemes actively used Welsh with children from English medium schools. The kit bags for future play schemes will now include resources to support Play Leaders use Welsh on all play sites, providing children and young people the opportunity to use the language outside of school. Further training will be available for the team to develop their confidence in using a little 'Cymraeg' on all sites.

We received one complaint about non-compliance with the Welsh language standards, this related to signage. We are now putting in place actions to ensure this does happen again. We have continued to make progress complying with the Welsh language standards, however, there have been some challenges with recruitment following the pandemic, in particular, the recruitment of Welsh speakers to some public facing posts. This impacts on the Council's capacity to deliver bilingual services.

Partnership and Collaboration Activity

Flintshire has a longstanding and proud track record of partnership working. The communities it serves rightly expect the statutory and third sector partners to work together to manage shared priorities through collaboration. The Flintshire Public Services Board is at the heart of promoting a positive culture of working together, setting shared priorities and combining resources for the benefit of Flintshire, with an overall aim of improving local well-being.

The Flintshire Public Services Board is a strong and unified forum, formally established on 1st April 2016 as a result of the "Well-being of Future Generations (Wales) Act 2015" coming into effect. The Board is made up of senior leaders from a number of public and voluntary sector organisations, including: Flintshire County Council, Betsi Cadwaladr University Health Board,

Natural Resources Wales, North Wales Fire and Rescue Services (as statutory members); along with North Wales Police, Public Health Wales, Flintshire Local Voluntary Council, Coleg Cambria, Glyndwr University, National Probation Services Wales, Welsh Government and a representative on behalf of Flintshire Town and Community Councils (as invited PSB participants). Together these organisations have worked positively in implementing the [Well-being Plan for Flintshire 2021-22](#) and have worked together to deliver the in-year priorities to improve services and outcomes for local people.

Over the past 12 months, the Flintshire Public Services Board has focused their efforts in two main priority areas, priorities that were continued from the previous year. These being:

- Community Safety – People are Safe
- Healthy and Independent Living

The other previous priorities for the Flintshire Public Services Board (Economy, Environment and Community Resilience) were developed as follows:

- **Economy** – this priority is being led at a regional level by the Regional Economic Ambition Board with relevant projects and activities being delivered locally
- **Environment** – this priority is a blend of both joint work with Wrexham and locally delivered commitments
- **Community Resilience** – this priority is being led jointly with Wrexham Public Services Board as a result of a decision made by the regional Strategic Recovery Group (made up of key public service leaders)

The emergency situation/pandemic changed our home, work and social lifestyles and all public and third sector organisations have supported individuals and communities in ways which we could not have foreseen. We continue to support recovery from the pandemic by working in partnership.

Whilst retaining their separate Public Services Boards, in June 2020 the Flintshire Public Services Board and Wrexham Public Services Board formed a Joint Public Services Board, realising the value in sharing knowledge and resources to tackle common challenges around the COVID-19 pandemic. This arrangement, with focus on community resilience, continued in 2021-22.

Over the past 12 months, The Flintshire Public Services Board have developed, consulted upon and published “An Assessment of Well-being in Flintshire 2022” which will help inform the priorities and development of the next Well-being Plan for the period 2023-28.

Regulation, Audit and Inspection

The Council is regulated by organisations throughout the year. These include, amongst others, Audit Wales (AW), Estyn for Education and the Care Inspectorate Wales (CIW).

Audit Wales published a Summary Report on behalf of the Auditor General for Wales called the Annual Audit Summary Report. This report summarises the outcomes of all work that AW have undertaken during the year. Overall, the Auditor General for Wales has reached a positive conclusion. “The Auditor General certified that the Council had met its remaining Local Government (Wales) Measure 2009 duties for the financial year 2020-21, as saved by an order made under the Local Government and Elections (Wales) Act 2021.”

Corporate Health and Safety

The Council is committed to its duties and responsibilities as an employer for health and safety. The management of workplaces that are safe to the health of all Council employees, sub-contractors, stakeholders and members of the public sits alongside our strategic priorities as our most important obligation. We take appropriate steps to seek to protect the health, safety and well-being of all our service users, visitors and employees in everything we do.

Additional Background Information (Available upon request)

There are a number of related documents which support this Annual Performance Report. These documents are available upon request:

- Council Plan 2021/22 – Part 2
- Council Plan Annual Performance Monitoring Report 2021/22
- Flintshire Social Services Annual Performance Report 2021/22
- Welsh Language Monitoring Report 2021/22
- Annual Strategic Equality Plan Report

Feedback and How to Obtain Further Information

Thank you for reading our Annual Performance Report for 2021/22.

Your views and suggestions about how we might improve the content and layout of the Annual Performance Report for future years are welcome.

Please contact us on:

Email: PRM@flintshire.gov.uk

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FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 18 th October 2022
Report Subject	Treasury Management Annual Report 2021/22
Report Author	Corporate Finance Manager

EXECUTIVE SUMMARY

The report presents the Treasury Management Annual Report 2021/22 for Member approval.

The Treasury Management Annual Report 2021/22 is attached as Appendix 1. As required by the Council's Financial Procedure Rules, this Annual Report was reviewed by the Governance and Audit Committee on 27th July and Cabinet on 26th September 2022.

RECOMMENDATIONS

1	That Council approves the Annual Treasury Management Report for 2021/22.
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REPORT DETAILS

1.00	EXPLAINING THE ANNUAL REPORT
1.01	On 16 February 2021, following the recommendation of the Cabinet and consideration by the Audit Committee, the Council approved the Treasury Management Strategy 2021/22.
1.02	The Council delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to Cabinet, and for execution and administration of treasury management decisions to the Corporate Finance Manager, who acts in accordance with the Council's Treasury Management Policy Statement, Strategy and Practices.
1.03	The Council has nominated the Governance and Audit Committee to be responsible for ensuring effective scrutiny of Treasury Management Strategy and Policies.
	<u>CONSIDERATIONS</u>
1.04	The Treasury Management Annual Report 2021/22 is attached as Appendix 1. As required by the Council's Financial Procedure Rules, this Annual Report was reviewed by the Governance and Audit Committee on 27 July 2022 and Cabinet on 26 th September 2022.
	<u>Summary of Key Points</u>
1.05	<p>The continuing economic recovery from the coronavirus pandemic, the war in Ukraine, higher inflation, and higher interest rates were major issues over the period.</p> <p>The Bank Rate was 0.1% at the beginning of the reporting period. The beginning of the year saw the economy gathering momentum as pandemic restrictions were eased. Despite the improving outlook, market expectations were that the Bank of England would delay rate rises until 2022, however, rapidly rising inflation has now disrupted that projection.</p> <p>Section 2 of the report provides a full economic and interest rate review for 2021/22.</p>
1.06	Short term money market rates remained at very low levels which continued to have a significant impact on investment income. The average return on Council investments for the year was 0.07%. Section 4 provides further details of the Council's investment activity during the year.
1.07	Public Works Loan Board (PWLB) long term rates remained low during 2021/22 and a total of £10.582m PWLB loans were taken out during the year. Of these, £0.582m have been on-lent to NEW Homes, the Council's wholly owned subsidiary, to fund the building of affordable homes in Flintshire. Section 3 provides more information on borrowing and debt management during the year.
1.08	Debt rescheduling opportunities were considered by officers and the Council's Treasury Management advisors. The premium charged for early

	repayment of PWLB debt remained relatively expensive for the loans in the Council's portfolio and therefore unattractive for debt rescheduling activity. No rescheduling activity was undertaken as a consequence.
1.09	The treasury function operated within the limits detailed in the Treasury Management Strategy 2021/22.

2.00	RESOURCE IMPLICATIONS
2.01	Financial implications are addressed in the report; no other resource implications directly as a result of this report.

3.00	CONSULTATIONS REQUIRED AND UNDERTAKEN
3.01	Arlingclose Ltd, being the Council's treasury management advisors.

4.00	RISK MANAGEMENT
4.01	Risk Management directly addressed within the report and appendices including identification of risks and measures to mitigate likelihood and impact of risks identified.

5.00	APPENDICES
5.01	Treasury Management Annual Report 2021/22

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None

7.00	CONTACT OFFICER DETAILS
7.01	Contact Officer: Chris Taylor – Strategic Finance Manager Telephone: 01352 703309 E-mail: christopher.taylor@flintshire.gov.uk

8.00	GLOSSARY OF TERMS
8.01	Authorised Limit: A statutory limit that sets the maximum level of external debt for the Council.

Balances and Reserves: Accumulated sums that are held, either for specific future costs or commitments (known as earmarked) or generally held to meet unforeseen or emergency expenditure.

Bank Rate: The official interest rate set by the Bank of England's Monetary Policy Committee and what is generally termed at the "base rate".

Basis Point: A unit of measure used in finance to describe the percentage change in the value or rate of a financial instrument. One basis point is equivalent to 0.01% (1/100th of a percent). In most cases, it refers to changes in interest rates and bond yields. For example, if interest rates rise by 25 basis points, it means that rates have risen by 0.25% percentage points.

Bond: A certificate of debt issued by a company, government, or other institution. The bond holder receives interest at a rate stated at the time of issue of the bond. The price of a bond may vary during its life.

Capital Expenditure: Expenditure on the acquisition, creation or enhancement of capital assets.

Capital Financing Requirement (CFR): The Council's underlying need to borrow for capital purposes representing the cumulative capital expenditure of the local authority that has not been financed.

Certificates of Deposits (CD's): A savings certificate entitling the bearer to receive interest. A CD bears a maturity date, a specified fixed interest rate and can be issued in any denomination. CDs are generally issued by commercial banks. The term of a CD generally ranges from one month to five years.

Cost of Carry: The "cost of carry" is the difference between what is paid to borrow compared to the interest which could be earned. For example, if one takes out borrowing at 5% and invests the money at 1.5%, there is a cost of carry of 3.5%.

Consumer Price Index (CPI): The UK's main measure of inflation (along with Retail Price Index or 'RPI') The Monetary Policy Committee of the Bank of England set the Bank Rate in order to try and keep CPI at or close to the target set by the Government. The calculation of CPI includes many items of normal household expenditure but excludes some items such as mortgage interest payments and Council Tax.

Credit Rating: Formal opinion by a registered rating agency of a counterparty's future ability to meet its financial liabilities; these are opinions only and not guarantees.

Corporate Bonds: Corporate bonds are bonds issued by companies. The term is often used to cover all bonds other than those issued by governments in their own currencies and includes issues by companies, supranational organisations and government agencies.

Counterparty List: List of approved financial institutions with which the Council can place investments.

Debt Management Office (DMO): The DMO is an Executive Agency of Her Majesty's Treasury and provides direct access for local authorities into a government deposit facility known as the Debt Management Account Deposit Facility (DMADF). All deposits are guaranteed by HM Government and therefore have the equivalent of a sovereign credit rating.

Federal Reserve: The US central bank, the equivalent of the Bank of England. (Often referred to as "the Fed").

Financial Instruments: Financial instruments are tradable assets of any kind. They can be cash, evidence of an ownership interest in an entity, or a contractual right to receive or deliver cash or another financial instrument

Gilts: Gilts are bonds issued by the UK Government. They take their name from 'gilt-edged'. They are deemed to be very secure as the investor expects to receive the full face value of the bond to be repaid on maturity.

LIBID: The London Interbank Bid Rate (LIBID) is the rate bid by banks on Eurocurrency deposits (i.e. the rate at which a bank is willing to borrow from other banks).

LIBOR: The London Interbank Offered Rate (LIBOR) is the rate of interest that banks charge to lend money to each other. The British Bankers' Association (BBA) work with a small group of large banks to set the LIBOR rate each day. The wholesale markets allow banks who need money to borrow from those with surplus amounts. The banks with surplus amounts of money are keen to lend so that they can generate interest which it would not otherwise receive.

LOBO: Stands for Lender Option Borrower Option. The underlying loan facility is typically very long-term - for example 40 to 60 years - and the interest rate is fixed. However, in the LOBO facility the lender has the option to call on the facilities at pre-determined future dates. On these call dates, the lender can propose or impose a new fixed rate for the remaining term of the facility and the borrower has the 'option' to either accept the new imposed fixed rate or repay the loan facility.

IFRS: International Financial Reporting Standards.

Maturity: The date when an investment or borrowing is repaid.

Maturity Structure / Profile: A table or graph showing the amount (or percentage) of debt or investments maturing over a time period.

Monetary Policy Committee (MPC): Government Body that sets the Bank Rate. Its primary target is to keep inflation within 1% of a central target of 2%. Its secondary target is to support the Government in maintaining high and stable levels of growth and employment.

Money Market Funds (MMF): Pooled funds which invest in a range of short term assets providing high credit quality and high liquidity.

Minimum Revenue Provision (MRP): An annual provision that the Council is statutorily required to set aside and charge to the Revenue Account for the repayment of debt associated with expenditure incurred on capital assets.

Non Specified Investment: Investments which fall outside the WG Guidance for Specified investments (below).

Operational Boundary: This linked directly to the Council's estimates of the CFR and estimates of other day to day cash flow requirements. This indicator is based on the same estimates as the Authorised Limit reflecting the most likely prudent but not worst case scenario but without the additional headroom included within the Authorised Limit.

Premiums and Discounts: In the context of local authority borrowing,
(a) the premium is the penalty arising when a loan is redeemed prior to its maturity date and
(b) the discount is the gain arising when a loan is redeemed prior to its maturity date.

Prudential Code: Developed by CIPFA and introduced in April 2004 as a professional code of practice to support local authority capital investment planning within a clear, affordable, prudent and sustainable framework and in accordance with good professional practice.

Prudential Indicators: Indicators determined by the local authority to define its capital expenditure and asset management framework. They are designed to support and record local decision making in a manner that is publicly accountable; they are not intended to be comparative performance indicators

Public Works Loans Board (PWLB): The PWLB is a statutory body operating within the United Kingdom Debt Management Office, an Executive Agency of HM Treasury. The PWLB's function is to lend money from the National Loans Fund to local authorities and other prescribed bodies, and to collect the repayments.

Quantitative Easing (QE): In relation to the UK, it is the process used by the Bank of England to directly increase the quantity of money in the economy. It does not involve printing more banknotes. Instead, the Bank buys assets from private sector institutions – that could be insurance companies, pension funds, banks or non-financial firms – and credits the seller's bank account. So the seller has more money in their bank account, while their bank holds a corresponding claim against the Bank of England (known as reserves). The end result is more money out in the wider economy.

Revenue Expenditure: Expenditure to meet the continuing cost of delivery of services including salaries and wages, the purchase of materials and capital financing charges.

Retail Price Index (RPI): A monthly index demonstrating the movement in the cost of living as it tracks the prices of goods and services including mortgage interest and rent.

Term Deposits: Deposits of cash with terms attached relating to maturity and rate of return (Interest).

Specified Investments: Term used in the Welsh Assembly Guidance for Local Authority Investments. Investments that offer high security and high liquidity, in sterling and for no more than one year. UK government, local authorities and bodies that have a high credit rating.

Supported Borrowing: Borrowing for which the costs are supported by the government or third party.

Supranational Bonds: Instruments issued by supranational organisations created by governments through international treaties (often called multilateral development banks). The bonds carry an AAA rating in their own right. Examples of supranational organisations are the European Investment Bank, the International Bank for Reconstruction and Development.

Treasury Bills (T-Bills): Treasury Bills are short term Government debt instruments and, just like temporary loans used by local authorities, are a means to manage cash flow. They are issued by the Debt Management Office and are an eligible sovereign instrument, meaning that they have an AAA-rating.

Treasury Management Code: CIPFA's Code of Practice for Treasury Management in the Public Services, initially brought in 2003, subsequently updated in 2009 and 2011.

Treasury Management Practices (TMP): Treasury Management Practices set out the manner in which the Council will seek to achieve its policies and objectives and prescribe how it will manage and control these activities.

Temporary Borrowing: Borrowing to cover peaks and troughs of cash flow, not to fund capital spending.

Unsupported Borrowing: Borrowing which is self-financed by the local authority. This is also sometimes referred to as Prudential Borrowing.

Yield: The measure of the return on an investment instrument.

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FLINTSHIRE COUNTY COUNCIL

TREASURY MANAGEMENT

ANNUAL REPORT 2021/22

1.00 INTRODUCTION

The Council approved the Treasury Management Strategy 2021/22 (the Strategy) including key indicators, limits and an annual investment strategy on 16th February 2021.

The Strategy was produced based on the 2017 edition of the *CIPFA Treasury Management in the Public Services: Code of Practice*.

The purpose of this report is to review the outcomes from 2021/22 treasury management operations and compare these with the Strategy.

Treasury management comprises the management of the local authority's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

2.00 ECONOMIC & INTEREST RATE REVIEW 2021/22

This is provided by Arlingclose Ltd, the Council's treasury management advisors.

2.01 Economic background

The continuing economic recovery from coronavirus pandemic, together with the war in Ukraine, higher inflation, and higher interest rates were major issues over the period.

Bank Rate was 0.1% at the beginning of the reporting period. April and May saw the economy gathering momentum as the shackles of the pandemic restrictions were eased. Despite the improving outlook, market expectations were that the Bank of England would delay rate rises until 2022. Rising, persistent inflation changed that.

UK CPI was 0.7% in March 2021 but thereafter began to steadily increase. Initially driven by energy price effects and by inflation in sectors such as retail and hospitality which were re-opening after the pandemic lockdowns, inflation then was believed to be temporary. Thereafter price rises slowly became more widespread, as a combination of rising global costs and strong demand was exacerbated by supply shortages and transport dislocations. The surge in wholesale gas and electricity prices led to elevated inflation expectations. CPI for February 2022 registered 6.2% year on year, up from 5.5% in the previous month and the highest reading in the National Statistic series. Core inflation, which excludes the more volatile components, rose to 5.2% y/y from 4.4%.

The government's jobs furlough scheme insulated the labour market from the

worst effects of the pandemic. The labour market began to tighten and demand for workers grew strongly as employers found it increasingly difficult to find workers to fill vacant jobs. Having peaked at 5.2% in December 2020, unemployment continued to fall and the most recent labour market data for the three months to January 2022 showed the unemployment rate at 3.9%, while the employment rate rose to 75.6%. Headline 3-month average annual growth rates for wages were 4.8% for total pay and 3.8% for regular pay. In real terms, after adjusting for inflation, total pay growth was up 0.1% while regular pay fell by 1.0%.

With the fading of lockdown – and, briefly, the ‘pingdemic’ – restraints, activity in consumer-facing sectors improved substantially, as did sectors such as oil and mining with the reopening of oil rigs, but materials shortages and the reduction in the real spending power of households and businesses dampened some of the growth momentum. Gross domestic product (GDP) grew by an upwardly revised 1.3% in the fourth calendar quarter of 2021 according to the final estimate (initial estimate 1.0%) and took UK GDP to just 0.1% below where it was before the pandemic. The annual growth rate was revised down slightly to 7.4% (from 7.5%) following a revised 9.3% fall in 2020.

Having increased Bank Rate from 0.10% to 0.25% in December, the Bank of England hiked it further to 0.50% in February and 0.75% in March. At the meeting in February, the Monetary Policy Committee (MPC) voted unanimously to start reducing the stock of its asset purchase scheme by ceasing to reinvest the proceeds from maturing bonds as well as starting a programme of selling its corporate bonds.

In its March interest rate announcement, the MPC noted that the invasion of Ukraine had caused further large increases in energy and other commodity prices, with the expectation that the conflict will worsen supply chain disruptions around the world and push CPI inflation to around 8% later in 2022, even higher than forecast only a month before in the February Monetary Policy Report. The Committee also noted that although GDP in January was stronger than expected with business confidence holding up and the labour market remaining robust, consumer confidence had fallen due to the squeeze in real household incomes.

GDP growth in the euro zone increased by 0.3% in calendar Q4 2021 following a gain of 2.3% in the third quarter and 2.2% in the second. Headline inflation remains high, with CPI registering a record 7.5% year-on-year in March, the ninth successive month of rising inflation. Core CPI inflation was 3.0% y/y in March, well above the European Central Bank’s target of ‘below, but close to 2%’, putting further pressure on its long-term stance of holding its main interest rate of 0%.

The US economy expanded at a downwardly revised annualised rate of 6.9% in Q4 2021, a sharp increase from a gain of 2.3% in the previous quarter. In its

March 2022 interest rate announcement, the Federal Reserve raised the Fed Funds rate to between 0.25% and 0.50% and outlined that further increases should be expected in the coming months. The Fed also repeated its plan to reduce its asset purchase programme which could start by May 2022.

2.02 Financial markets

The conflict in Ukraine added further volatility to the already uncertain inflation and interest rate outlook over the period. The Dow Jones started to decline in January but remained above its pre-pandemic level by the end of the period, while the FTSE 250 and FTSE 100 also fell and ended the quarter below their pre-March 2020 levels.

Bond yields were similarly volatile as the tension between higher inflation and flight to quality from the war pushed and pulled yields, but with a general upward trend from higher interest rates dominating as yields generally climbed.

The 5-year UK benchmark gilt yield began the quarter at 0.82% before rising to 1.41%. Over the same period the 10 year gilt yield rose from 0.97% to 1.61% and the 20-year yield from 1.20% to 1.82%.

The Sterling Overnight Rate (SONIA) averaged 0.39% over the quarter.

3.00 BORROWING REQUIREMENTS AND DEBT MANAGEMENT

3.01 PWLB (Public Works Loans Board) Certainty Rate

The Council qualified for the PWLB Certainty Rate, allowing the authority to borrow at a reduction of 20 basis points on the Standard Rate for a further 12 months from 14th May 2021.

3.02 Borrowing Activity in 2021/22.

The total long term borrowing outstanding, brought forward into 2021/22 was £289.02 million.

	Balance 01/04/2021 £m	Debt Maturing £m	New Debt £m	Balance 31/03/2022 £m
Capital Financing Requirement	351.7	(6.1)	7.0	352.6
Short Term Borrowing	58.0	(58.0)	10.0	10.0
Long Term Borrowing	289.0	(5.1)	10.7	294.6
TOTAL BORROWING	347.0	(63.1)	20.7	304.6
Other Long Term Liabilities	3.9	(0.6)	0.0	3.3
TOTAL EXTERNAL DEBT	350.9	(63.7)	20.7	307.9
Increase/(Decrease in Borrowing (£m))	-	-	(43.0)	

The Council's Capital Programme is financed by a combination of capital receipts and grants, capital expenditure charged to the revenue account (CERA) and borrowing. The borrowing strategy in recent years, in accordance with advice received from the Council's treasury management advisors, Arlingclose, has been to use existing cash balances and short term borrowing to confirm the long term borrowing requirement. This is to ensure that the Council does not commit to long term borrowing too early and borrow unnecessarily, which will be costly. This is balanced against securing low interest costs and achieving cost certainty over the period for which the funds are required so as not to compromise the long term stability of the portfolio.

Short term borrowing continued to be available throughout the year at much lower rates than long term borrowing and was utilised as far as possible without exposing the Council to excessive refinancing risk. The total short term (temporary) borrowing as at 31st March 2022 was £10m with an average rate of 0.16%.

The relative costs and benefits of internal / short term borrowing and long term borrowing were monitored closely, in conjunction with Arlingclose, throughout the year. The Council continues to have a long term borrowing requirement and as PWLB long term rates remained low during the year the following loans were taken out:

Start Date	Maturity Date	Amount	Rate	Loan Type
30 Apr 2021	30 Apr 2061	£0.582m	2.15%	Annuity
28 Jan 2022	28 Jan 2044	£10.0m	2.07%	EIP

The loan for £0.582m has been lent on to NEW Homes, the Council's wholly owned subsidiary, to fund the building of affordable homes in Flintshire.

At 31st March 2022, £270.9m of the Council's loans were in the form of fixed rate with the PWLB, £18.95m were variable rate in the form of LOBOs (Lender Option Borrower Option) and £4.8m were interest free loans from the Government, available for specific schemes. The Council's average rate for long term borrowing was 4.52%.

The Council's underlying need to borrow as measured by the Capital Financing Requirement (CFR) as at 31st March 2022 was £352.6. The Council's total external debt was £307.9m.

3.03 Lender Option Borrower Option loans (LOBOs)

The Council holds £18.95m of LOBOs, loans where the lender has the option to propose an increase in the interest rate at set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost. All of these LOBOs had options during the year, none of which were exercised by the lender.

3.04 Debt Rescheduling

Options for debt rescheduling were explored in conjunction with our treasury management advisors. The premium charged for early repayment of PWLB debt remained relatively expensive for the loans in the Council's portfolio and therefore unattractive for debt rescheduling activity. As a consequence no rescheduling activity was undertaken.

The Corporate Finance Manager, in conjunction with the Council's treasury management advisors, will continue to review any potential opportunities for restructuring the Council's debt in order to take advantage of potential savings as interest rates change and to enhance the balance of the long term portfolio (amend the maturity profile and/or the balance of volatility).

3.05 Revised CIPFA Codes, Updated PWLB Lending Facility Guidance

In August 2021 HM Treasury significantly revised guidance for the PWLB lending facility, with more detail and 12 examples of permitted and prohibited use of PWLB loans. Authorities that are purchasing or intending to purchase investment assets primarily for yield will not be able to access the PWLB except to refinance

existing loans or externalise internal borrowing. Acceptable use of PWLB borrowing includes service delivery, housing, regeneration, preventative action, refinancing and treasury management.

CIPFA published its revised Prudential Code for Capital Finance and Treasury Management Code on 20th December 2021. The key changes in the two codes are around permitted reasons to borrow, knowledge and skills, and the management of non-treasury investments.

The principles of the Prudential Code took immediate effect although local authorities could defer introducing the revised reporting requirements until the 2023/24 financial year if they wish. The Councils changes are to be included in the 2023/24 financial year. However, the view is that we are largely compliant with the revised Code.

To comply with the Prudential Code, authorities must not borrow to invest primarily for financial return. The Code also states that it is not prudent for local authorities to make investment or spending decision that will increase the CFR unless directly and primarily related to the functions of the authority. Existing commercial investments are not required to be sold; however, authorities with existing commercial investments who expect to need to borrow should review the options for exiting these investments.

Borrowing is permitted for cash flow management, interest rate risk management, to refinance current borrowing and to adjust levels of internal borrowing. Borrowing to refinance capital expenditure primarily related to the delivery of a local authority's function but where a financial return is also expected is allowed, provided that financial return is not the primary reason for the expenditure. The changes align the CIPFA Prudential Code with the PWLB lending rules.

Unlike the Prudential Code, there is no mention of the date of initial application in the Treasury Management Code. The Treasury Management Code now includes extensive additional requirements for service and commercial investments, far beyond those in the 2017 version.

The Council will follow the same process as the Prudential Code.

4.00 INVESTMENT ACTIVITY

4.01 Guidance

The Welsh Government's Investment Guidance gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles.

4.02 Investment Activity in 2021/22

Summary of investments as at 31st March 2022.

Country	Total	<1 month	1 –12 months	>12 months
	£m	%	£m	£m
UK BANKS	3.8	3.8		
UK BUILDING SOCIETIES				
OVERSEAS				
MMF's	26.7	26.7		
LOCAL AUTHORITIES	3.0	3.0		
DMO	16.7	11.7	5.0	
<u>TOTAL</u>	50.2	45.2	5.0	0.0

The investment for £5m was classified as a short term investment in the Council's Balance Sheet. The remainder of the investments had maturities of less than 3 months, so were classified as cash.

Security of capital remained the Council's main investment objective. This was maintained by following the Council's counterparty policy as set out in its Strategy for 2021/22. Investments during the year included:

- Deposits with the Debt Management Office
- Deposits with other local authorities
- Investments in AAA-rated Low Volatility Net Asset Value (LVNAV) money market funds
- Call accounts and deposits with banks and building societies

4.03 Credit Risk

The Council assessed and monitored counterparty credit quality with reference to credit ratings, credit default swaps, GDP of the country in which the institution operate, the country's net debt as a percentage of GDP, and share price. The minimum long-term counterparty credit rating determined by the Council for the 2021/22 treasury strategy was A-/A-/A3 across rating agencies Fitch, S&P and

Moody's.

4.04 Counterparty Update

In the first half of 2021-22, credit default swap (CDS) spreads were flat over most of period and are broadly in line with their pre-pandemic levels. In September, spreads rose by a few basis points due to concerns around Chinese property developer Evergrande defaulting, but then fell back. Fitch and Moody's revised upward the outlook on a number of UK banks and building societies on the Authority's counterparty list to 'stable', recognising their improved capital positions compared to 2020 and better economic growth prospects in the UK.

Fitch also revised the outlook for Nordea, Svenska Handelsbanken and Handelsbanken plc to stable. The agency considered the improved economic prospects in the Nordic region to have reduced the baseline downside risks it previously assigned to the lenders.

The successful vaccine rollout programme was credit positive for the financial services sector in general and the improved economic outlook meant some institutions were able to reduce provisions for bad loans. However, in 2022, the uncertainty engendered by Russia's invasion of Ukraine pushed CDS prices modestly higher over the first calendar quarter, but only to levels slightly above their 2021 averages, illustrating the general resilience of the banking sector.

Having completed its full review of its credit advice on unsecured deposits, in September Arlingclose extended the maximum duration limit for UK bank entities on its recommended lending list from 35 days to 100 days; a similar extension was advised in December for the non-UK banks on this list. As ever, the institutions and durations on the Authority's counterparty list recommended by Arlingclose remains under constant review.

4.05 Liquidity

In keeping with the WG's Guidance on Investments, the Council maintained a sufficient level of liquidity through the use of money market funds and call accounts.

4.06 Yield

The UK Bank Rate increased from 0.10% to 0.25% in December 2021, to 0.50% in February 2022 and to 0.75% in March 2022. Short term money market rates remained at very low levels which continued to have a significant impact on investment income. The low rates of return on the Council's short-dated money market investments reflect prevailing market conditions and the Council's objective of optimising returns commensurate with the principles of security and

liquidity.

The Council's budgeted investment income for the year had been prudently estimated at £10k. The average investment balance was £42.2m during the period and interest earned was £29.1k, at an average interest rate of 0.07%.

4.07 Loans to NEW Homes

The loans to NEW Homes do not meet the definition of an investment and are not therefore included in the Council's investment figures. They are classed as capital expenditure.

5.00 COMPLIANCE

The Council can confirm that it has complied with its Prudential Indicators for 2021/22. These were approved by Council as part of the Treasury Management Strategy on 16th February 2021.

In compliance with the requirements of the CIPFA Code of Practice this report provides members with a summary report of the treasury management activity during 2021/22. None of the Prudential Indicators have been breached and a prudent approach has been taken in relation to investment activity with priority being given to security and liquidity over yield.

The treasury function operated within the limits detailed in the Treasury Management Policy and Strategy Statement 2021/22.

6.00 OTHER ITEMS

The following were the main treasury activities during 2021/22

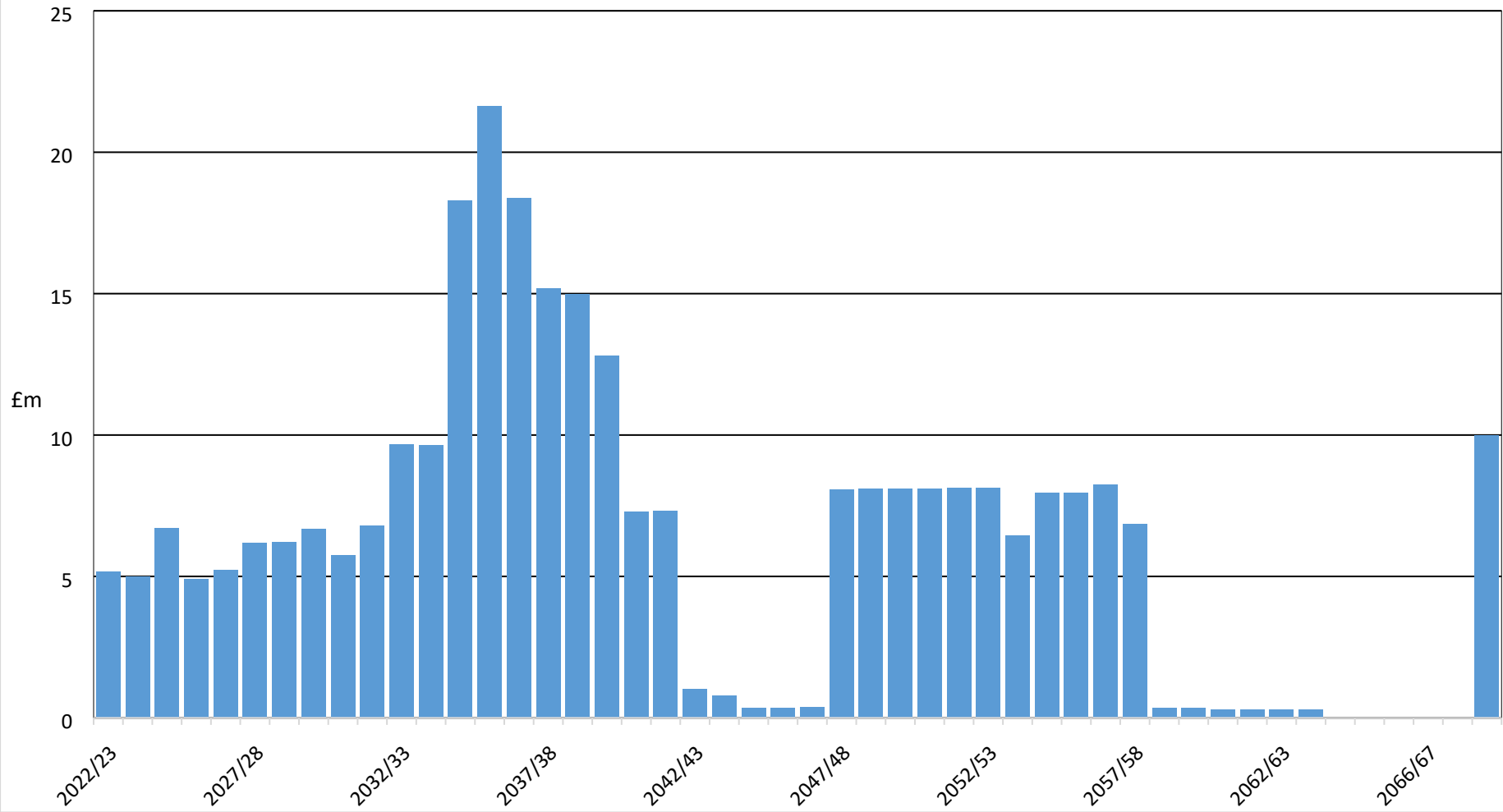
- The Council's Governance and Audit Committee received a Mid-Year Report on 17th November 2021.
- Quarterly update reports were presented to the Governance and Audit Committee.
- The 2022/23 Investment Strategy Statement was approved by Council on 15th February 2022.
- The Council's cash flow was managed on a daily basis. During the year the Council acted both as a borrower and as a lender and was a net borrower over the year in question. The maximum investments the Authority had on deposit at any one time were £68.1m and the maximum long-term borrowing at any one time was £296.3m.

7.00 CONCLUSION

The treasury management function has operated within the statutory and local limits detailed in the 2021/22 Treasury Management Strategy.

The Treasury Management Policy was implemented in a pro-active manner with security and liquidity as the primary focus.

Debt Maturity Profile - Mar 2022





FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 18 October 2022
Report Subject	Schedule of Remuneration for 2022/23
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

Each year, the Council is required to produce a Schedule of Remuneration for elected and co-opted members. It is attached and should be published and sent to the Independent Remuneration Panel for Wales.

RECOMMENDATIONS

1	That the completed Schedule of Remuneration for 2022/23 as attached be approved for publication.
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REPORT DETAILS

1.00	EXPLAINING THE SCHEDULE OF REMUNERATION
1.01	The Council must publish the payments it will make during the municipal year in the form of a schedule of remuneration. The schedule for 2022/23 is attached at Appendix 1.
1.02	The report will be posted on the Council's website and sent to the IRPW. The Council also publishes on its website a schedule showing the actual remuneration paid in the preceding year.
1.03	Claiming any allowance or expense over the basic allowance or senior responsibility allowance has at times been a controversial issue. Some allowances are designed to facilitate greater diversity amongst those seeking and holding office, for example the reimbursement of care costs. In that case the council will only publish a global sum paid and will not identify amounts paid to individual councillors.

2.00	RESOURCE IMPLICATIONS
2.01	The amounts paid to Members in salaries have been budgeted for on the basis of the proposals in the IRPW report which was published in February 2022.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	The Constitution & Democratic Services Committee was consulted on the draft IRPW report at the November 2021 meeting.

4.00	RISK MANAGEMENT
4.01	No risk management issues have been identified during the preparation of this report.

5.00	APPENDICES
5.01	Schedule of Member Payments for 2022/23

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Constitution & Democratic Services Committee, 17th November 2021. Report of the Head of Democratic Services: Independent Remuneration Panel for Wales (IRPW).</p> <p>IRPW Annual report for 2022/23, published 24th February 2022.</p> <p>Contact Officer: Steven Goodrum, Head of Democratic Services Telephone: 01352 702320 E-mail: Steven.Goodrum@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	IRPW- Independent Remuneration Panel for Wales

FLINTSHIRE COUNTY COUNCIL

MEMBERS' SCHEDULE OF REMUNERATION

This Scheme is made under the Local Government (Wales) Measure 2011 with regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

1. Basic Salary

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

2. Senior Salaries & Civic Salaries

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.6 A Senior Salary may not be paid to more than the number of members specified by the Independent Remuneration Panel for Wales in its Annual Report and cannot exceed fifty percent of the total membership of the authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.7 A Member of the Authority in receipt of a Senior Salary **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which they have been nominated.
- 2.8 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Salary will be pro-rata.

3. Election to Forgo Entitlement to Allowance

- 3.1 A Member may, by notice in writing delivered to the Proper Officer of the authority, personally elect to forgo any part of their entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

4. Suspension of a Member

- 4.1 Where a Member of the Authority is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of the Basic Salary payable to them in respect of that period for which they are suspended will be withheld by the Authority (Section 155 (1) of the Measure).

- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the Member may retain the Basic Salary.

5. Repayment of salaries, allowances or fees

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:
- (a) is suspended or partially suspended from that Member's or Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
 - (b) ceases to be a Member of the Authority or Co-opted Member; or
 - (c) is in any other way not entitled to receive a salary, allowance or fee in respect of that period,

The Authority will require that such part of the allowance as relates to any such period be repaid.

6. Payments

- 6.1 Payments of all allowances will be made by the Employment Services Manager by Bank Credit in instalments of one-twelfth of the Member's annual entitlement on 28th of the Month, or nearest Friday if the 28th falls on a Saturday or Sunday.
- 6.2 Where payment has resulted in a Member receiving more than their entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.

7. Contribution towards Costs of Care and Personal Assistance

- 7.1 Contribution towards Costs of Care and Personal Assistance shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, or a personal care requirement, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.
- 7.2 Contribution towards Costs of Care and Personal Assistance applies in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the member as part of their family and who cannot be left unsupervised for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependant the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 7.3 Eligible Members may claim contribution towards costs of care and personal assistance for actual and receipted costs as set out in **Schedule 1**. All claims for the contribution towards costs of care and personal assistance should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

8. Family Absence

- 8.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.
- 8.2 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 8.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.
- 8.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.
- 8.5 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

9. Co-optees' payments

- 9.1 A daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.
- 9.2 Co-optees' payments will be capped at a maximum of the equivalent of 15 full days a year for each committee to which an individual may be co-opted.
- 9.3 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).

- 9.4 The Head of Democratic Services is designated as the “appropriate officer” and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 9.5 The Head of Democratic Services can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- 9.6 A half day meeting is defined as up to 4 hours.
- 9.7 A full day meeting is defined as over 4 hours.
- 9.8 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.
- 9.9 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.

10. Travel and Subsistence Allowances

10.1 General Principles

- 10.2 Members and Co-opted Members are entitled to claim travelling expenses when travelling on the Authority’s business for ‘approved duties’ as set out in **Schedule 2**. Where Members travel on the Authority’s business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have their claim abated by an appropriate amount.
- 10.3 Where possible Members should share transport.
- 10.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
- 10.5 The rates of Members’ Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.
- 10.6 Where a Member is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to them in respect of that period for which they are suspended or partially suspended must be withheld by the Authority.

11. Travel by Private Vehicle

- 11.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty’s Revenue &

Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.

- 11.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.
- 11.3 Where a Member makes use of their private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

12. Travel by Public Transport

12.1 Rail or Coach Travel

Unless otherwise authorised rail tickets will be second-class.

Civic & Members' Services will purchase requisite rail and coach tickets for Members in advance of journeys. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and or a receipt.

12.2 Taxi Fares

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency, where no public transport is reasonably available, or a Member has a particular personal need. Re-imburement will be upon receipt only.

12.3 Travel Abroad

Travel abroad on the Authority's business will only be permitted where authorised by the Chief Executive, Chief Officer (Governance) or Corporate Finance Manager. Civic & Members' Services will arrange travel and accommodation.

12.4 Other Travel Expenses

Members are entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imburement will be upon receipt only.

13. Overnight Accommodation

- 13.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Chief Executive, Chief Officer (Governance) or Corporate Finance Manager.
- 13.2 Overnight accommodation will be booked by Civic & Members' Services .Wherever possible the overnight accommodation will be pre-paid or invoiced.
- 13.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production

of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 3**.

14 Subsistence Allowance

- 14.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s)
- 14.2 No provision is made for subsistence claims within the Authority.

15. Claims and Payments

- 15.1 A claim for travel and subsistence allowances must be made in writing within 4 months of the end of the calendar month in which entitlement to allowances arises and must be accompanied by the relevant receipts.
- 15.2 Allowances will be paid by the Employment Services Manager by direct bank credit.

16. Pensions

- 16.1 The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme.

17 Supporting the work of Authority Members

- 17.1 The Independent Remuneration Panel for Wales expects Members to be provided with adequate support to carry out their duties and that the support provided should take account of the specific needs of individual Members. The Authority's Democratic Services Committee is required to review the level of support provided to Members and should take proposals for reasonable support to the full council.
- 17.2 All elected Members and Co-opted Members should be provided with adequate telephone, email and internet facilities to give electronic access to appropriate information.
- 17.3 Such support should be without cost to any Member. Deductions must not be made from Members' salaries as a contribution towards the cost of support which the Authority has decided is necessary for the effectiveness and or efficiency of Members.

18 Compliance

- 18.1 In accordance with the Regulations, the Authority must comply with the requirements of Independent Remuneration Panel for Wales in respect of the monitoring and publication of payments made to Members and Co-opted Members as set out in **Schedule 4**.

Members and Co-opted Members are reminded that expense claims are subject to both internal and external audit.

SCHEDULE 1

SCHEDULE OF REMUNERATION 2022-23

	MEMBERS ENTITLED TO BASIC SALARY	ANNUAL AMOUNT OF BASIC SALARY ACCEPTED
1.	Mike Allport	£16,800
2.	Bernie Attridge	£16,800
3.	Glyn Banks	£16,800
4.	Pam Banks	£16,800
5.	Marion Bateman	£16,800
6.	Sean Bibby	£16,800
7.	Chris Bithell	£16,800
8.	Gillian Brockley	£16,800
9.	Helen Brown	£16,800
10.	Mel Buckley	£16,800
11.	Teresa Carberry	£16,800
12.	Tina Claydon	£16,800
13.	David Coggins Cogan	£16,800
14.	Geoff Collett	£16,800
15.	Steve Cople	£16,800
16.	Bill Crease	£16,800
17.	Paul Cunningham	£16,800
18.	Jean Davies	£16,800
19.	Rob Davies	£16,800
20.	Ron Davies	£16,800
21.	Adele Davies-Cooke	£16,800
22.	Chris Dolphin	£16,800
23.	Rosetta Dolphin	£16,800
24.	Mared Eastwood	£16,800
25.	Carol Ellis	£16,800
26.	David Evans	£16,800
27.	Chrissey Gee	£16,800
28.	David Healey	£16,800
29.	Gladys Healey	£16,800
30.	Ian Hodge	£16,800
31.	Andy Hughes	£16,800
32.	Dave Hughes	£16,800
33.	Ray Hughes	£16,800
34.	Dennis Hutchinson	£16,800
35.	Alasdair Ibbotson	£16,800
36.	Paul Johnson	£16,800
37.	Christine Jones	£16,800
38.	Richard Jones	£16,800
39.	Simon Jones	£16,800

40.	Richard Lloyd	£16,800
41.	Dave Mackie	£16,800
42.	Gina Maddison	£16,800
43.	Roz Mansell	£16,800
44.	Allan Marshall	£16,800
45.	Hilary McGuill	£16,800
46.	Ryan McKeown	£16,800
47.	Billy Mullin	£16,800
48.	Debbie Owen	£16,800
49.	Ted Palmer	£16,800
50.	Andrew Parkhurst	£16,800
51.	Mike Peers	£16,800
52.	Michelle Perfect	£16,800
53.	Vicky Perfect	£16,800
54.	Carolyn Preece	£16,800
55.	David Richardson	£16,800
56.	Ian Roberts	£16,800
57.	Dan Rose	£16,800
58.	Kevin Rush	£16,800
59.	Dale Selvester	£16,800
60.	Jason Shallcross	£16,800
61.	Sam Swash	£16,800
62.	Linda Thew	£16,800
63.	Linda Thomas	£16,800
64.	Ant Turton	£16,800
65.	Roy Wakelam	£16,800
66.	Arnold Woolley	£16,800
67.	Antony Wren	£16,800

	SENIOR SALARIES ENTITLEMENTS (includes basic salary)		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
1.	Leader & Cabinet Member for Education Welsh Language, Culture and Leisure	Ian Roberts	£56,700
2.	Deputy Leader of the Council and Cabinet Member for Social Services and Wellbeing	Christine Jones	£36,855
3.	Deputy Leader of the Council and Cabinet Member for Streetscene and the Regional Transport Strategy	Dave Hughes	£36,855
4.	Cabinet Member – Planning, Public Health & Public Protection	Chris Bithell	£34,020
5.	Cabinet Member for Governance and Corporate Services include Health and Safety and Human Resources	Billy Mullin	£34,020

	SENIOR SALARIES ENTITLEMENTS (includes basic salary)		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
6.	Cabinet Member – Finance, Inclusion, Resilient Communities including Social Value & Procurement	Paul Johnson	£34,020
7.	Cabinet Member – Housing and Regeneration	Sean Bibby	£34,020
8.	Cabinet Member for Climate Change and Economy	Dave Healey	£34,020
9.	Chair of Governance & Audit Committee	Sally Ellis	£
10.	Chair of Community, Housing & Assets Overview & Scrutiny Committee	Helen Brown	£25,593
11.	Chair of Corporate Resources Overview & Scrutiny Committee	Richard Jones	£25,593
12.	Chair of Education Youth & Culture Overview & Scrutiny Committee	Teresa Carberry	£25,593
13.	Chair of Environment & Economy Overview & Scrutiny Committee	David Evans	£25,593
14.	Chair of Social & Healthcare Overview & Scrutiny Committee	Hilary McGuill	£25,593
15.	Leader of the largest opposition group	Bernie Attridge	£25,593
16.	Chair of Planning Committee	Richard Lloyd	£25,593
17.	Chair of Licensing Committee	Rosetta Dolphin	£25,593
18.	Chair of Climate Change Committee	Dave Healey	£tbc

A maximum of 18 senior salaries for Flintshire County Council may be paid and this has not been exceeded.

Note: A senior salary is paid to the Chair of the Clwyd Pension Fund Committee, Councillor Ted Palmer. This payment is at the Council's discretion and is outside the remit of the Independent Remuneration Panel for Wales, which is why it is not shown in the table above.

ENTITLEMENT TO CIVIC SALARIES		ANNUAL AMOUNT OF CIVIC SALARY
ROLE	MEMBER	
Civic Head (Chair of Council)	Mared Eastwood	£25,593
Deputy Civic Head (Vice-chair of Council)	Gladys Healey	£20,540

ENTITLEMENT AS STATUTORY CO-OPTTEES		AMOUNT OF CO-OPTTEES ALLOWANCES
ROLE	MEMBER	
Chair of Standards committee	Julia Hughes	£268 Daily Fee £134 ½Day Fee
Member of Standards Committee	Jonathan Duggan-Keen	£210 Daily Fee £105 ½ Day Fee
Member of Standards Committee	Philippa Earlam	£210 Daily Fee £105 ½ Day Fee
Member of Standards Committee	Mark Morgan	£210 Daily Fee £105 ½ Day Fee
Member of Standards Committee	Gill Murgatroyd	£210 Daily Fee £105 ½ Day Fee
Member of Standards Committee	Jacqueline Guest	£210 Daily Fee £105 ½ Day Fee
Member of Education & Youth Overview & Scrutiny Committee	Lynn Bartlett	£210 Daily Fee £105 ½ Day Fee
Member of Education & Youth Overview & Scrutiny Committee	Wendy White	£210 Daily Fee £105 ½ Day Fee
Member of Education & Youth Overview & Scrutiny Committee	Vacant	£210 Daily Fee £105 ½ Day Fee
Member of Education & Youth Overview & Scrutiny Committee	Vacant	£210 Daily Fee £105 ½ Day Fee
Member of Education & Youth Overview & Scrutiny Committee	Vacant	£210 Daily Fee £105 ½ Day Fee
Chair of the Governance and Audit Committee	Sally Ellis	£268 Daily Fee £134 ½Day Fee
Member of the Governance and Audit Committee	Allan Rainford	£210 Daily Fee £105 ½ Day Fee

Contribution towards Costs of Care and Personal Assistance	
All Members are entitled to claim towards the costs of care and personal assistance, for activities that the individual council has designated official business or an approved duty.	Variable – Determination 43

Members Support – what is provided in terms of telephone, internet or email (see Determination 10)	
Telephone Support for Executive Members	Mobile phones provided to Cabinet members
Telephone Support for Chairs of Committees	Mobile phones provided to 4 out of the 9 committee chairs.
Telephone Support for all other Members	Not personally, but available in Group Rooms

Access to Email for Executive Members	Yes
Access to Email for Chairs of Committees	Yes
Access to Email for all other Members	Yes
Internet Support for Executive Members	IPads issued to Cabinet Members are wi fi enabled Broadband allowance of up to £30 per month offered to all elected Members.
Internet Support for Chairs of Committees	Not personally, but available in Group Rooms computer terminals Broadband allowance of up to £30 per month offered to all elected Members
Internet Support for all other Members	Not personally, but available in Group Rooms computer terminals Broadband allowance of up to £30 per month offered to all elected Members

SCHEDULE 2

Approved duties: -

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other Authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;

- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority or its Cabinet;
- the following duties which have been approved by Council:
 - a) Attendance at any training or developmental event approved by a Committee of the Council or by the Chief Executive or appropriate Chief Officer in consultation with the Chair or Vice Chair of the Council.
 - b) Any attendance required by financial regulations or Contract Standing Orders.
 - c) Any attendance authorised/required by the Council's Scheme of Delegation (e.g. attendances for consultation purposes).
 - d) Attendance upon an Officer of the Council upon Ward business.
 - e) Attendance upon an Officer of the Council upon Council business.
 - f) Attendance to inspect background documents under Section 100D Local Government Act 1972.
 - g) Any other attendances expressly authorised by Committee, Cabinet or Council.

Where the above official business is carried out within the Council area, this will not entitle payment of a subsistence allowance except where it relates to a co-opted Member living outside the Council area.

SCHEDULE 3

Mileage Rates

All sizes of private motor vehicle	45 pence per mile
Up to 10,000 miles	25 pence per mile
Over 10,000 miles	
Private Motor Cycles	24 pence per mile
Pedal Cycles	20 pence per mile
Passenger supplement	05 pence per mile

Subsistence Allowance

The day subsistence rate is up to a maximum of £28 and covers a 24 hour period and can be claimed for any meal if relevant provided such a claim is supported by receipts.

Re-imbusement of alcoholic drinks is not permitted.

Overnight Stay

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere. A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

SCHEDULE 4

Compliance

- The Authority will arrange for the publication on the council's website the total sum paid by it to each Member and Co-opted Member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected Members.
- The Authority will publish on the council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The Authority will publish on the council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The authority will send a copy of the schedule to the Independent Remuneration Panel for Wales not later than 31 July of the year to which the schedule refers.
- The Authority will maintain records of Member or Co-opted Members attendance at meetings of council, cabinet and committees and other approved duties for which a Member or Co-opted Member submits a claim for reimbursement.
- The Authority will arrange for the publication on the council's website of annual reports prepared by Members.
- When the Authority agrees a paid substitution for family absence it will notify the Independent Remuneration Panel for Wales within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.

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FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday 18 th October 2022
Report Subject	Amendments to Clwyd Pension Fund Constitution
Report Author	Joint Report by: Head of Clwyd Pension Fund, Chief Executive and Chief Officer (Governance)

EXECUTIVE SUMMARY

The Clwyd Pension Fund is administered by Flintshire County Council as the Administering Authority on a “lead authority” basis which is set out in statute. The Council delegates responsibility for the management of pension issues to the Clwyd Pension Fund Committee, having appropriate advice from the Pension Fund Advisory Panel. The Council has also established the Clwyd Pension Fund Board, which is a legal requirement, made up of employer and member representatives and a non-voting Independent Chair.

This paper proposes changes to the Constitution and the Pension Board’s Protocol to:

- reflect the proposal that the Head of Clwyd Pension Fund is the senior officer with responsibility for operational delivery of the Pension Fund, rather than the Chief Executive;
- ensure that the Constitution is fully reflective of the status of pension fund management as a non-executive function.

Other incidental changes are included in the Appendix.

RECOMMENDATIONS

1	That Council approves the changes outlined in the Appendix to its Constitution and the Pension Board Protocol.
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REPORT DETAILS

1.00	EXPLAINING THE PROPOSED AMENDMENTS TO PENSION FUND GOVERNANCE
1.01	<p><i>Background</i></p> <p>The Clwyd Pension Fund is managed and administered by Flintshire County Council as the Administering Authority on a “lead authority” basis which is set out in statute. The Clwyd Pension Fund is a £2.5bn Local Government Pension Fund which provides death and retirement benefits</p>

	for local government employees in North East Wales and other qualifying contributors from approximately 50 contributing employers in relation to approximately 50,000 active members, retired members, dependants and deferred members.
1.02	In terms of governance, the management of the Local Government Pension Scheme (LGPS) matters are a Council rather than executive function. They are therefore are not within the remit of Cabinet, but this is not currently made clear within the Council's Constitution.
1.03	The Council's Constitution sets out arrangements for the ongoing management of the Fund and delegates responsibility for the management of pension issues to the Clwyd Pension Fund Committee. The Committee comprises elected members from Flintshire County Council, Wrexham County Borough Council and Denbighshire County Council, a representative from the other employers participating in the Fund and a scheme member representative.
1.04	The Council's Constitution also confirms the establishment of a Pension Fund Advisory Panel consisting of officers and advisers to the Clwyd Pension Fund. This body provides advice and proposes recommendations to the Clwyd Pension Fund Committee. It also carries out such matters as delegated to it from time to time by the Clwyd Pension Fund Committee.
1.05	The Council has also established the Clwyd Pension Fund Board, made up of employer and member representatives and a non-voting Independent Chair. The Board is an independent body created under the Public Sector Pensions Act 2013 (and therefore not a local authority committee). The Board's statutory function is to assist in ensuring compliance with regulations and associated guidance, and to assist in ensuring the effective and efficient governance and administration of the Fund. The role and terms of reference for the Board are set out in the Pension Board Protocol.
1.06	The previous Chief Executive, Mr Colin Everett, had a number of delegated responsibilities in relation to the Clwyd Pension Fund including establishing and chairing the Clwyd Pension Fund Advisory Panel. The change in Chief Executive is a timely opportunity to consider whether any changes are required in relation to the responsibilities relating to the Pension Fund.
1.07	<i>Proposed Changes</i> Proposed changes to the Constitution and Pension Board Protocol are outlined in the Appendix to this report. The key changes relate to two specific areas as explained in the following paragraphs. There are some further incidental changes.
1.08	Recommendations from a national good governance review carried out by the LGPS Scheme Advisory Board include that: <i>"Each administering authority must have a single named officer who is responsible for the delivery of all LGPS related activity for that fund. ("the LGPS senior officer")."</i>

1.09	The Fund's Independent Governance Adviser advised that whilst the Good Governance recommendations are not yet confirmed in legislation, it would be best practice to identify a senior officer whose principal (or sole) focus is the pension fund, thus ensuring that person has the capacity to devote sufficient time to the role. This senior officer could then carry out the role recommended by the LGPS Scheme Advisory Board, which would include the pension fund administering authority responsibilities currently delegated to the Chief Executive. It was suggested that this should fall within the remit of the existing role of Head of Clwyd Pension Fund and this recommendation was endorsed by the previous Chief Executive and the Clwyd Pension Fund Advisory Panel. The recommended changes in the attached replace all Pension Fund administering authority responsibilities that currently fall to the Chief Executive with the Head of Clwyd Pension Fund. Furthermore, they include the addition of the Corporate Manager – Human Resources and Organisational Development as a new member of the Advisory Panel to replace the Chief Executive.
1.10	It has also been identified that further changes should be made to clarify the fact that Local Government Pension Scheme functions are a non-executive function. This means that: <ol style="list-style-type: none"> 1. the role of the Cabinet Member for Finance, Social Value & Procurement should have Clwyd Pension Fund removed from his responsibilities; and 2. the remit of the Cabinet Member for Governance and Corporate Services including Health and Safety and Human Resources should include responsibilities to reflect the Council's role as an employer within the Clwyd Pension Fund; and 3. the inclusion of the Clwyd Pension Fund Committee within the remit of the Corporate Resources element of the Overview and Scrutiny Committee should refer specifically to the Council's role as an employer in the Clwyd Pension Fund.
1.11	The associated changes to the Constitution and Pension Board Protocol have been discussed and accepted in principle by the Chief Executive and the Clwyd Pension Fund Advisory Panel.
1.12	The Clwyd Pension Fund Committee, using delegated responsibilities, has also agreed to recommend the changes to the Constitution and Pension Board Protocol as outlined in the attached. The Pension Board considered and agreed for recommendation, the principles of the changes to its Protocol.

2.00	RESOURCE IMPLICATIONS
2.01	There are no immediate resource implications expected as a result of these recommendations.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
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3.01	The former and existing Chief Executives of Flintshire County Council, and the Clwyd Pension Fund Advisory Panel were involved in the development of these proposals. The principles of the proposed changes to the Pension Board Protocol were discussed and agreed for recommendation to Council by the Pension Board.
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4.00	RISK MANAGEMENT
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4.01	Agreement to these changes will ensure that the Clwyd Pension Fund continues to be managed in line with national expectations. This includes ensuring appropriate ring-fencing of the decision making relating to the Fund which is a key element of risk management and supports the Administering Authority's fiduciary responsibility to scheme members and employers.
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5.00	APPENDICES
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5.01	Appendix 1 – Draft Constitution changes
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6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
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6.01	None. Contact Officer: Gareth Owens, Chief Officer (Governance) Telephone: 01352 702344 E-mail: gareth.legal@flintshire.gov.uk
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7.00	GLOSSARY OF TERMS
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7.01	None
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Clwyd Pension Fund responsibilities – proposed changes to FCC Constitution and Pension Board Protocol

Key to changes:

- New text to be added is shown in red and highlighted – **like this**.
- Existing text to be removed is struck through and highlighted – ~~like this~~.

**SECTION 6 -
THE LEADER' S SCHEME OF DELEGATION OF EXECUTIVE FUNCTIONS**

2021 Cabinet Political Responsibilities

Finance, Social Value & Procurement Cabinet Member: Cllr Paul Johnson
<ul style="list-style-type: none">• Medium Term Financial Strategy and Plan*;• Budget & Council Tax Policy*;
<ul style="list-style-type: none">• Budget Performance & Management*;• Revenue budget monitoring• Corporate Finance; performance and effectiveness• Treasury Management;• Strategic procurement• Procurement services• Clwyd Pension Fund• Capital programme• Capital strategy• Council Tax and Revenue collection• Prudential indicators• To oversee the delivery of the Council's strategy for Social Value.

SECTION 7

7. OVERVIEW AND SCRUTINY COMMITTEES

7.3 Role, Scope and Membership

The role, scope and Membership of the Overview and Scrutiny Committees are described in the table below:

O&S Committee	Scope: To fulfil all of the functions of an Overview & Scrutiny committee, including Performance, Improvement and Policy Development as they relate to the following:	Main contributors
<p>Corporate Resources</p> <p>12 Elected Members</p> <p>Designated 'crime & disorder scrutiny' committee</p>	<p>Corporate Management and Governance Council strategic and improvement planning (Council Plan) Council performance and performance systems Customer Services and contact</p> <p>Finance Strategy Revenue and capital strategic planning Revenue and capital budget monitoring</p> <p>Clwyd Pension Fund <i>The Council's role as an employer in the Clwyd Pension Fund</i></p> <p>ICT and Digital Strategies People Strategy Organisational Design & Change Programme</p> <p>Corporate Services Corporate Communications Financial services ICT Services Information and Business Services Procurement HR Business Partnering Occupational Health and Wellbeing</p>	<p>Leader of the Council; Corporate Management & Assets; Finance. Chief Executive; CO (Governance) Corporate Finance Manager Senior Manager (HR & OD)</p>
	<p>Employment Services Legal Services Democratic Services Revenues</p> <p>Strategic and Partnership Working Partnership and collaborative working frameworks Public Service Board</p>	

SECTION 9

9.7 Clwyd Pension Fund Committee

The Council will establish a Clwyd Pension Fund Committee.

9.7.1 Composition

(a) Membership

The Clwyd Pension Fund Committee will be composed of 9 members. Its membership will include:

- i) 5 Councillors of Flintshire County Council, determined by the Council.

Four co-opted members comprising:-

- ii) One Councillor of Wrexham County Borough Council, determined by that Council.
- iii) One Councillor of Denbighshire County Council, determined by that Council.
- iv) One representative of the other Scheme Employers (not admission bodies) in the Clwyd Pension Fund as defined by Schedule 2 of the Local Government Pension Scheme 2013, as amended from time to time, appointed in accordance with procedures agreed by the ~~Chief Executive~~ **Head of Clwyd Pension Fund** in consultation with the members of the Pension Fund Advisory Panel*.
- v) One representative of the scheme members of the Clwyd Pension Fund, appointed in accordance with procedures agreed by the **Head of Clwyd Pension Fund** ~~Chief Executive~~.
- vi) Named substitutes are permitted for Flintshire County Council members only, providing they satisfy the knowledge and skills policy of the pension fund.

*The Pension Fund Advisory Panel is a group of officers and advisers to the Clwyd Pension Fund, currently consisting of:

- The **Corporate Manager – Human Resources and Organisational Development** ~~Chief Executive~~ of Flintshire County Council
- The Chief Finance Officer for Flintshire County Council
- The Head of the Clwyd Pension Fund
- Investment Consultant
- Fund Actuary
- Independent Adviser

(b) Term of office

- i) The representative members (for other scheme employers and scheme members) are appointed for a period of no more than six years and may be reappointed for further terms.

- ii) Councillors of Flintshire County Council will be appointed annually and may be reappointed for further terms.
- ii) Councillors of other local authorities who are members of the Pension Fund Committee will have a term of office to the next ordinary local government election following their appointment. They may be reappointed for further terms.

(c) *Quorum.*

A meeting of the Pension Fund Committee shall only be quorate when:

- i) At least five members are present, and
- ii) At least three of the members present are Councillors of Flintshire County Council

(d) *Voting*

The Councillors from Wrexham County Borough Council and Denbighshire County Council and the representative members will be entitled to vote at meetings as well as Councillors of Flintshire County Council;

(e) *Chairing the Committee.*

- i) Only Councillors of Flintshire County Council may be the Chair and Vice-Chair.
- ii) The Chair will be elected annually by members of Flintshire County Council.
- iii) The Vice-Chair will be elected annually by members of the Pension Fund Committee.

(f) The Council Procedure Rules should apply to this Committee in the same way as they apply to other Committees unless different provision is made in this article.

(g) The Pension Fund Committee may occasionally meet outside of the Flintshire County Council area.

9.7.2 Role and Function

The Pension Fund Committee's principal aim is to carry out the functions of Flintshire County Council as the Scheme Manager and Administering Authority for the Clwyd Pension Fund in accordance with Local Government Pension Scheme legislation.

The Pension Fund Committee will have the following specific roles and functions, taking account of advice from the *Head of Clwyd Pension Fund* ~~Chief Executive as administrator to the Fund~~ and the Fund's professional advisers:

- a) Ensuring the Clwyd Pension Fund is managed and pension payments are made in compliance with the extant Local Government Pension Scheme Regulations, Her Majesty's Revenue & Customs requirements for UK registered pension schemes and all other relevant statutory provisions.
- b) Ensuring robust risk management arrangements are in place.
- c) Ensuring the Council operates with due regard and in the spirit of all relevant statutory and non statutory best practice guidance in relation to its management of the Clwyd Pension Fund.
- d) Determining the Pension Fund's aims and objectives, strategies, statutory compliance statements, policies and procedures for the overall management of the Fund, including in relation to the following areas:
 - i) Governance – approving the Fund's Governance Policy and Compliance Statement for the Fund within the framework as determined by Flintshire County Council and making recommendations to Flintshire County Council about any changes to that framework.
 - ii) Funding Strategy – approving the Fund's Funding Strategy Statement including ongoing monitoring and management of the liabilities, ensuring appropriate funding plans are in place for all employers in the Fund, overseeing the triennial valuation and interim valuations, and working with the actuary in determining the appropriate level of employer contributions for each employer.
 - iii) Investment Strategy - approving the Fund's Investment Strategy *Statement, Statement of Investment Principles and Myners Compliance Statement* including setting *the Responsible Investment Policy and* investment targets and ensuring these are aligned with the Fund's specific liability profile and risk appetite.

- iv) Administration Strategy – approving the Fund's Administration Strategy determining how the Council will the administer the Fund including collecting payments due, calculating and paying benefits, gathering information from and providing information to scheme members and employers.
 - v) Communications Strategy – approving the Fund's Communication Strategy, determining the methods of communications with the various stakeholders including scheme members and employers.
 - vi) Discretions – determining how the various administering authority discretions are operated for the Fund.
- e) Monitoring the implementation of these policies and strategies on an ongoing basis.
- f) In relation to the Wales Pooling Collaboration arrangements
- i) Undertaking the following matters reserved to Flintshire County Council as outlined in the Inter-Authority Agreement
 - Appointment, termination or replacement of the Operator following the making of a recommendation by the Joint Governance Committee
 - Approval of additional expenditure not included within the Business Plan which exceeds 30 % of the approved budget in the Business Plan in any one Financial Year.
 - Formulation, approval or revisions of each respective Constituent Authority's Investment Strategy for the purposes of regulation 7 of the Investment Regulations.
 - Admitting a new administering authority within the LGPS to the Investment Pool as a Constituent Authority.
 - Amendment of the Agreement which is not significant to the operation of the arrangements.
 - Material change to the nature of the Operator Contract.
 - Approval of the initial strategic objectives to allow preparation of the first Business Plan (which objectives shall reflect the objectives set out in the procurement of the Operator).
 - Approval of any evaluation or scoring criteria for any

procurement of a replacement Operator.

- Approval of the Business Plan which shall include approval of the ongoing strategic objectives of the Investment Pool.
- Determination of the timing of the transition of the assets held by Clwyd Pension Fund into the Pooling Collaboration and the funds or sub-funds operated by the Operator.
- Approval of changes to the terms of reference of the Joint Governance Committee as set out in Schedule 4 of the Inter-Authority Agreement.

Note:

- the Council shall retain the power to terminate the Inter-Authority Agreement or make amendments to the Inter-Authority Agreement that may be significant to the operation of the arrangements.
- the Council has determined that the nomination of a Co-opted Member to the Joint Governance Committee is to be carried out by the Pension Board.
 - ii) Delegating powers to Flintshire County Council's own officers and the Host Council where required.
 - ii) Nominating Flintshire County Council's officers to the Officer Working Group.
 - g) Approving the Fund's Annual Report including the Fund's financial statements
 - h) Selection, appointment, dismissal and monitoring of the Fund's advisers, including actuary, benefits consultants, investment consultants, global custodian, fund managers, lawyers, pension funds administrator, and independent professional advisers.
 - i) Making decisions relating to employers joining and leaving the Fund. This includes which employers are entitled to join the Fund, any requirements relating to their entry, ongoing monitoring and the basis for leaving the Fund.
 - j) Agreeing the terms and payment of bulk transfers into and out of the Fund.
 - k) Agreeing Pension Fund Business Plans and monitoring progress against them.
 - l) Agreeing the Fund's Knowledge and Skills Policy for all Pension Fund Committee members and for all officers of the Fund, including determining the Fund's knowledge and skills framework, identifying training

requirements, developing training plans and monitoring compliance with the policy.

- m) Agreeing the Administering Authority responses to consultations on LGPS matters and other matters where they may impact on the Fund or its stakeholders.
- n) Receiving ongoing reports from the ~~Chief Executive~~ **Head of Clwyd Pension Fund as administrator to the fund** and Pensions Advisory Panel in relation to delegated functions.

No matters relating to Flintshire County Council's responsibilities as an employer participating within the Clwyd Pension Fund are delegated to the Pension Fund Committee.

9.7.3 Officers

The Committee may delegate a limited range of its functions to one or more officers of the Authority. The Pension Fund Committee will be responsible for outlining expectations in relation to reporting progress of delegated functions back to the Pension Fund Committee.

9.7.8 Wales Pooling Collaboration Joint Governance Committee

9.7.8.1 The Council will establish the Joint Governance Committee.

9.7.8.2 The Chair~~man~~ and Vice Chair~~man~~ of Flintshire County Council's Pension Fund Committee shall be the Member and Deputy Member on the Joint Governance Committee.

9.7.8.3 The Joint Governance Committee Matters, Terms of Reference and Procedures are as included within the Inter-Authority Agreement as shown below.

(a) Joint Governance Committee Matters

Subject to the terms of the Agreement, the Joint Governance Committee shall undertake those matters which are not Matters Reserved to the Constituent Authorities which shall include (without prejudice to the generality of the foregoing):

- i) Making a recommendation on the appointment, replacement or termination of the Operator to the Constituent Authorities.
- ii) Appointing and replacing service providers, advisers to the Joint Governance Committee (other than the Operator).
- iii) Approving the creation of new pooled vehicles for the Operator.
- iv) Approving the creation of new sub-funds provided by the Operator.

- v) Approving the termination of sub-funds provided by the Operator.
- vi) Preparing a plan relating to the overall transition of assets in accordance with each Constituent Authority's asset transition plan.
- vii) Approving changes to the Operator Contract which are not material changes to the nature of the Operator Contract
- viii) Dealing with the necessary general ongoing management of the Pooling Collaboration.
- ix) Delegation of tasks to the Officer Working Group, including the preparation of reports and draft documents and the undertaking of consultations.
- x) Liaison with Pension Boards as appropriate in line with CIPFA guidance, guidance issued by the Pensions Regulator and other applicable legislation or regulatory guidance.
- xi) Determining the best means of alternative investment structures for assets where a sub-fund is not being provided by the Operator.

Notwithstanding the above, for the avoidance of doubt, the Joint Governance Committee may not delegate its responsibilities.

(b) Joint Governance Committee - Terms of Reference

The Joint Governance Committee responsibilities are:

- i) Making recommendations to the Constituent Authorities on the termination of the Operator Contract before the conclusion of the fixed term contract, where the performance of the Operator is considered unacceptable;
- ii) Ensuring that there are an appropriate range of sub-funds available in order to allow the Constituent Authorities to meet their strategic investment aims. Following representation from any, some or all of the Constituent Authorities, the Joint Governance Committee may direct the Operator to set up a sub-fund in a particular asset class. The Joint Governance Committee must be mindful at all times of the need to balance the requirement to provide a particular sub-fund with the benefits of holding aggregated assets;
- iii) Monitoring the performance of the Operator against the agreed set of key performance indicators;
- iv) Reporting on the performance of the Investment Pool, its costs and other activities, but not limited to, the Constituent Authorities, government, the Scheme Advisory Board and the general public;

- v) From time to time, to review the appropriateness of the existing structures, including the number and make-up of sub-funds and to make recommendations to the Constituent Authorities as to the respective merits of procuring Operator services by means of a third party or through ownership by the Constituent Authorities of the Operator;
- vi) Liaising with the Operator, in such areas as the Operator seeks the preferences and views of the Joint Governance Committee, on the appointment of suppliers, for example manager preferences or the appointment of depositories;
- vii) Liaising with the Constituent Authorities on the appropriate range of sub-funds to be provided in the Investment Pool;
- viii) From time to time reviewing policies in respect of ethical, social and governance matters and voting rights and where appropriate make recommendations to the Constituent Authorities as to any changes deemed necessary;
- ix) From time to time reviewing policies in respect of environmental, social and governance matters and where appropriate make recommendations to the Constituent Authorities as to any changes deemed necessary.
- x) Recommend a high level plan for initial transition of assets to the pool and further asset transitions in the event, for example, of new sub-funds being created or manager changes within sub-funds;
- xi) Ensuring that the Officer Working Group acts within its remit as set out in clause 4 and Schedule 8 of the Agreement;
- xii) Providing any analysis or commentary on annual accounts to the Constituent Authorities;
- xiii) Monitoring the implementation and effectiveness of the policies described in Schedule 5 of the Agreement and initiating reviews of these where required;
- xiv) Delivery and ongoing monitoring against the Pooling Collaboration objectives, Business Plan and budgets;
- xv) Approving responses from the Pooling Collaboration in relation to consultations or other matters considered appropriate;
- xvi) Seeking advice from professional and authorised and regulated advisers where necessary;
- xvii) Agreeing the Business Plan to be put forward to the Constituent

Authorities for approval;

- xviii) Report to the Constituent Authorities quarterly (and at any other time when the Joint Governance Committee considers it to be necessary) on the matters within their remit including but not limited to the performance of the Operator, the structure of the funds and the ongoing monitoring of the Business Plan;
- xix) Agreeing criteria for the evaluation of bids or tenders for any procurement of the Operator (including for the avoidance of doubt, a replacement Operator) to be put forward for the approval of the Constituent Authorities;
- xx) Any reference in this schedule to the Joint Governance Committee taking any action including agreeing, approving or making recommendations, shall be determined subject to the voting provisions set out in Schedule 6 of the Agreement;
- xxi) Approval of an appointment of an Allocator following a recommendation by the Officer Working Group, reviewing the performance of an Allocator(s), and reporting on the performance of the Allocator(s) to the Constituent Authorities;
- xxii) Approval of the termination of the appointment of an Allocator following a recommendation by the Officer Working Group.

(c) Joint Governance Committee Schedule of Procedure

i) MEMBERSHIP

- i.1 The membership of the Joint Governance Committee shall consist of one Member per Constituent Authority and one Co-opted Member.
- i.2 No substitutes other than deputies shall be allowed.

iA) ROLE OF THE CO-OPTED MEMBER

- iA.1 The primary role of the Co-opted Member is to provide scheme member representation on the Joint Governance Committee.
- iA. 2 The Co-opted Member is entitled to attend all meetings of the Joint Governance Committee, including exempt items, to be provided with copies of all papers, and to speak on any item during meetings of the Joint Governance Committee.
- iA.3 The Co-opted Member may ask the Chair to include any matter on the agenda which they consider should be discussed by the Joint Governance Committee.

ii) MEETINGS

- ii.1 Meetings shall be held a minimum of four times per municipal year (being May to May). The anticipated schedule of meetings and the locations in which they will be held will be agreed in advance of the commencement of the next Financial Year no later than the final meeting of the current Financial Year.
- ii.2 A meeting may be held at such time and place as the Chair of the Joint Governance Committee thinks fit provided that at least two meetings per annum shall be held in rotating locations between the Constituent Authorities to facilitate public access. The Constituent Authorities shall make available suitable accommodation for the holding of such meetings in public including the provision of Welsh Language translation, video-conferencing and webcasting services as appropriate.
- ii.3 All agendas, executive summaries of reports and minutes in relation to the Joint Governance Committee shall be in both Welsh and English, and simultaneous translation of proceedings will be available throughout all meetings of the Joint Governance Committee.
- ii.4 The Joint Governance Committee may decide to allow remote participation in meetings via video-conference or any similar medium having regard to any applicable guidance issued from time to time by the Welsh Government. Any Member or Co-opted Member attending by video-conference shall be held to be in attendance at the meeting for the purposes of this Schedule.
- ii. 5 A meeting of the Joint Governance Committee may be called by a proper officer of the Host Authority on the request of the Chair. Members and the Co-opted Member must declare any conflict of interest in respect of any business being conducted at the meeting which would likely to be regarded to prejudice the exercise of a person's function as a participant in the meeting.
- ii.6 The Chair is responsible for the running of meetings. The Chair shall invite Members and the Co-opted Member expressing a desire to speak in turn. All discussion and debate shall be held through the Chair and the Chair may draw a discussion to a vote at any time where they consider that every Member and the Co-opted Member has been given a fair opportunity to speak.
- ii.7 Minutes will be kept of all meetings. The Chair will sign the minutes of the proceedings at the next suitable meeting.
- ii.8 Notice of meetings
 - (a) A notice of meeting specifying the place, date and time of the meeting and containing a statement of the matters to be discussed

at the meeting, shall be served on all of the Members of the Joint Governance Committee by the appropriate governance officer of the Host Council;

- (b) Subject to the next clause ((c)), notice of each meeting, copies of the agenda and any reports to be presented at the meeting, shall be given to all Constituent Authorities by the Host Council no later than seven clear days before the date of the meeting. The Constituent Authorities shall ensure that a minimum of five clear days' notice of all meetings is given in accordance with their normal procedures for notification of Council meetings and all papers made available at all of the Constituent Authorities head offices for inspection for those five days unless certified as confidential in which case agendas and any non-certified items are made available only.
- (c) If a meeting is required to be held with less than five days' notice, the Chair must agree it is required urgently, approve the shortened notice period and allow as much notice as possible to be given. Notice should be given in the same manner, and the documents should be made available to all of the Constituent Authorities for as many days as practicable before the meeting.

ii.9 Exclusion of the public and press

- (a) Where any item to be discussed forms exempt information, the Chair shall move that the public and press are excluded from the meeting for the duration of the discussion and voting on that item. The Co-opted Member is entitled to remain in the meeting and shall not be excluded. Motions to exclude the press and public do not require to be seconded and shall be determined by simple majority vote of the Members present.
- (b) Where the press and public are excluded under (a) above the Chair may invite any person to remain in the meeting where they consider it to be necessary or appropriate to do so and any members of the Officer Working Group present shall be presumed to be invited to remain unless the Chair specifies otherwise.
- (c) Any person may be excluded from a meeting or required to leave a meeting where in the opinion of the Chair they are causing a disturbance to the running of the meeting and have not desisted from doing so following a request; or where any person is so disruptive that their conduct if allowed to remain would prevent the meeting from proceeding in a fair and acceptable manner.

- ii.10 The Joint Governance Committee may, through the Chair, invite any person to speak at a meeting.

- ii.11 Officers of the Officer Working Group presenting reports to the Joint Governance Committee may be asked questions following such presentation.
- ii.12 Section 151 Officers and Monitoring Officers (and in their absence their deputies) of any Constituent Authority are entitled to attend all meetings including any part of any meeting which is closed to the public and press.

iii) **QUORUM**

- iii.1 The quorum shall be five Members.
- iii.2 Where a quorum is not present within 15 minutes of the start of the meeting and the Chair has not been notified that one or more Members have been delayed but will be attending, the meeting shall not be held and the Host Council will be asked to schedule and give notice of a replacement meeting.
- iii.3 Where, during any meeting there is no quorum present, then the meeting will adjourn immediately. If the Chair has been unable to ascertain within 15 minutes that the quorum can be restored the remaining business will be considered at another time and date fixed by the Chair.

iv) **CHAIR AND VICE CHAIR.**

- iv.1 The Chair and Vice-Chair shall be Members and shall be appointed by vote for a term of 12 calendar months.
- iv.2 In the absence of the Chair, the Vice-chair shall be entitled to exercise all of the functions of the Chair.
- iv.3 The decision of the Chair of the meeting on all points of procedure and order and the Chair's interpretation of any rule in this Schedule of Procedure shall be final and no debate may ensue thereon. The Chair shall be entitled to take the advice of a governance officer in interpreting any rule or objection on procedure.
- iv.4 The Chair may be assisted during meetings by a governance officer on procedural matters and such administrative officers as the Chair considers appropriate. Such governance and secretarial officers shall be entitled to remain in the meeting where the public and press are excluded.

v) **AGENDA**

- v.1 An agenda shall be produced in advance for each meeting by the Host Council following consultation with the Chair.

- v.2 The agenda for each meeting shall contain as the first substantive item the approval of the minutes of the previous meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record. The only part of the previous minutes that can be discussed is their accuracy and any matters arising from those previous minutes shall be regarded as new items on the agenda of the current meeting.
- v.3 The Officer Working Group and the Constituent Authorities may ask the Chair to include any matter on the agenda which they consider should be discussed by the Joint Governance Committee.
- v.4 The decision on whether to allow discussion on any other matter not on the agenda of a meeting at that meeting shall be made by the Chair.

vi) MOTIONS

- vi.1 Any Member may propose a motion. All motions must be seconded. Motions which are opposed shall be put to a vote in accordance with the voting provisions of this Schedule of Procedure.
- vi.2 A Member or the Co-opted Member may raise a point of order at any time. The Chair will hear them immediately. A point of order may only relate to an alleged breach of the provisions of this Schedule, or the law or other competent authority. The Member or Co-opted Member must indicate the provision or law or regulation and the way in which he/she considers it has been broken. The ruling of the Chair on the matter will be final. The Chair may take advice on the point of order from the appropriate officer.

vii) VOTING

- vii.1 The Chair shall seek consensus wherever possible however where a vote is required the provisions of this section shall apply.
- vii.2 Each Member present will have one vote and voting will be by means of a show of hands or such other method as the Chair may decide is appropriate in the circumstances, including a roll call. The Co-opted Member may not vote. In the event of a tied vote, the Chair shall have a second or casting vote.
- vii.3 All decisions will be determined by simple majority of Members present.
- vii.4 In the event that a vote is taken, the voting positions and any abstentions of Members will be recorded in the minutes.

viii) SUB-COMMITTEES AND WORKING GROUPS

- viii.1 The Joint Governance Committee shall form such sub-committees and working groups as it considers expedient to performing its function. The Joint Governance Committee shall at the time of forming sub-committees or working groups set out the remit of the sub-committees or working groups, what the sub-committees or working groups are required to deliver and the timescale for that delivery. The Co-opted Member may be a member of any sub-committee or working group.
- viii.2 Sub-committees and working groups shall be entitled to request the input and support of the Officer Working Group in the same manner as the Joint Governance Committee.
- viii.3 Each sub-committee and working group shall appoint a chair for that sub-committee or working group, who is to be one of the members of the sub-committee or working group.
- viii.4 Working groups may invite any person who is not a Member or Co-opted Member to join the group in order to assist in carrying out its function.
- viii.5 The Chairs of sub-committees and working groups shall report to Joint Governance Committee at each meeting of that committee on the process of the matters within their remit.
- viii.6 Sub-committees and working groups may be disbanded at any time on the vote of the Joint Governance Committee.
- viii.7 The provisions of the paragraphs in this Schedule of Procedure relating to Agendas, Motions and Voting shall apply to any sub-committee and working group meetings.

9.8. Section 5 of the Public Service Pensions Act 2013

- 9.8.1 In accordance with Section 5 of the Public Service Pensions Act 2013, a local Pension Board assists Flintshire County Council in the governance and administration of the Clwyd Pension Fund. The Board's role, members, terms of reference and working arrangements are contained in the following Protocol (following paragraph 9.102).

9.11 Pension Board Protocol

1) Introduction

The purpose of this document is to set out the Protocol for the local Pension Board of the Clwyd Pension Fund. Flintshire County Council is a scheme manager as defined under Section 4 of the Public Services Pensions Act 2013. The Pension Board is established by Flintshire County Council under the powers of Section 5 of the Public Service Pensions Act and regulation 106 of the Local Government Pension Scheme Regulations 2013. As such, the Constitution of Flintshire County Council does not apply to this Pension Board unless expressly referred to within and permitted by this Protocol.

2) Powers of the Pension Board

The Pension Board will exercise all its powers and duties in accordance with the law and this Protocol.

In addition, Flintshire County Council has determined that, in accordance with the Wales Pooling Collaboration Inter-Authority Agreement, any nomination of a Co-Opted Member to the Joint Governance Committee will be carried out by the Pension Board.

3) Role of the Pension Board

The role of the Pension Board is defined by regulation 106 (1) of the LGPS Regulations as to assist Flintshire County Council as Scheme Manager of the Clwyd Pension Fund:

- to secure compliance with the LGPS Regulations and any other legislation relating to the governance and administration of the Scheme, and requirements imposed in relation to the LGPS by the Pensions Regulator
- to ensure the effective and efficient governance and administration of the LGPS by the Clwyd Pension Fund

The Council considers this to mean that the Pension Board is providing oversight of these matters and, accordingly, the Pension Board is not a decision making body in relation to the management of the Pension Fund but merely makes recommendations to assist in such management. The Pension Fund's management powers and responsibilities which have been, and may be, delegated by the Council to committees, sub-committees and officers of the Council, remain solely the powers and responsibilities of those committees, sub-committees and officers including but not limited to the setting and delivery of the Fund's strategies, the allocation of the Fund's assets and the appointment of contractors, advisors and fund managers. The Pension Board operates independently of the Clwyd Pension Fund Committee.

The Pension Board will ensure that in performing their role it is:

- done effectively and efficiently and

- complies with relevant legislation and
- done by having due regard and in the spirit of the Code of Practice on the governance and administration of public service pension schemes issued by the Pensions Regulator and any other relevant statutory or non-statutory guidance.

4) Composition of the Pension Board

a) Membership.

The Pension Board shall consist of 5 members and be constituted as follows:

- i) 2 Employer Representatives;
- ii) 2 Scheme Member Representatives;
- iii) 1 Independent Member.

Substitutes for the Employer or Scheme Member Representatives are not permitted. The Independent Member will have an Alternate who will carry out Pension Board business if the Independent Member is not available to do so.

b) Eligibility and selection criteria.

The ~~Chief Executive as administrator to the fund (hereafter referred to as the 'Chief Executive')~~ **Head of Clwyd Pension Fund as the Board Secretary (hereafter referred to as "Board Secretary")** will define and keep under review any eligibility and/or selection criteria that will apply to Pension Board members having due regard to the LGPS Regulations and any other relevant Code of Practice and guidance (statutory or otherwise). As a minimum and in accordance with the LGPS Regulations:

- all scheme member and employer representatives must have the capacity to represent their scheme members and employers as appropriate, and
- no officer or elected member of Flintshire County Council who is responsible for the discharge of any function of the Administering Authority under the LGPS Regulations may be a member of the Clwyd Pension Fund Board.

c) Appointment of Members.

The process for selecting members of the Pension Board is set out below.

i) Employer Representative

Step 1 - Each employer within the Clwyd Pension Fund will be invited to nominate one representative to represent employers on the Pension Board. The **Board Secretary** ~~Chief Executive~~ can appoint or reject any nomination made where **it is** ~~she/he~~ **she/he** considers ~~ed~~ **ed** the individual does not appropriately meet the eligibility and/or selection criteria.

Step 2 - Where Step 1 fails ~~the Board Secretary~~ Chief Executive will take any other action ~~she/he~~ considered appropriate to appoint suitable Employer Representatives.

ii) Scheme Member Representatives

The joint trade unions will be approached to make one nomination of a person to represent scheme members. The ~~Board Secretary~~ Chief Executive can appoint or reject any nomination made where he/she considers the individual does not appropriately meet the eligibility and/or selection criteria.

The other Scheme Member Representative must be an active, deferred or pensioner member of the Clwyd Pension Fund and will be selected by the ~~Board Secretary~~ Chief Executive following procedures determined by him/her in the spirit of any national guidance or Code of Practice in relation to appointments to the Pension Board.

NB: Step 2 for the Employer Representative also applies to the Scheme Member Representative.

iii) Independent Member and Alternate

The ~~Board Secretary~~ Chief Executive will appoint the Independent Member and Alternate. This will be subject to a majority vote by the employer and scheme member representatives on the Board.

d) Term of Office

- i) The Employer Representatives are appointed for a period of three years from ~~the date of establishment of the Pension Board or~~ the date of their appointment ~~if later~~. This period may be extended to up to five years if agreed by the ~~Chief Executive~~ Board Secretary. It will automatically cease if the individual is no longer in the employment of that employer.
- ii) The Scheme Member Representatives are appointed for a period of three years from ~~the date or establishment of the Pension Board or~~ the date of their individual appointment ~~if later~~. This period may be extended to up to five years if agreed by the ~~Chief Executive~~ Board Secretary. It will automatically cease if the individual is no longer a trade union representative or representative of scheme members (in accordance with the criteria set by the ~~Board Secretary~~ Chief Officer (People and Resources), as appropriate).
- iii) The Independent Member's and Alternate's term of office will be determined by the ~~Chief Executive~~ Board Secretary subject to a maximum of five years.

Any Pension Board member may be re-appointed for further terms following an

appointment process.

Term dates may not be exact due to the period of the appointment process. The term of office may therefore be extended for this purpose or other exceptional circumstances by up to three months with the agreement of the **Chief Executive Board Secretary**.

Other than ceasing to be eligible (as set out above) a Pension Board member may only be removed from office during the term of appointment by the unanimous agreement of the **Chief Executive Board Secretary**, the Monitoring Officer and the Independent Member. Such reasons may include non-compliance with this Protocol including inappropriate conduct, conflicts of interest, avoidance of training or low meeting attendance, not having the capacity to represent their members **or employers (as relevant)** or for any other reason not meeting the criteria required to be a Pension Board member.

The removal of the Independent Member requires unanimous agreement from the **Chief Executive Board Secretary** and the Monitoring Officer.

e) Quorum

All Members of the Pension Board are expected to regularly attend meetings. Records of attendance of all Members will be maintained and reported to the **Chief Executive Board Secretary** on at least an annual basis.

A meeting of the Pension Board will only be quorate when:

- one Employer Representative and
- one Scheme Member Representative and
- the Independent Member or Alternate

are present. Subject to agreement by the Independent Member this could include remote attendance. A meeting that is (or becomes at any point) not quorate will cease immediately.

f) Chairing

The Chair of the Pension Board will be the Independent Member (or Alternate) subject to a motion to confirm this being agreed by the majority of the Employer and Scheme Member Representatives of the Board. The role of the Chair is to:

- Ensure that all members of the Board show due respect for process, that all views are fully heard and considered and that decisions are democratically made where consensus cannot be reached.
- **To uphold** and promote the purpose of the Board and to interpret its Protocol when necessary

- Ensure that the Pension Board members have the knowledge and skills as determined in the Fund's **Training Knowledge and Skills** Policy and other guidance or legislation and maintain a training record.
- Act as professional adviser for the Board or arrange such advice as required subject to agreement by the **Chief Executive-Board Secretary** on such conditions as that officer determines.
- Agree the agenda for each Pension Board meeting.
- Approve minutes for Pension Board meetings.
- Ensure an attendance record is maintained along with advising Flintshire County Council on remuneration and expenses to be paid.
- Advise Flintshire County Council on an appropriate budget for the Board, which should be formally approved by the Pension Fund Committee along with the Pension Fund Annual Budget.
- Write reports required by Flintshire County Council on the work of the Board.
- Liaise with the **Clwyd Pension Fund Manager-Board Secretary** on the requirements of the Board, including advanced notice for Flintshire County Council officers to attend and arranging dates and times of Board meetings.
- Other tasks which may be deemed appropriate by Flintshire County Council for the Chair of the Pension Board.
- Other tasks that may be requested by the members of the Pension Board, within the remit of this Protocol and subject to agreement with the **Chief Executive-Board Secretary**
- To annually review and report on the performance of the Board

The decision of the Chair on all points of procedure and order and the Chair's interpretation of the Protocol shall be final.

g) Voting

Each Employer and Scheme Member Representative on the Pension Board will have an individual voting right but it is expected the Pension Board will as far as possible reach a consensus. The Chair of the Pension Board will not be entitled to vote.

The results of any voting outcomes will be reported in the Board minutes including where a consensus was not reached in voting.

Any decision being reported to the Monitoring Officer under 9b) below must receive agreement from a majority of voting members.

5) Location and Frequency of Meetings

The Pension Board will normally meet at the offices of the Clwyd Pension Fund, although the offices of any Employer Representatives could be used with prior agreement of the Chair and at no additional accommodation cost to the Clwyd Pension Fund. Meetings can also be held with remote attendance by members or as hybrid (a combination of physically present and remote attendance).

The Board will meet a minimum of twice and a maximum of four times in each calendar year. If the Board does not believe that this is sufficient to discharge its duties and responsibilities effectively the Chair can make a request to the ~~Chief Executive~~ **Board Secretary** for approval to hold additional meetings.

Urgent business of the Pension Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Pension Board including remote attendance, telephone conferencing and e-mails.

6) Remuneration and Expenses

- a) Subject to b) below, an allowance will be made to both Employer and Scheme Member Representatives for attending meetings relating to Pension Board business (including attending training) at the rates contained in the Schedule of Member Remuneration in Flintshire County Council's Constitution for co-opted members of a Flintshire County Council Committee.
- b) It is hoped that employers of Representatives on the Pension Board will provide appropriate capacity to allow the Representative to perform this role within their normal working day without any reduction in pay. If that is the case, the Representative will not be entitled to any allowance.
- c) All Employer and Scheme Member Representatives will also be entitled to claim travel and subsistence allowances at the rates contained in the Schedule of Member Remuneration in Flintshire County Council's Constitution.
- d) The Independent Member and Alternate shall be paid remuneration and expenses as determined by the ~~Chief Executive~~ **Board Secretary**.

7) Acting in the interests of the entire pension fund

Though members of the Pension Board include representatives of specific categories of stakeholder (i.e. scheme members and employers) each member is required to have due regard to the Role of the Pension Board as outlined in this Protocol. Accordingly all members are expected to work jointly in the best interest of the entire Pension Fund, rather than representing the interest of any individual stakeholders. This should not prevent Members from sharing their knowledge on how matters might impact specific stakeholders of the Fund.

8) Conflicts of Interest

A conflict of interest is defined in the Public Service Pensions Act as:

“in relation to a person, means a financial or other interest which is likely to prejudice the person’s exercise of functions as a member of the board (but does not include a financial or other interest arising merely by virtue of membership of the scheme or any connected scheme).”

Each member of the Pension Board (as well as any other attendees participating in the meeting) will be expected to declare, on appointment and at each meeting, any interests which may lead to conflicts of interest in the subject area or specific agenda of that Pension Board.

The Chair of the Pension Board must be satisfied that the Board is acting within:

- the conflicts of interest requirements of the Public Service Pensions Act and the LGPS Regulations, and
- in the spirit of any national guidance or code of practice in relation to conflicts of interest at the Pension Board, and
- in accordance with any Clwyd Pension Fund Conflicts of Interest Policy or Procedures that apply to the Board.

Each member of the Pension Board, or a person proposed to be appointed to the Board, (as well as attendees participating in the meeting) must provide the Chair of the Pension Board with such information as he or she reasonably requires for the purposes of demonstrating that there is no conflict of interest.

The ~~Chief Executive~~ **Board Secretary** and the Monitoring Officer will jointly adopt the role of ensuring that the Chair of the Pension Board does not have a conflict of interest in the same way as the Chair does in relation to all other Pension Board members. Further they must be satisfied that the Chair is carrying out his or her responsibilities under this section appropriately.

9) Reporting and escalation

- a) The Board must provide minutes of each meeting to the following Pension Fund Committee meetings and may make reports and recommendations to the Pension Fund Committee insofar as they relate to the role of the Pension Board. Any such reports or recommendations must be provided 10 working days in advance of the next Pension Fund Committee to the ~~Chief Executive~~ **Board Secretary**. In addition, an annual report of the Pension Board (as prepared by the Chair of the Pension Board), must be provided to the ~~Chief Executive~~ **Board Secretary**, the Monitoring Officer, the Pension Fund Committee, and the Governance and Audit Committee and be published in the Fund's Annual Report and Accounts.
- b) Where the Board considers that a matter brought to the attention of the Pension Fund Committee has not been acted upon or resolved to their satisfaction, the Pension Board will provide a report to the Monitoring

Officer.

10) Receipt of advice and information

The Board will be supported in its role and responsibilities by the Independent Member and the Head of Clwyd Pension Fund (“the Board Secretary”). In addition Pension Board members will receive the final reports, minutes and agendas relating to all Pension Fund Committees and may attend Pension Fund Committee meetings (including during exempt items).

Insofar as it relates to the role of the Pension Board, it may also;

- request and receive information and reports from the Pension Fund Committee or any other body or officer responsible for the management of the Fund
- examine decisions made or actions taken by the Pension Fund Committee or any other body or officer responsible for the management of the Fund.

The Board Secretary will provide such information as is requested.

Any further requests for information and advice are subject to the approval of the ~~Chief Executive~~ **Board Secretary** who will be required to consider positively all reasonable requests in relation to the role of the Pension Board whilst being mindful of value for money. The Board Secretary will provide such information as is approved.

11) Knowledge and Skills

Under the requirements of the Public Service Pensions Act, a member of the Pension Board must be conversant with:

- a) the legislation and associated guidance of the Local Government Pension Scheme (LGPS), and
- b) any document recording policy about the administration of the LGPS which is adopted by the Clwyd Pension Fund.

In addition, a member of the Local Pension Board must have knowledge and understanding of –

- The law relating to pensions, and
- Any other matters which are prescribed in regulations.

It is for individual Pension Board members to be satisfied that they have the appropriate degree of knowledge and understanding to enable them to properly exercise their functions as a member of the Pension Board.

In line with this requirement Pension Board members are required to be able to demonstrate their knowledge and understanding and to refresh and keep their

knowledge up to date. Pension Board members are therefore required to:

- participate in training events (a written record of relevant training and development will be maintained)
- undertake a personal training needs analysis or other method to identify gaps in skills, competencies and knowledge.
- comply with the Pension Fund's Training Policy insofar as it relates to Pension Board members.

12) Standards of Conduct

The Flintshire Standard and Part 2 of the Flintshire County Council's Members' Code of Conduct shall apply in relation to the standards of conduct of Pension Board members insofar as they can be reasonably considered to apply to the role of members of the Pension Board, including the non-disclosure of confidential information.

13) Administration

The Chair of the Pension Board will agree an agenda with the Board Secretary prior to each Pension Board meeting. The agenda and any papers for the Pension Board will be issued at least 5 working days (where practicable) in advance of the meeting except in the case of matters of urgency. Draft minutes of each meeting including all actions, decisions and matters where the Board was unable to reach a decision will be recorded and circulated to all Board members within 10 working days after the meeting. These draft minutes will be subject to formal agreement by the Chair taking consideration of comments by Board members (which may be done electronically between meetings).

The minutes may, at the discretion of the Chair, be edited to exclude items on the grounds that they would either involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A (2) of that Act and/or they represent data covered by the Data Protection Act 1998/ General Data Protection Regulation.

The Pension Board must comply with the General Data Protection Regulation and Flintshire County Council's data protection policy. It must also adhere to Flintshire County Council's requirement, controls and policies for Freedom of Information Act compliance.

14) Access to the Public and publication of Pension Board information

The Pension Board will not be a meeting of the Council open to the general public. The following will be entitled to attend Pension Board meetings in an observer capacity:

- Members of the Clwyd Pension Fund Committee
- the Chief Executive, Corporate Manager – Human Resources and

Organisational Development, the Section 151 Officer, **the Head of Clwyd Pension Fund** and the Monitoring Officer

- other officers or advisers of Flintshire County Council or other employers involved with the management of the Pension Fund subject to approval in advance by the Chair, or on request by the Chair
- any other person requested to attend by the Chair
- any other person subject to approval in advance by the Chair.

Any such attendees will be permitted to speak at the discretion of the Chair.

In accordance with the Public Service Pensions Act, Flintshire County Council is required to publish information about the Pension Board including:

- who the Pension Board members are
- representation on the Board
- the role of the Pension Board.

In accordance with good practice, Flintshire County Council may publish other information relating to the Pension Board as considered appropriate from time to time and which may include:

- the agendas and minutes
- training and attendance logs
- an annual report on the work of the Pension Board.

All or some of this information may be published using the following means or other means as considered appropriate from time to time:

- on the Clwyd Pension Fund website,
- on the Flintshire County Council website,
- within the Clwyd **Pension Fund** Annual Report and Accounts,
- within the Fund's Governance Policy and Compliance Statement.

Information may be excluded on the grounds that it would either involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act and/or they represent data covered by the Data Protection Act 1998 and the General Data Protection Regulation^s.

15) Accountability

The Pension Board will be collectively and individually accountable to Flintshire County Council.

16) Review, Interpretation and Publication of Protocol

This Protocol has been agreed by Flintshire County Council. The Council will monitor and evaluate the operation of the Pension Board and may review this Protocol from time to time.

This Protocol will be incorporated into the Council's Constitution and will be publicly available as part of the Constitution as defined in the Council's Constitution and may be amended by the same means as permitted for the Constitution. It will also form part of the Clwyd Pension Fund's Governance Policy and Compliance Statement which will be made available in accordance with the requirements of the LGPS Regulations.

17) Definitions and Interpretation

Points of interpretation:

- All references to officers are to officers within Flintshire County Council unless otherwise stated.

The undernoted terms shall have the following meaning when used in this document:

<i>"Pension Board" or "Board"</i>	the local Pension Board for Flintshire County Council, administering authority for the Clwyd Pension Fund as required under the Public Service Pensions Act 2013
<i>"Pension Fund Committee"</i>	The Clwyd Pension Fund Committee or any committee or sub-committee that may be established with delegated powers for the management and administration of the Fund on behalf of Flintshire County Council as Administering Authority.
<i>"Fund" or "Pension Fund"</i>	Clwyd Pension Fund
<i>"the LGPS Regulations"</i>	The Local Government Pension Scheme Regulations 2013 (as amended)
<i>the Public Service Pensions Act</i>	The Public Service Pensions Act 2013 (as amended)
<i>"Scheme Manager"</i>	Flintshire County Council as administering authority of the Clwyd Pension Fund.
<i>"Chair"</i>	The appointed Chairperson of the Pension Board

“LGPS”

The Local Government Pension Scheme

“Scheme”

The Local Government Pension Scheme

11. Officer Scheme of Delegation

SUB-SECTION E – SPECIFIC DELEGATIONS TO STATUTORY, LEGAL, FINANCIAL, HUMAN RESOURCES AND TECHNICAL SERVICES OFFICERS

Chief Executive Head of Clwyd Pension Fund	
PR11X X01	The day to day management of Clwyd Pension Fund matters including ensuring arrangements for investments of assets and administration of contributions and benefits, excluding matters delegated to the Clwyd Pension Fund Committee.
XX02P R12	Establish and Chair a Clwyd Pension Fund Advisory Panel consisting of officers of the Council and advisors to the Clwyd Pension Fund to provide advice and propose recommendations to the Clwyd Pension Fund Committee and carry out such matters as delegated to it from time to time by the Clwyd Pension Fund Committee.

SECTION 13

13. **RESPONSIBILITY FOR FUNCTIONS**

13.1 **Table 1 – Responsibility for Council Functions**

Committee (Membership)		Non-Executive Functions	Provision of Act or Statutory Instrument	Delegation of functions
H. Clwyd Pension Fund Committee 5 Councillors of Flintshire County Council, 1 Councillor of Wrexham County Borough Council, 1 Councillor of Denbighshire County Council, 1 Representative of the other Scheme Employers (not	1	To carry out the functions of Flintshire County Council as the Scheme Manager and Administering Authority for the Clwyd Pension Fund.	Regulations under Sections 7, 12 or 24 of the Superannuation Act 1972 and the Public Service Pensions Act 2013.	Chief Executive Head of Clwyd Pension Fund

admission bodies) in the Clwyd Pension Fund and1 Representative of the scheme members of the Clwyd Pension Fund.				
<i>The following provision is not a matter relating to the Clwyd Pension Fund Committee and should be moved from part H of this table to Part I. Miscellaneous Functions.</i>				
	21 6	Functions relating to pensions, allowances and gratuities	Regulations under Section 18 (3A) of the Local Government & Housing Act 1989	Chief Executive

SECTION 30

FLINTSHIRE COUNTY COUNCIL

MEMBERS' SCHEDULE OF REMUNERATION

9. Co-optees' payments

- 9.1 A daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights. *In addition a daily fee (which will be paid from the Clwyd Pension Fund) will be paid to the Co-optees who are representatives of other employers and scheme members on the Pension Fund Committee.*
- 9.2 Co-optees' payments will be capped at a maximum of the equivalent of 15 full days a year for each committee to which an individual may be co-opted.
- 9.3 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 9.4 The Head of Democratic Services is designated as the "appropriate officer" and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 9.5 The Head of Democratic Services can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed



FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 18 th October 2022
Report Subject	Overview & Scrutiny Terms of Reference
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

The Council carried out a Committee review during 2019/20 which resulted in amendments to the Overview & Scrutiny Committee Structure. At the Annual Meeting of Council in 2020, these changes were confirmed, and this resulted in a reduction in the number of Committees to five, each comprising 12 elected Members. These are:

- Community, Housing & Assets;
- Corporate Resources;
- Education, Youth & Culture;
- Environment & Economy;
- Social & Health Care.

Since the 2019/20 review there have been a number of changes to Portfolio structures resulting in changes to service area titles. It was felt that a review of the Overview & Scrutiny Committee terms of reference should be carried out to ensure that they were up to date and better aligned to Portfolio service areas.

Proposed changes to the terms of reference are shown at Appendix 2.

RECOMMENDATIONS

1	That Council approve the proposed amendments to the Terms of Reference for each of the Overview & Scrutiny Committees
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REPORT DETAILS

1.00	THE COMMITTEE'S TERMS OF REFERENCE.
1.01	<p>The new Overview & Scrutiny Committee Structure was approved by Council on 27th February 2020. At the Annual Meeting on 9th September these changes were confirmed, and this resulted in a reduction in the number of Committees to five.</p> <p>The five Overview & Scrutiny committees are now:</p> <ul style="list-style-type: none">• Community, Housing & Assets;• Corporate Resources;• Education, Youth & Culture;• Environment & Economy;• Social & Healthcare.
1.02	<p>Since the 2019/20 review there have been a number of changes to service areas within Portfolio's resulting in changes to service area titles. It was felt that a review of the Overview & Scrutiny Committee terms of reference should be carried out to ensure that they were up to date and better aligned to Portfolio service areas.</p> <p>The titles of contributors to each of the Overview & Scrutiny Committees also needed to be amended to reflect the new Senior Officer and Cabinet Member titles.</p>
1.03	<p>A copy of the current terms of reference for each of the Overview & Scrutiny Committees is shown at Appendix 1, with the new proposed terms of reference shown at Appendix 2. This is to allow the Committee to easily identify the suggested changes.</p> <p>Amendments are shown in red text at Appendix 2.</p>
1.04	<p>The new proposed terms of reference were considered by each of the Overview & Scrutiny Committees at their meetings in July 2022, where specific changes were presented.</p> <p>In response to questions around matters that fell within the remit of one or more Overview and Scrutiny Committee, Members were advised that the decision as to which Overview and Scrutiny Committee will consider it will be resolved by the Constitution & Democratic services Committee, but that it would be possible for Members of both Committees to take part in consideration of a relevant report.</p> <p>Following consideration of the report, each Overview & Scrutiny Committee supported the proposed amendments to its terms of reference.</p>
1.05	<p>The new proposed terms of reference were also considered by the Constitution & Democratic Services Committee at its meeting held on 29 September 2022. No amendments were suggested, with the Committee recommending the new terms of reference to Council.</p>

2.00	RESOURCE IMPLICATIONS
2.01	Not applicable.

3.00	IMPACT ASSESSMENT AND RISK MANAGEMENT
3.01	Not applicable.

4.00	CONSULTATIONS REQUIRED/CARRIED OUT
4.01	The proposed amendments to the terms of reference were considered by each of the Overview & Scrutiny Committees during the July cycle of meetings.

5.00	APPENDICES
5.01	Appendix 1 – Current Overview & Scrutiny Committee Terms of Reference. Appendix 2 – Revised Overview & Scrutiny Committee Terms of Reference.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Report to the Constitution & Democratic Services Committee – 22 nd January 2020 and resultant minute. Report to Council 27 th February 2020 and resultant minute.

7.00	CONTACT OFFICER DETAILS
7.01	Contact Officer: Steven Goodrum, Democratic Services Manager Telephone: 01352 702320 E-mail: steven.goodrum@flintshire.gov.uk

8.00	GLOSSARY OF TERMS
8.01	No technical terms have been used.

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Appendix 1: Overview & Scrutiny Committee Terms of Reference 2020/21

Red text indicates a function previously within the remit of the former Organisational Change Overview & Scrutiny Committee.

Green text indicates functions transferred to the new Environment & Economy Overview & Scrutiny Committee from the former Community & Enterprise Overview & Scrutiny Committee. Some functions were previously the joint responsibilities of two committees.

O&S Committee	Scope: To fulfil all of the functions of an Overview & Scrutiny committee, including Performance, Improvement and Policy Development as they relate to the following:	Main Contributors
Corporate Resources	Corporate Management and Governance Council strategic and improvement planning (Council Plan)	Leader of the Council; Corporate Management & Assets; Finance. Chief Executive; CO (Governance) Corporate Finance Manager Senior Manager (HR & OD)
12 Elected Members	Council performance and performance systems	
Designated 'crime & disorder scrutiny' committee	Customer Services and contact	
	Finance Strategy	
	Revenue and capital strategic planning	
	Revenue and capital budget monitoring	
	Clwyd Pension Fund	
	ICT and Digital Strategies	
	People Strategy	
	Organisational Design & Change Programme	
	Corporate Services	
	Corporate Communications	
	Financial services	
	ICT Services	
	Information and Business Services	
	Procurement	
	HR Business Partnering	
	Occupational Health and Wellbeing	
	Employment Services	
	Legal Services	
	Democratic Services	
	Revenues	
	Strategic and Partnership Working	
	Partnership and collaborative working frameworks	
	Public Service Board	
	Civil Contingencies	
	Emergency Planning	

	Crime and Disorder Community Safety Partnership North Wales Fire & Rescue Authority & Service North Wales Police & Crime Commissioner North Wales Police Service North Wales Probation Service	
Education,	School organisation and management	Leader /Education &
Youth &	School Improvement and modernisation	Youth
Culture	School Access, planning and provision	Chief Executive
	Primary and Early years	CO (Education &
12 Elected	Secondary and 14-19 education	Youth)
Members and	Schools Performance Monitoring	
five co-opted	Continuing Education	
members	Adult and community learning	
representing	Special Education	
parent	Inclusion service	
governors and	Support to Families and Young People	
diocesan	Families First	
authorities.	Youth Services	
	Youth Justice Service	
	Libraries, Culture and Heritage including	
	archives and museums	
	Leisure Services, including leisure and	
	sports centres, swimming pools and	
	recreational facilities/activities	
	Strategic and Partnership Working	
	Theatr Clwyd	
	Aura	
	Holywell Leisure Centre	
	Cambrian Aquatics	
	Children and Young People's Partnership	
	(shared responsibility with the Social &	
	Health Care Overview & Scrutiny	
	Committee)	
	Coleg Cambria	
	Glyndwr University	
	GwE	
	Welsh Government Department for	
	Education	
	Estyn	

Social & Health Care	Adult Services	Cabinet Member for Social Services.
	First contact and localities	
	Adult safeguarding	CO (Social Services)
12 Elected Members	Adult Independence and support services	
	Children's Services	
	Fieldwork	
	Resources	
	Safeguarding	
	Early Years and Family support	
	Disability, Progression and Recovery Services	
	Strategic, Commissioning & Partnership Working	
	Children and Young People's Partnership (jointly with the Education & Youth Overview & Scrutiny Committee)	
	Social & Health Care Strategy Development	
	Health Social Care and Well-being partnership and the Good Health Good Care Strategy	
	Dementia Commissioning Plan	
	Mental Health Commissioning Plan	
	Learning Disability Commissioning Plan	
	Double Click	
	Home Farm Trust (HFT)	
	Hwb Cyfle	
	Betsi Cadwaladr University Health Board (BCUHB)	
	Ambulance Trust	
	Community Health Council.	
Environment & Economy	Planning	Cabinet Members for Planning & Public Protection and Streetscene & Countryside
	Planning and environmental strategy, Development management and control, Conservation,	
12 Elected Members	Minerals and waste planning, Countryside and the environment	Chief Executive
	Greenfield Valley Heritage Park	CO (Planning, Environment and Economy)
	Public rights of way	
	Drainage advisory/Flood Water Management Act	CO (Streetscene & Transportation)
	Energy Services	
	Public Protection	
	Community protection	
	Health protection	
	Environmental protection	

	<p>Bereavement services</p> <p>Streetscene Services</p> <p>Environmental and Waste Management</p> <p>Neighbourhood services</p> <p>Maintenance of the public realm</p> <p>Environmental enforcement</p> <p>Vehicle fleet</p> <p>Transportation</p> <p>Highway Strategy and Development Control</p> <p>Traffic Services</p> <p>Transport Services</p> <p>Road Safety Education, Training and Publicity</p> <p>Performance and Improvement Plan</p> <p>Monitoring and Policy and Performance development within the Streetscene and Transportation and Planning, Environment and Economy portfolios</p> <p>Strategic and Partnership Working</p> <p>Local Development Plan</p> <p>Flood Management Strategy</p> <p>North Wales Residual Waste Treatment Partnership</p> <p>Natural Resources Wales</p> <p>Planning Inspectorate Wales</p> <p>Regeneration</p> <p>Communities First,</p> <p>Economic Development and Tourism Enterprise</p> <p>Regeneration Partnership</p> <p>Rural Development Plan</p> <p>Visit Wales</p>	
Community, Housing & Assets	Community Liaison	Cabinet Members for Corporate Management & Assets and Housing &
	The County Forum and the Joint Community Charter with Town and Community Councils	
	Flintshire Local Voluntary Council	Chief executive
12 Elected Members	Community services	CO (Housing & Assets)
	Community support services	
	Welfare reform	
	Public Housing	
	Housing Strategy	
	Neighbourhood Housing	
	Housing Asset management	
	Private Housing renewal	

	<p>Benefits Property and Design Consultancy Valuation and Estates Facilities Services Community Assets Strategic and Partnership Working Community Asset Transfer Programme Housing Strategy Housing Asset Management Strategy NEWYDD NEW Homes Limited Housing Revenue Account Business Plan Registered Social Landlords</p>	
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Overview & Scrutiny Committee Terms of Reference

O&S Committee	Scope: To fulfil all the functions of an Overview & Scrutiny committee, including Performance, Improvement and Policy Development as they relate to the following:	Main Contributors
<p>Corporate Resources</p> <p>12 Elected Members</p> <p>Designated 'crime & disorder scrutiny' committee</p>	<p>Corporate Management and Governance Council strategic and improvement planning (Council Plan) Council performance and performance systems Customer Services and contact Finance Strategy Revenue and capital strategic planning Revenue and capital budget monitoring</p> <p>Clwyd Pension Fund</p> <p>ICT and Digital Strategies</p> <p>People Strategy Organisational Design & Change Programme</p> <p>Corporate Services Corporate Communications Financial services ICT Services Information and Business Services Procurement HR Business Partnering Occupational Health and Wellbeing Employment Services Legal Services Democratic Services Revenues</p> <p>Strategic and Partnership Working Partnership and collaborative working frameworks Public Service Board Civil Contingencies Emergency Planning</p> <p>Crime and Disorder Community Safety Partnership North Wales Fire & Rescue Authority & Service North Wales Police & Crime Commissioner North Wales Police Service</p>	<p>Leader of the Council and Cabinet Member for Education, Welsh Language, Culture and Leisure</p> <p>Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement</p> <p>Cabinet Member for Governance and Corporate Services including Health and Safety and Human Resources</p> <p>Chief Executive</p> <p>Chief Officer (Governance)</p> <p>Corporate Finance Manager</p>

	<p>North Wales Probation Service</p> <p>Capital Programme and Assets Corporate Property Maintenance Service Property and Design Consultancy Valuation and Estates Service Community Assets</p> <p>Community Asset Transfer Programme NEWYDD</p>	
<p>Education, Youth & Culture</p> <p>12 Elected Members and five co-opted members representing parent governors and diocesan authorities.</p>	<p>School estate including capital investment programmes and school organization School Access including admissions and school transport policy School Improvement and modernisation School Access, planning and provision Early years Education Primary Education Secondary and 14-19 education and Post 16 provision Schools Performance Monitoring Welsh in Education Service Children in Education Outdoor Education School Governance Safeguarding</p> <p>Continuing Education Adult and community learning</p> <p>Special Education Inclusion & Progression service</p> <p>Support to Families and Young People Families First Youth Services Youth Justice Service Libraries, Culture and Heritage including archives and museums Leisure Services, including leisure and sports centres, swimming pools and recreational facilities/activities</p> <p>Strategic and Partnership Working Theatr Clwyd</p>	<p>Leader of the Council and Cabinet Member for Education, Welsh Language, Culture and Leisure</p> <p>Deputy Leader of the Council and Cabinet Member for Social Services and Wellbeing</p> <p>Chief Executive</p> <p>Chief Officer (Education & Youth)</p> <p>Chief Officer (Social Services)</p>

	<p>Aura Holywell Leisure Centre Cambrian Aquatics Children and Young People's Partnership (shared responsibility with the Social & Health Care Overview & Scrutiny Committee) Coleg Cambria Glyndwr University GwE Welsh Government Department for Education Estyn</p>	
<p>Social & Health Care</p> <p>12 Elected Members</p>	<p>Adult Services First contact and localities Adult safeguarding Adult Independence and support services</p> <p>Children's Services Fieldwork Resources Safeguarding Early Years and Family support</p> <p>Disability, Progression and Recovery Services</p> <p>Strategic, Commissioning & Partnership Working Children and Young People's Partnership (jointly with the Education & Youth Overview & Scrutiny Committee) Social & Health Care Strategy Development Health Social Care and Well-being partnership and the Good Health Good Care Strategy Dementia Commissioning Plan Mental Health Commissioning Plan Learning Disability Commissioning Plan Double Click Home Farm Trust (HFT) Hwb Cyfle Betsi Cadwaladr University Health Board (BCUHB) Ambulance Trust Community Health Council</p>	<p>Deputy Leader of the Council and Cabinet Member for Social Services and Wellbeing</p> <p>Leader of the Council and Cabinet Member for Education, Welsh Language, Culture and Leisure</p> <p>Chief Officer (Social Services)</p> <p>Chief Officer (Education & Youth)</p>

<p>Environment & Economy</p> <p>12 Elected Members</p>	<p>Planning Planning and environmental strategy, Development management and control, Conservation, Minerals and waste planning, Countryside and the environment Greenfield Valley Heritage Park Public rights of way Drainage advisory/Flood Water Management Act Energy Services</p> <p>Community and Business Protection Food safety and food standards Licensing and pest control Health and Safety and Environmental Control Housing Standards and Pollution Control Trading Standards Animal Health Violence against Women, Domestic Abuse and Sexual Violence</p> <p>Streetscene Services Waste Strategy & Recycling Winter Maintenance & Adverse Weather Policy Public open space management Town Centre & Street Cleansing Grass Cutting & Grounds Maintenance Highway Inspections & Maintenance Public Conveniences (Local Toilets Strategy) Environmental & Civil Parking Enforcement Street Lighting Fleet Services Ultra-Low Emission Vehicle (ULEV) Strategy Bereavement Services & cemetery management Car Parking Strategy</p> <p>Transportation Transport Planning & Highway Strategy Traffic Services Active Travel Integrated Transport Services (school transport, post-16 transport, local bus services, community transport, rail etc.) Road Safety Education, Training and Publicity North Wales Metro Programme / Regional Transport Plan</p>	<p>Deputy Leader of the Council and Cabinet Member for Streetscene and the Regional Transport Strategy</p> <p>Cabinet Member for Planning, Public Health and Public Protection</p> <p>Cabinet Member for Climate Change and Economy</p> <p>Cabinet Member for Housing and Regeneration</p> <p>Chief Executive</p> <p>Chief Officer (Planning, Environment and Economy)</p> <p>Chief Officer (Streetscene and Transportation)</p>
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	<p>Performance and Improvement Plan Monitoring and Policy and Performance development within the Streetscene and Transportation and Planning, Environment and Economy portfolios</p> <p>Strategic and Partnership Working Flood Management Strategy North Wales Residual Waste Treatment Partnership (Parc Adfer) Natural Resources Wales Planning Inspectorate Wales Planning and Environmental Decisions Wales (PEDW)Ambition North Wales / North Wales Growth Deal Corporate Joint Committees (CJCs) Strategic Development Plan Regional Transport Plan Transport for Wales (TfW) Mersey Dee Alliance (MDA)</p> <p>Enterprise and Regeneration Economic growth and Business Development Tourism Social Enterprise Markets Regeneration Employability Domestic energy Digital connectivity</p>	
<p>Community & Housing</p> <p>12 Elected Members</p>	<p>Community Liaison The County Forum and the Joint Community Charter with Town and Community Councils Flintshire Local Voluntary Council</p> <p>Housing & Prevention Services Homelessness Housing Advice and Common Housing Register Neighborhood Housing Housing Asset management Housing Support Grant</p> <p>Housing Asset Management Revenue and Capital Investment to Council housing stock and related assets. Repairs & Maintenance Service.</p>	<p>Cabinet Member for Housing and Regeneration</p> <p>Cabinet Member for Governance and Corporate Services including Health and Safety and Human Resources</p> <p>Chief Officer (Housing and Communities)</p>

	<p>Empty Property Refurbishment.</p> <p>Housing Management & Benefit Service Benefits and Grants Assessment Community Based Accommodation Support Service (CBASS) Disabled Facilities Grant Gypsy and Traveller Services Housing Management Welfare Reform</p> <p>Housing Development Housing Programmes Housing Strategy NEW Homes Limited</p> <p>Strategic and Partnership Working Housing Revenue Account Business Plan Registered Social Landlords</p>	
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FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 18 October 2022
Report Subject	Recruitment of a Town and Community Council Representative to the Standards Committee
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

The Standards Committee needs to include one member who represents the Town and Community Councils within Flintshire. Following the elections, we needed to select a new representative because the previous member had served 2 terms.

All Councils were asked whether they wished to nominate candidates. 6 were nominated. Each then prepared a pen portrait, which was sent to all Town and Community Councils.

Councils were asked to select their 1st preference candidate. The candidate with the most 1st preference votes would be chosen. In case this produced a tie they were also asked to nominate their 2nd preference candidate, which could be used to choose between any candidates with an equal number of 1st preference votes.

Cllr Ian Papworth from Trelawnyd and Gwaenysgor Community Council had a clear majority of both 1st and 2nd preference votes.

RECOMMENDATIONS

1	That candidates be thanked for their interest.
2	That Cllr Ian Papworth be appointed as the Town and Community Council representative until the elections in May 2027.

REPORT DETAILS

1.00	EXPLAINING THE RECRUITMENT OF A TOWN AND COMMUNITY COUNCIL REPRESENTATIVE TO THE STANDARDS COMMITTEE		
1.01	The Standards Committee (Wales) Regulations 2006 (as amended) require the County Council to appoint a representative of the Town and Community Councillors in its area. The representative cannot be “dual hatted” i.e. they cannot also be a County Councillor.		
1.02	The previous Town and Community Council representative from Caerwys Town Council had served the maximum two terms. He therefore stood down at the elections in May.		
1.03	The process for appointing such a representative is not specified in the legislation. In order to give the Town and Community Councils control over who would represent them a process whereby they voted for the representative was chosen (rather than, for example, the County Council holding interviews). A simple 2 preference system was adopted so that, in the event of one or more candidates having an equal number of votes, there would be a second preference vote to help break the tie.		
1.04	Following the elections all Town and Community Councils were therefore asked if they wished to nominate a candidate by the 29 July. 7 candidates were originally nominated though 1 subsequently withdrew. Those 6 candidates were asked to prepare a pen portrait of no more than 250 words so that the Town and Community Councils could choose between them. The deadline for receipt of portraits was the 5 August.		
1.05	The pen portraits were circulated on 10 August and Councils were asked to indicate their first and second preference by the 30 September. 20 Councils did so by the deadline. The results are as set out in the table below. Cllr Ian Papworth is the clear winner on first preference votes, and the result would be the same based on second preference votes as well.		
	Votes		
	Name	1st	2nd
	Cllr Ros Griffiths	4	2 (3)
	Cllr Jayne Morris	2	2 (2)
	Cllr Ray Faulder-Jones	4	2 (3)
	Cllr Lynda Carter	2	1 (2)
	Cllr Pat Connah	2	2 (3)
	Cllr Ian Papworth	6	5 (6)
1.06	A number of Councils found that results for the second preference were tied. Rather than find a way to break the tie, and provide a clear second preference vote, they sent a tied result. We have discounted those tied		

	<p>results because they do not indicate the candidate to whom the vote should be given. However, in order to see whether this would have impacted the result we have allocated one extra vote to those with a tied result (number in brackets show result after tied votes are added). As can be seen, even after they have been applied it would not have changed the result on either first or second preference votes.</p>
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2.00	RESOURCE IMPLICATIONS
2.01	The process adopted is not resource intensive. The costs are therefore minimal and easily absorbed.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	<p>One Voice Wales must be consulted before the appointment can be made. I have outlined both the process and the result. One Voice Wales commented -</p> <p>“The process which you have adopted seems very fair and reasonable and ... represents an effective way of determining which of the nominations is to be approved.”</p>

4.00	RISK MANAGEMENT
4.01	<p>The process gives a high level of influence to the Town and Community Councils which should help them feel engaged by the process. The recruitment process does not ask for any specific qualifications or any relevant experience. However, as the role is representative, the main criterion for appointment can be said to be the status of being a Town or Community Councillor. All further training will be provided in any event as part of the development programme for Committee members thereby addressing any current lack of knowledge or experience.</p>

5.00	APPENDICES
5.01	Appendix 1 – Pen Portraits.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Insert any hyperlinks to supporting documents if necessary.</p> <p>Contact Officer: Gareth Owens, Chief Officer (Governance) Telephone: 01352 702344 E-mail: gareth.legal@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	One Voice Wales – the membership/representative body for Town and Community Councils in Wales. It provides advice and training as well as acting as spokes body for the sector.

Standards Committee - Town and Community Council Representative

Pen Portrait – Cllr Lynda Carter

My name is Cllr Lynda Carter, I have been a Town Councillor since 2017 (HTC) and was recently re-elected in May 2022.

Work experience -

Tesco Holywell, responsible for delivering the community champion role. Here I managed my own diary and a small budget I worked out in the local community supporting local groups and charities on behalf of Tesco.

During the 11 year period I worked for Tesco I was also the store USDAW union rep, prior to becoming the Community Champion I was placed on stand down to promote and organise Lifelong learning in Tesco stores in Flintshire.

Achievements -

I returned to education in 2000 as a mature student with no formal qualifications. I attained a BA (hons) Degree in History and Heritage Management in 2003. I was the USDAW rep on the TUC Disabled worker's committee for six years and was re-elected every year by members of the trade union movement.

I feel my back ground may make me a suitable candidate for the Standards Committee.

I hope you will give my application your kindness consideration.

Standards Committee - Town and Community Council Representative

Pen Portrait – Cllr Pat Connah

I am Pat Connah, I was nominated by my colleagues on Queensferry Community Council with whom I have served since 2012, for a position on the FCC Standards Committee.

During my time as Community Councillor I have served three terms as Chair and as Governor of our two Primary Schools active in School life, sitting on several Committees, Premises and safeguarding, special needs and inclusion, complaints and discipline.

During my Career in law enforcement I regularly obtained, categorised and scheduled vast quantities of evidential and non-evidential material in respect of high value complex prosecutions acting as Disclosure Officer for Court.

I believe in ethics in local Government, all those responsible for public office must conduct themselves in the prescribed manner without prejudice or favour governed by the Code of Conduct to which we have all subscribed, I want to promote respect and impartiality in our dealings and I have skills of benefit to this Committee.

I want to give something back to our community, I have the necessary time and experience to do so.

I am married and care for my grandson which is equally rewarding and challenging for which I took early retirement, I also enjoy my garden and my pets.

I hope you will support my application. If successful I undertake to supply such feedback as I can to improve communication between The County Council and Community Councils, which currently needs refreshing.

Thank you for taking the time to consider my submission.

Standards Committee – Town and Community Council Representative

Pen Portrait - Councillor Ray Faulder-Jones

I was elected to the Halkyn Community Council following the 2022 Local Elections. I live in the old St Clare's development in Pantasaph with my husband and our pet dog.

I currently work for a Member of Parliament and have completed training in ethics and standards, including an understanding of the Nolan principles on standards in public life. Previously I worked in the financial sector for over ten years across credit control, debt advice, and business partnering. As a result I have received training in financial standards and risk management e.g. money laundering.

I am a volunteer as a Community Panel Member with the Flintshire Youth Justice Service which requires me to uphold duties in relation to criminal justice.

I have a strong understanding of the Devolution settlement, Local Government in Wales, and the statutory services our Council provides.

Through my various roles I have undergone intensive training on ethics and standards (including managing conflicts of interest, policies on gifts and hospitality, diversity and inclusion, information security and GDPR principles, and financial standards).

I have a strong moral and ethical compass and firmly believe that trust in Local Government, its Officers and its Elected Members is vital to ongoing work of the Councils business. This is why following the Code of Conduct is so important.

I am a strong team worker with excellent active listening skills. I can understand and weigh up evidence objectively and can form an objective view on complex and diverse topics.

Standards Committee - Town and Community Council Representative

Pen Portrait – Cllr Ros Griffiths

Hello, my name is Rosalyn Griffiths and I am a Community Councillor from Broughton and Bretton Community Council.

Previous experience as an Alyn and Deeside District Councillor, before becoming a Flintshire County Councillor in 1997. I have been a Community Councillor for 35 years. I am married with two children, and have lived in Broughton almost continually since 1971.

I have been very involved with Pre-school play group, chairman of Broughton and then moving on to become the Chairman of East Clwyd Pre-school playgroup association, before returning to work when my youngest child started school.

My employment was in the Post Office, working in Chester, Tarporley and lastly in Saughall.

During this time I was also Clerk and then Chairman of Broughton Primary school for 25/26 years. Also served as a Governor at St David's High School in Saltney. Currently I am Secretary to our Twinning Association with our Twin Town in the South of France, we have been twinned for 31 years and have made many friends over this period of time. Due to COVID 19, we haven't been able to meet to celebrate our 30th Anniversary as yet. I feel that with my previous experience I would be a good candidate for a Scrutiny committee, as I have down to earth common sense values, that I feel are required on many occasions dealing with issues that may arise.

My service on Community Council, includes chairing the Finance Committee and having been Chairman of Council on 4 occasions, representing Broughton and Bretton Community Council.

Thank you for this opportunity to apply for this opening.

Standards Committee - Town and Community Council Representative

Pen Portrait – Cllr Jayne Morris

I have been a Councillor for the past two years and serve on Caerwys Town Council, this year I was elected Deputy Mayor and have attended events representing our town, both with and on behalf of the Mayor.

I am involved with groups within our town and helped organise the recent Jubilee celebrations. I currently work as a shop manager in Chester for four days per week, this role involves ordering stock, managing staff and serving customers, my previous employment was with Citizens Advice where I was employed for eight years as a Financial Capability/Energy Best Deal Trainer and Generalist Caseworker. These roles were varied, I met a lot of interesting people, often in desperate circumstances, as part of this role it was important to deal with clients confidentially, to gain their trust and to be impartial when dealing with the presenting issue. I worked across the county of Conwy with various diverse groups of people from single parents, women's groups, students to individuals who had substance misuse issues.

I grew up on a farm and have always been involved with sheep and cattle markets - an ideal place to network, this experience has stood me in good stead and has enabled me to use this skill throughout my working life. If selected, I would use the above gained skills and knowledge to the best of my ability.

Thank you for considering this application

Standards Committee - Town and Community Council Representative

Pen Portrait – Cllr Ian Papworth

I am a retired senior police officer. During my service I commanded the Ethics and Standards Department of North Wales Police.

I feel I can use my experience and skills to help maintain a high standard of behaviour within our local government.

Since leaving the police I have worked as an advisor and project manager to the Ministry of Education in Ethiopia where I served for 2 years as a volunteer. The majority of this work was helping to set up its Higher Education Quality and Standards Department.

My experience has taught me to keep an open mind and evaluate the evidence that is presented to me. I feel I could make a useful contribution to the Standards Committee.

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