

Public Document Pack

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Chief Officer (Governance)
Prif Swyddog (Llywodraethu)



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To: Cllr Robert Davies (Chair)

Councillors: Gillian Brockley, David Coggins Cogan, Steve Copple, Jean Davies, Ian Hodge, Alasdair Ibbotson, Paul Johnson, Gina Maddison, Roz Mansell, Ted Palmer, Michelle Perfect, Vicky Perfect, Linda Thew, Arnold Woolley and Antony Wren

1 July 2022

Dear Sir/Madam

NOTICE OF REMOTE MEETING
CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE
THURSDAY, 7TH JULY, 2022 at 2.00 PM

Yours faithfully

Steven Goodrum
Democratic Services Manager

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 APPOINTMENT OF CHAIR

Purpose: To note that at the Annual Meeting, Council resolved that Councillor Rob Davies be appointed as Chair of the Committee.

2 APPOINTMENT OF VICE-CHAIR

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

3 APOLOGIES

Purpose: To receive any apologies.

4 DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)

Purpose: To receive any Declarations and advise Members accordingly.

5 MINUTES (Pages 3 - 8)

Purpose: To confirm as a correct record the minutes of the meeting held on 26 January 2022.

6 REVIEW OF THE TERMS OF REFERENCE AND INTRODUCTION TO THE WORK OF THE COMMITTEE (Pages 9 - 22)

Purpose: To explain the role and work of the Committee to new Members of the Committee.

7 ADOPTION OF THE NATIONAL MODEL CONSTITUTION (Pages 23 - 26)

Purpose: The County Council's Constitution is based on a national model produced jointly by the WLGA and Lawyers in Local Government (the Monitoring Officer's professional group). The model is 8 years old so WLGA and LLG commissioned an update. The Council needs to apply the updates to its own Constitution and consider whether any other changes are necessary.

8 UPDATE ON THE INDUCTION PROGRAMME (Pages 27 - 44)

Purpose: To update Councillors on progress and attendance at Phase 1 of the Induction Programme and to share the proposals for Phase 2.

9 FORWARD WORK PROGRAMME (Pages 45 - 50)

Purpose: To agree the items of business to be discussed at future meetings.

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

CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE **26 JANUARY 2022**

Minutes of the remote meeting of the Constitution and Democratic Services Committee of Flintshire County Council held on Wednesday, 26 January 2022

PRESENT: Councillor Neville Phillips (Chairman)

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

APOLOGY: Councillor Bernie Attridge

ALSO PRESENT: Councillors Patrick Heesom and Christine Jones attended as observers

IN ATTENDANCE: Chief Officer (Governance),

35. DECLARATIONS OF INTEREST

None.

36. MINUTES

The minutes of the meeting held on 17 November were submitted.

The minutes were moved as a correct record by Councillor Chris Bithell and seconded by Councillor Mike Peers.

RESOLVED:

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

37. DRAFT PETITIONS SCHEME

The Chief Officer (Governance) presented the draft petition scheme, which would enable members of the public to organise and submit petitions directly to the County Council. Section 42 of the Local Government & Elections (Wales) Act 2021, which would come into effect from 5 May, 2022 placed a duty on principal councils to make and publish a petition scheme.

Officers had drafted a petition scheme, based on the criteria of suitability for questions at Council, with a copy shown at Appendix 1 of the report. This had been in place for some years and following review was still considered to be suitable with the submission of electronic petitions being managed using the Modern.gov software which supported the committee system.

The recommendations, as outlined within the report, were moved and seconded by Councillors Bob Connah and Rob Davies.

Councillor Vicky Perfect spoke in support of the requirement that a signatory must live or work within the Council area, and cited previous petitions received from other countries regarding Flint Castle.

Councillor Ted Palmer sought clarification that petitions from organisations such as, change.org would not be accepted. The Chief Officer explained that the Council's petition system would be widely available but there needed to be assurances that were built into the Council's own scheme. Councillor Palmer supported this suggestion as he felt it would be difficult to assess where all signatories lived and worked through any other petitions scheme.

Councillor Mike Peers suggested that local Members should be notified of any petitions submitted in order to deal with any queries from local residents that may arise from the petition and also asked whether there would be a mechanism for the public to appeal, if they felt that the petition had not been dealt with properly. He commented on the review of petitions to ensure that they were appropriate and questioned whether a local Members could submit a petition to County Council following the refusal of an online petitions due to its appropriateness. In conclusion, he questioned the proposal that petitions would not be accepted if they related to planning applications. He felt that a petition on a planning application would give members of the public the opportunity to comment, especially on large scale applications, and would also give the Committee a greater number of views.

Councillor Chris Bithell spoke in support of allowing people who lived and worked outside of the County to submit and sign online petitions. He felt that the views of residents in neighbouring counties who visited Flintshire on a regular basis for shopping and those that visited for tourism should be heard. He commented on the proposal that the Chief Executive would decide how to respond to a petition and asked that if a decision was taken not to take any action, that a reason why was also provided. In relation to petitions on planning applications, he outlined instances where planning applications had continued to be considered by the Planning Committee where petitions had been submitted on the application.

The Chief Officer responded to the comments made. He explained that the decision to allow signatories to work or live outside of the County was a matter for the Committee. He supported the suggestion that local Member(s) be informed of a petition submitted on an issue within their ward and suggested that the views of the local Member(s) on the substance of the petition be sought. In relation to comments around petitions on planning applications, he explained that there were established processes for consultation on planning applications and the petitions should not allow for further consideration of applications if a decision had been made. He supported the comments around restrictions and agreed that the same restrictions should apply to any petitions submitted by Members at County Council meetings and said that he was happy to provide advice to Members on the appropriateness of a petition.

Following further consideration on whether online petitions would be accepted if they related to individual planning applications, the Chief Officer suggested that petitions be allowed for open planning applications and that the petition be treated as a consultation response to the application. The Committee supported this suggestion.

Councillor Michelle Perfect, following further discussion around the signatories of online petitions, suggested that the lead signatory must live or work in the County but that all further signatories could live and work outside of the County. Councillor Bithell supported this suggestion and also suggested that the justification of this, outlined in the scheme be amended to read 'This is to ensure that signatories are genuine, with an interest in Flintshire or the matter/issue of concern'. These suggestions were supported by the Committee.

The Chief Officer, in summing up the comments/suggestions made by the Committee, outlined the following proposed changes to the draft Petition Scheme, as outlined at Appendix 1 of the report:-

- That to be regarded as valid, a signatory must provide their name, address, postcode and e-mail address. The first signatory, called the promoter, must live, work, volunteer etc. within the Council area;
- That the justification of the above, be amended to read 'This is to ensure that signatories are genuine, with an interest in Flintshire or the matter/issue of concern';
- That Petitions received in relation to planning, licensing or grant applications/appeals that have not been decided will be referred to the relevant service and treated as a consultation response to that application/appeal;
- The ward member(s) will be notified of a petition received from a promoter whose address is within that ward. The ward member(s) will be asked for their views on the petition and proposed method of disposal;
- That the response to the petition be sent to the promoter of the petition and published on the Councils website;
- The promoter may object (appeal) if they believe that the petition has not been dealt with properly; and
- Petitions will not be accepted if they relate to individual planning, licence or grant applications or appeals which have already been determined by the Council.

As the original mover and seconder of the recommendations outlined within the report, Councillor Bob Connah and Councillor Rob Davies supported the proposed amendments to the draft Petitions Scheme as outlined by the Chief Officer.

RESOLVED:

- (a) That the draft Petitions scheme, as outlined at Appendix 1 of the report, be supported with the following amendments:-

- That to be regarded as valid, a signatory must provide their name, address, postcode and e-mail address. The first signatory, called the promoter, must live, work, volunteer etc. within the Council area;
- That the justification of the above, be amended to read 'This is to ensure that signatories are genuine, with an interest in Flintshire or the matter/issue of concern';
- That Petitions received in relation to planning, licensing or grant applications/appeals that have not been decided will be referred to the relevant service and treated as a consultation response to that application/appeal;
- The ward member(s) will be notified of a petition received from a promoter whose address is within that ward. The ward member(s) will be asked for their views on the petition and proposed method of disposal;
- That the response to the petition be sent to the promoter of the petition and published on the Councils website;
- The promoter may object (appeal) if they believe that the petition has not been dealt with properly; and
- Petitions will not be accepted if they relate to individual planning, licence or grant applications or appeals which have already been determined by the Council.

38. DIVERSITY IN DEMOCRACY ACTION PLAN

The Chief Officer (Governance) presented the draft Diversity in Democracy action plan, as attached at Appendix 1 of the report. The draft action plan was intended to reduce or remove barriers to election amongst underrepresented groups and contained a series of work streams.

Since 2018, the Welsh Local Government Association (WLGA) had been looking at whether the demography of elected representatives reflected the demography of the areas which they represented. In 2021 it resolved to urge all Councils in Wales to commit to their own diversity in democracy declaration in order to try and make the elected Councillor cohort more reflective of the population as a whole. The 11 key areas for consideration were summarised within the report and the Chief Officer detailed the proposed actions in relation to each area within the draft action plan, shown at Appendix 1.

The Chief Officer also provided details of the comments/suggestions made by Members during the briefing sessions held to consider the draft action plan and how these had been taken on board in presenting the report.

The Chief Officer invited the Environment and Social Care Overview & Scrutiny Facilitator to comment on the draft action plan and thanked her for her work in drafting the action plan. The Facilitator did not wish to add anything to the introduction given by the Chief Officers, but suggested that the Committee may wish

to add an additional recommendation that the Committee monitor the action plan going forward.

The recommendation, as outlined within the report, together with an additional recommendation that the Committee monitor the action plan in the future, were moved and seconded by Councillors Chris Bithell and Ian Smith.

Councillor Chris Bithell spoke in support of the report and outlined the Council's previous work, which had been recognised nationally, to increase diversification and encourage people to become Councillors. He said he was disappointed to see that the number of young people who voted in the National Assembly for Wales election had been low and outlined the work the Council done in establishing a Youth Council and the opportunities in the past for young people to attend meetings with Councillors to debate issues. He commented on employment policies for standing for public office and said that whilst employers may accommodate this, becoming a Councillor and having time off work to attend meetings etc. could affect opportunities within that employment in the future.

Councillor Ian Smith, whilst welcoming the proposals, spoke of meetings being held in the mornings/afternoon discouraging young people from standing for election. He said that Committee meetings being held in the morning required Councillors to take a full day from work to attend. He also commented on meetings with outside bodies also being held in the day and the inability for Councillors who worked full time to regularly meet with the Police etc. due to work commitments.

Councillor Mike Peers spoke about the support he had received from a large employer who had a Policy for standing for public office, when he decided to stand as a Councillor. He also commented on the support needed for people who wished to stand as a Councillor and the information and advice needed. He referred to the action plan and asked when the timeframe for the objectives would be completed.

A number of Members commented on and gave examples of the difficulties faced with work colleagues when having time off to attend meetings and carry out duties as Councillors and felt that this could be a barrier for people wishing to stand for election.

In response to the question from Councillor Peers, the Chief Officer explained that the timeframe would be completed prior to the report being presented to County Council in February, 2022. In the meantime, officers would start working on some of the actions outlined within the action plan.

RESOLVED:

- (a) That the Committee approve the Diversity in Democracy action plan; and
- (b) That the Committee monitor the action plan at future Committee meetings.

39. MEMBERS OF THE PRESS IN ATTENDANCE

There were no members of the press in attendance.

(The meeting started at 2.00 pm and ended at 3.25 pm)

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Chairman



CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Thursday, 7 July 2022
Report Subject	Review of the Terms of Reference and Introduction to the Work of the Committee
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

The Committee fulfils a dual role within the Council

- 1) It undertakes the detailed consideration of changes to the constitution ahead of recommendation to Council for adoption; and
- 2) It fulfils the role of the statutory role of democratic services Committee with responsibility for examining the support provided to Councillors.

RECOMMENDATIONS

1	That the work of the Committee is noted.
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REPORT DETAILS

1.00	EXPLAINING THE ROLE OF THE COMMITTEE
1.01	<p>The Committee undertakes the work previously split between the 2 Committees whose names make up its title. The work falls into 2 parts</p> <ol style="list-style-type: none"> 1) Detailed consideration of proposed changes to the constitution prior to them being reported to Council for adoption. This saves time at Council meetings and allows for more detailed consideration of issues; and 2) The statutory role responsibilities of the Democratic Services Committee under the Local Government Measure 2011 to oversee the role of the Head of Democratic Services to support (non-executive) members and promote scrutiny.

1.02	The second role of the Committee has a number of different aspects such as <ul style="list-style-type: none"> 1) Reviewing the programme of training for and attendance by Members; 2) Considering recommendations from the Independent Remuneration Panel for Wales; 3) Issues pertaining to the support of Members e.g. adoption of parental leave rules, supply of laptops etc. 4) Co-ordination of the work programmes of the five Overview and Scrutiny Committees (nominal role only).
1.03	There will be a slide presentation describing the work of the Committee in more detail.

2.00	RESOURCE IMPLICATIONS
2.01	None arising from this report.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Not required.

4.00	RISK MANAGEMENT
4.01	No issues arising from this report.

5.00	APPENDICES
5.01	Appendix 1 - Extract from the Constitution containing the Committee's Terms of Reference.

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

7.00	GLOSSARY OF TERMS
7.01	None

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Constitution & Democratic Services Committee

Page 13

Briefing Session
7th July 2022

Purpose of the session

- Overview of the Committee
- Membership
- What the Committee does
- Workings of the Committee
- Developing a Forward Work Programme

The Constitution & Democratic Services Committee

- Combines the former Constitution and the statutory Democratic Services committees
- It undertakes the detailed consideration of changes to the constitution ahead of recommendation to Council for adoption; and
- It fulfils the role of the statutory role of democratic services Committee with responsibility for examining the support provided to Councillors.
- Also has role of the OSCs Co-Ordination Committee

Committee membership

- The Chair is appointed by the County Council.
- The Chair cannot be a member of any of the political groups that are represented in the Cabinet.
 - Only one member of the committee can be a Cabinet Member.
 - Size and political balance ensure wide representation across political groups

Committee Functions 1

- 1) Reviews the Member development, training etc
- 2) Considers recommendations from the Independent Remuneration Panel for Wales (IRPW).
- 3) Issues relating to the support of Members e.g. adoption of parental leave rules, supply of equipment
- 4) Co-ordination of the work programmes of the five Overview and Scrutiny Committees – not exercised

Committee Functions 2

- 5) Designates the post to be statutory Head of Democratic Services
- 6) Reviews & report on fulfilment of the “Democratic Services functions”
- 7) Makes decisions on a member’s entitlement to family absence under relevant regulations.

Committee workings

- Statutory reports from the Head of Democratic Services to the Committee.
- Statutory reports from the Committee to Full Council.
- Considers changes to Constitution prior to Council – exceptions for
 - Post designations
 - Minor changes procedure

The Forward Work Programme

- Key building blocks:
 - Annual statutory reports - the Overview & Scrutiny annual report, and the Independent Remuneration Panel for Wales's annual report
 - Regular reports – member development, rolling review of Constitution
 - Items suggested by Members
 - Ad hoc reports – timing of meetings, changes to implement statute (e.g. petition scheme, public participation strategy).

9.6 Constitution & Democratic Services Committee

- 9.6.1 The Council will maintain a Constitution & Democratic Services Committee comprising representatives from all of the political groups on the Council. The Committee will consist of 21 Members, politically balanced, with each Group Leader nominating representatives from his/her political group. It is not a standing committee of the Council and will only have power to make recommendations to the County Council.
- 9.6.2 The Council is required by the Local Government (Wales) Measure 2011 to have a Democratic Services Committee. This function is part of the Constitution & Democratic Services Committee comprising 21 Members, politically balanced, with each Group Leader nominating representatives from his/her political group and fulfilling that required compliance.
- 9.6.3 The Democratic Services Committee (and thus the Constitution & Democratic Services Committee) cannot include more than one member of the Council's Cabinet. The Chair of the Constitution & Democratic Services Committee must be appointed by the County Council and must not be a member of any of the political groups that are represented in the Cabinet.
- 9.6.4 The Constitution & Democratic Services Committee shall consider reports from the Monitoring Officer in relation to any changes required or proposed as a result of his review of the Constitution prior to proposals being considered by the County Council.
- 9.6.5 Any Member shall be entitled to propose items for consideration by the Constitution Committee relating to the contents of the Constitution.
- 9.6.6 The Constitution & Democratic Services Committee will consider matters relating to corporate governance including the consideration of a Code of Corporate Governance to be adopted by the County Council and its future maintenance and review.
- 9.6.7 The Constitution & Democratic Services Committee has power to review, revoke and amend and create bye-laws for Flintshire.
- 9.6.8 The Constitution & Democratic Services Committee shall:-
- (a) Designate one of the Council's officers as the Head of Democratic Services
 - (b) Review the adequacy of provision by the authority of staff, accommodation and other resources to discharge Democratic Services functions.
 - (c) Make reports and recommendations to the authority in relation to such provision.

- 9.6.9 The Constitution & Democratic Services Committee shall make decisions as to a Member's entitlement to family absence under Regulation 34 (2) of the Family Absence for Members of Local Authorities (Wales) Regulations 2013.
- 9.6.10 The committee has the power to require the attendance of any Members or officers of the Council to answer questions and to invite anyone else it likes to do so also.
- 9.6.11 The Constitution & Democratic Services Committee must have regard to guidance for Welsh Ministers when exercising its functions.
- 9.6.12 Any reports presented to the Constitution & Democratic Services Committee by the Statutory Head of Democratic Services must be considered by the Committee within 3 months. Similarly any report made by the Constitution & Democratic Services Committee must be considered by the full Council within 3 months.



CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Thursday, 7 July 2022
Report Subject	Adoption of the National Model Constitution
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

The Council is required to publish a constitution setting out the rules, codes and protocols that govern its business. The current document is based on a national model produced by Lawyers in Local Government and the Welsh Local Government Association in 2014. Legislation has changed since then and so a revised model has been prepared. Council needs to update its document in line with those changes.

The Council must also produce a plain language guide to the constitution by way of a summary. A national model of this document has also been prepared.

The Committee will need to appoint a working group to consider the revisions and make recommendations which will ultimately be approved at Council. The aim would be to consider the changes in time for them to be approved at a Council early in 2023 for adoption at the annual meeting later that year.

RECOMMENDATIONS

1	That the Committee appoint a working group of 5 members to consider the updates and revisions to the national model constitution and the plain language guide, before making proposals for their adoption.
2	That the working group report back to this Committee in January with the intention of approving the changes at a Council meeting in early 2023.
3	That the date of this Committee in January be brought forward to enable it to consider the working group's recommendations ahead of the Council meeting on 24 January 2023.

REPORT DETAILS

1.00	EXPLAINING THE CONSTITUTION
1.01	<p>The Local Government Act 2000 requires every County Council to publish a constitution which includes the rules, codes and protocols that govern its business. The act also gives ministers powers to specify what should be included. The contents of the constitution includes</p> <ol style="list-style-type: none">1) Provisions that replicate legislation e.g. the requirement that the first item of business at the Annual Meeting should be appointment of the Chair mirrors a requirement in the Local Government Act 1972;2) Rules that we are required to have but which are not specified e.g. the Local Government Act 1972 requires Councils to have rules on letting contracts but does not specify what those rules should be; and3) Rules that we have chosen to reflect local conventions on how we work e.g. the protocol on production of Councillor newsletters.
1.02	<p>The current constitution is based on a national model commissioned by the Wales Branch of lawyers in Local Government (“LLG”) and the Welsh Local Government Association (“WLGA”) in 2014. The Council made some changes to the national model to reflect local conventions.</p>
1.03	<p>Legislation has changed since it was produced. So in 2021 LLG/WLGA commissioned a firm of solicitors to produce an updated version. Welsh Government were consulted to ensure that the model conforms to its expectations of what should be contained. The model therefore complies fully with the legislative requirements. In addition, and in order to assist Councils whose constitution is not exactly the same as the model, the solicitors also created a list of the updates it had applied.</p>
1.04	<p>The Local Government and Elections (Wales) Act 2021 requires Councils to produce a plain language guide to their constitution. This is because the model constitution is a large document (many hundreds of pages) which is not easily navigated or understood by those unfamiliar with the document. The solicitors produced a model plain language guide as well.</p>
1.05	<p>As noted the document is too large to be easily considered by the whole Committee in an ordinary meeting. The Committee therefore needs to establish a small working group to examine the proposed updates and plain language guide (which will need to reflect our local changes to the model) and make proposals for its adoption. 5 members would be a workable number to consider those changes. It should take 3 or 4 meetings of a couple of hours each to review the changes and guide.</p>
1.06	<p>The working group should report back to this Committee which can consider its proposals. Allowing time for the possible reconsideration of some matters the working group should report back to either the November or January meeting of the Committee. The Committee will then</p>

	recommend the documents to Council for agreement at a meeting ahead of the Annual Meeting (so that it is pre-agreed and capable of being adopted at the Annual Meeting in 2023).
1.07	The January meeting of this Committee is due to take place prior to the Council meeting that month. It would be preferable if this committee could meet earlier in the month to allow it to make recommendations to Council.

2.00	RESOURCE IMPLICATIONS
2.01	The work to create the national model and plain language guide was funded by the WLGA. The work to consider the changes can be accommodated within existing resources.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	The model documents have been agreed by Welsh Government and all the monitoring officers in Wales. As described in the report the working group will report to the Committee which will in turn report to Council.

4.00	RISK MANAGEMENT
4.01	The model documents are fully compliant with the legislative requirements for constitutions. They set rules and procedures that ensure the Council works in accordance with legislation and principles such as natural justice thereby reducing the risk of legal challenge.

5.00	APPENDICES
5.01	None.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Current constitution Model Constitution Model Plan Language Guide Contact Officer: Gareth Owens, Chief Officer (Governance) Telephone: 01352 702344 E-mail: gareth.legal@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	<p>Lawyers in Local Government – this is the professional group for monitoring officers. The Wales Branch consists of all the monitoring officers, and their deputies, from the 22 county/county borough Councils, the 2 fire and rescue authorities, the 3 national park authorities and an office of a Police and Crime Commissioner.</p> <p>Natural Justice - principles of law which require government/public bodies to act fairly e.g. consulting people affected by a decision.</p> <p>Welsh Local Government Association – the representative body for all local authorities in Wales. It liaises with Welsh Government, provides advice and assistance to improve governance and helps to co-ordinate activity.</p>



CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Thursday, 7 July 2022
Report Subject	Update on the Induction Programme
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

As part of our preparations for the County Council elections in May and the arrangements for a new Council, a comprehensive Member Induction programme was devised.

This report gives details of the induction which was carried out during May, and proposals for continuing member development over the next year.

RECOMMENDATIONS

1	That the Committee is invited to comment on the Member Induction programme held after the elections, included in Appendix 1 - Schedule of Induction Sessions Part a, and, Appendix 2 - Schedule of Induction Sessions Part b.
2	That the Committee considers and supports the approach to Member Development for the rest of the municipal year, included in Appendix 3 - Flintshire County Council 2022/23 Member Development.

REPORT DETAILS

1.00	EXPLAINING THE INUCTION PROGRAMME
1.01	The design of the 2022 Member Induction programme had benefitted from feedback after the 2012 and 2017 elections. The topics were revised to provide a better grounding in how the Council operates in order to prepare

	<p>Members for the new administration. The first phase of the induction was planned around 4 themes</p> <ol style="list-style-type: none"> 1) Signing in and completion of acceptance of office etc 2) Equipping Councillors with and training them on IT 3) Introductory skills and knowledge 4) Getting to meet/know key personnel 													
1.02	<p>Most sessions were delivered in three slots: morning, afternoon and evening, to give both new and returning Members the opportunity to attend at a convenient time. One of the sessions was delivered remotely, via Zoom in order to be able to record it for those who were unable to attend a planned session or for Councillors who join part way through the term as a result of a by election.</p>													
1.03	<p>Formal sessions were delivered by Council officers on the following topics:</p> <ul style="list-style-type: none"> • Introduction to the Council (History; governance structure; introduction to portfolios); • Meeting structure and Charing Skills (How the five Overview & Scrutiny Committees operate and inter-relate. Introduction to effective charing and recognition of the chair's role); • Constitution, Code of Conduct, the Flintshire Standard and Group leader roles (Explaining 'the rules' so that new and returning Members are aware of them from May 2022); • How Members work (Participating in meetings, managing ward work, maintaining a healthy work/life balance, self-care arrangements, protocol on operating outside the ward. Cabinet and Committee roles. Social media profile.); • How we work (Chief and statutory officers gave details of their portfolios, who their key officers are, their roles in delivering on Council plan themes); • Planning Committee Members' training (Role of the Members of the Planning Committee in determining planning applications); • Strategic Finance (Size of budget, how it is made up, sources of income, members role in setting budget etc.); • Planning for non-Committee members (explain the Planning system for non-Committee members; their role in consultation and representation) • Governance & Audit Committee (Support and promote efficient and economic use of resources; effective control of expenditure and review audit performance, and signing off Annual Accounts); • Licensing Committee (how the Committee and sub-Committees work to deal with individual applications, delivered by an external provider). 													
1.04	<p>The table below shows the aggregate attendance at the different modules at County Council level.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Meetings & Charing</th> <th style="text-align: center;">Constitution & Code of Conduct</th> <th style="text-align: center;">How members work</th> <th style="text-align: center;">Interests, gifts etc. (partially complete)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Attendees</td> <td style="text-align: center;">23</td> <td style="text-align: center;">58</td> <td style="text-align: center;">27</td> <td style="text-align: center;">36</td> </tr> </tbody> </table>					Meetings & Charing	Constitution & Code of Conduct	How members work	Interests, gifts etc. (partially complete)	Attendees	23	58	27	36
	Meetings & Charing	Constitution & Code of Conduct	How members work	Interests, gifts etc. (partially complete)										
Attendees	23	58	27	36										

1.05	In addition 189 Town and Community Councillors out of a total 440 received training on the Code of Conduct. Further sessions are planned for the autumn once Town and Community Councils have had a chance to co-opt over the summer to fill vacancies that remained after the elections.
1.06	Specific Committees (listed below) also undertook an induction session as part of their first meeting: <ul style="list-style-type: none"> • Governance and Audit Committee • Clwyd Pension fund Committee • Each of the 5 Overview & Scrutiny, Committees.
1.07	A 'Market Place' event was held at County Hall to give all Members an opportunity to meet key Officers from the range of services that Flintshire County Council delivers. The event was well attended by new and returning Members.
1.08	The second phase includes sessions where the focus is on providing specific skills and knowledge for the various roles which Members have, rather than the generic sessions offered during Induction. The details are attached in Appendix 3 - Flintshire County Council 2022/23 Member Development for the Committee's consideration and comment. This is not a complete document, as it will be added to during the year. It is the intention to provide an update on ongoing Member Development to this Committee on a quarterly basis.
1.09	A dedicated resource section for Councillors located on the Council's on the 'Infonet' will be introduced later this year and will include the filmed induction sessions as well as other relevant documents / links.

2.00	RESOURCE IMPLICATIONS
2.01	Providing development sessions at similar times has been done to be as 'time effective' as possible, both for Members and officers. Delivering some sessions remotely aided this. Where possible, development is being provided by the Council's own officers, supplemented by external specialists as required.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	This report has been prepared to consult the Members of this Committee on the approach being taken to continuing Member development.

4.00	RISK MANAGEMENT
4.01	The Member Induction Programme was designed to mitigate risk by providing councillors with the knowledge and skills to carry out their roles

	effectively. It is intended that the Member Development Programme will maintain and build on those skills.
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5.00	APPENDICES
5.01	Appendix 1 - Schedule of Induction Sessions Part a Appendix 2 - Schedule of Induction Sessions Part b Appendix 3 - Flintshire County Council 2022/23 Member Development

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None Contact Officer: Steven Goodrum, Democratic Service Manager Telephone: 01352 702320 E-mail: steven.goodrum@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	WLGA - Welsh Local Government Association.

Schedule of Induction sessions

An induction programme has been devised for all newly elected or returning Members. The sessions are intended to provide an overview of how Flintshire County Council works, and to introduce Members to key Officers.

The programme will take place over several weeks. The first two weeks' sessions are listed in the table below.

Each session will be delivered three times with a morning, afternoon, and evening slot.

Some sessions will be delivered 'in-person' and others remotely by Zoom.

Weeks 1 (Mon-9-May to Fri-13-May) and 2 (Mon-16-May to Fri-20-May)

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification	Dates/times
A. Introduction to the Council 1609 31	<ul style="list-style-type: none"> • Chief Executive • Chief Officer – Governance • Head of Democratic Services • Group leaders (if known) 	<ul style="list-style-type: none"> • Setting the scene for the induction programme. • Explaining which sessions are mandatory and which are discretionary. History; governance structure; introduction to portfolios. 	All Members	Discretionary, but highly recommended, especially for new Members	<ol style="list-style-type: none"> 1. Wednesday 11th May @ 10am 2. Wednesday 11th May @ 6pm 3. Friday 13th May @ 2pm
B. Meeting structure and Chairing Skills	<ul style="list-style-type: none"> • Chief Officer – Governance • Head of Democratic Services • Overview & Scrutiny Facilitators 	<ul style="list-style-type: none"> • The Constitution provides framework wherein Council, Cabinet, Overview & Scrutiny, and the regulatory meetings all work. • How the five Overview & Scrutiny Committees operate and inter-relate. 	All Members	Discretionary, but highly recommended, especially for new Members	<ol style="list-style-type: none"> 1. Wednesday 11th May @ 2pm 2. Thursday 12th May @ 6pm 3. Thursday 19th May @ 10am

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification	Dates/times
		<ul style="list-style-type: none"> Introduction to effective chairing and recognition of the chair's role. 			
D. Constitution, Code of Conduct, the Flintshire Standard and Group leader roles.	<ul style="list-style-type: none"> Chief Officer – Governance Head of Democratic Services Deputy Monitoring Officer and Group Leaders 	<ul style="list-style-type: none"> Explaining 'the rules' so that new and returning Members are aware of them from May 2022. 	All Members	Mandatory	<ol style="list-style-type: none"> Friday 13th May @ 11am Wednesday 18th May @ 2pm Wednesday 18th May @ 6pm
How Members work	<ul style="list-style-type: none"> Chief Executive Chief Officer – Governance Head of Democratic Services Some senior Members (serving or recently retired). 	<ul style="list-style-type: none"> Participating in meetings, managing ward work, maintaining a healthy work/life balance, self-care arrangements, protocol on operating outside the ward. Cabinet and committee roles. Social media profile. 	All Members	Discretionary, but highly recommended, especially for new Members	<ol style="list-style-type: none"> Monday 16th May @ 10am Monday 16th May @ 2pm Tuesday 17th May @ 6pm

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification	Dates/times
H. How we work	<ul style="list-style-type: none"> All Chief Officers and statutory officers 	<ul style="list-style-type: none"> Chief and statutory officers to give details of their portfolios, who their key officers are, their roles in delivering on council plan themes. 	All Members	Discretionary, but highly recommended, especially for new Members	<ol style="list-style-type: none"> Monday 16th May @ 6pm Tuesday 17th May @ 10am Tuesday 17th May @ 2pm
J. Planning Committee Members' training	<ul style="list-style-type: none"> Chief Officer – Planning, Environment & Economy Planning officers Planning committee solicitor 	<ul style="list-style-type: none"> Role of the Members of the Planning Committee in determining planning applications. 	All Members interested in being part of Planning Committee	Only those who have been trained are eligible to be members of this committee.	<ol style="list-style-type: none"> Friday 20th May @ 3pm TBC w/c Monday 23rd May TBC w/c Monday 23rd May

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Please indicate your selection of preferred date and time for each topic on the attached sheet and return to the Democratic Services Manager, Steven Goodrum, County Hall, Mold.

Alternatively, email your selections to steven.goodrum@flintshire.gov.uk

Tel. No. 01352 702320

Week 3 and beyond

The following sessions will be delivered from week commencing Monday 23rd May.

Further details about times etc. will be issued on Friday 13th May.

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification
C. Chairing effective Meetings	<ul style="list-style-type: none"> External facilitator 	Keeping meetings focused, inclusive and purposeful	All Chairs and vice-chairs	Highly recommended for all holders of civic and senior salaries
E. Council priorities and Members working together	<ul style="list-style-type: none"> Leader of the Council Deputy leader(s) 	Council leadership to present on the new council's priorities and how they propose to work effectively with all Members.	All Members	Discretionary, but highly recommended
G. Strategic Finance	<ul style="list-style-type: none"> Chief Executive Corporate Finance Manager Deputy s151 	Size of budget, how made up , sources of income, members role in setting budget etc, WG/WLGA stance on funding formula	All Members	Discretionary, but highly recommended, especially for new Members
I. Planning for non-committee members	<ul style="list-style-type: none"> Chief Officer – Planning, Environment & Economy Planning officers 	Intended to explain the Planning system for non-committee members; their role in consultation and representation	Members who are not going to serve on the Planning Committee	
K. Governance & Audit Committee	<ul style="list-style-type: none"> Chief Officer – Governance Internal Audit manager 	Role of the Committee: to support and promote efficient and economic use of resources; effective control of expenditure and review audit performance. Signing off Annual Accounts	Mandatory training for all G&A committee members, whether councillors or lay Members	Only those who have been trained are eligible to be members of this committee

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification
L. Licensing Committee	<ul style="list-style-type: none"> External facilitator 	Mandatory training for Members of the Licensing committee and how the sub-committees work to deal with individual applications.	Members who are going to serve on the Licensing Committee.	Only those who have been trained are eligible to be members of this committee
M. Information management, security & Data protection	TBC	Importance of data security, role of Members as data controllers, dangers of re-using previous emails and their trails.	All Members	
N. Equalities, to include Welsh language policy	TBC	How we fulfil requirements within Flintshire	All Members	
Market Place Event	Various	To meet key Officers from the range of services that Flintshire County Council delivers.	All Members	

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Schedule of Induction sessions continued

Please find below details of further induction sessions available to Members. Some sessions will be delivered 'in-person' and others remotely by Zoom, as indicated.

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification	Dates/times & Venue
G. Strategic Finance	<ul style="list-style-type: none"> Chief Executive Corporate Finance Manager Deputy s151 	Size of budget, how made up, sources of income, members role in setting budget etc, WG/WLGA stance on funding formula	All Members	Discretionary, but highly recommended, especially for new Members	<ol style="list-style-type: none"> Monday 23rd May @ 6pm Location: Zoom Wednesday 25th May @ 2pm Location: County Hall; Council Chamber Thursday 26th May @ 10am Location: County Hall; Council Chamber
I. Planning for non-committee members	<ul style="list-style-type: none"> Chief Officer – Planning, Environment & Economy Planning officers 	Intended to explain the Planning system for non-committee members, their role in consultation and representation	Members who are not going to serve on the Planning Committee		<ol style="list-style-type: none"> Tuesday 24th May @ 6pm Location: County Hall; A&D Room Wednesday 25th May @ 1.30pm Location: County Hall; A&D Room Friday 27th May @ 2pm Location: Zoom
J. Planning Committee Members' training	<ul style="list-style-type: none"> Chief Officer – Planning, Environment & Economy Planning officers Planning committee solicitor 	Role of the Members of the Planning Committee in determining planning applications.	All Members interested in being part of Planning Committee	Only those who have been trained are eligible to be members of this committee.	<ol style="list-style-type: none"> Wednesday 25th May @ 6pm Location: Zoom Tuesday 31st May @ 3:30pm Location: County Hall; A&D Room Tuesday 7th June @ 3pm Location: County Hall; A&D Room

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification	Dates/times & Venue
K. Governance & Audit Committee	<ul style="list-style-type: none"> Chief Officer – Governance Internal Audit manager 	<p>Role of the Committee: to support and promote efficient and economic use of resources; effective control of expenditure and review audit performance.</p> <p>Signing off Annual Accounts</p>	Mandatory training for all G&A committee members, whether councillors or lay Members	Only those who have been trained are eligible to be members of this committee.	<p>1. Wednesday 25th May @ 10am</p> <p>Location: County Hall; Council Chamber</p>
L. Licensing Committee	<ul style="list-style-type: none"> External facilitator 	Mandatory training for Members of the Licensing committee and how the sub-committees work to deal with individual applications.	Mandatory for Members who are going to serve on the Licensing Committee.	Only those who have been trained are eligible to be members of this committee	<p>1. Monday 20th June.</p> <p>Time and Location to be confirmed</p>
O. Market Place Event	Various	To meet key Officers from the range of services that Flintshire County Council delivers.	All Members		<p>1. Thursday 26th May from 6pm</p> <p>Location: County Hall; A&D Room</p>

Please indicate your selection of preferred date and time for each topic below and return to the Democratic Services Manager, Steven Goodrum, County Hall, Mold. Alternatively, email your selections to steven.goodrum@flintshire.gov.uk or telephone 01352 702320.

Name: _____

Date	Time	Topic	Delivery	Selection
Mon-23-May	6pm	G Strategic Finance	Zoom	
Tue-24-May	6pm	I Planning for non-committee members	County Hall: A&D Room	
Wed-25-May	10am	K Governance & Audit Committee	County Hall: Council Chamber	
Wed-25-May	1:30pm	I Planning for non-committee members	County Hall: A&D Room	
Wed-25-May	2pm	G Strategic Finance	County Hall: Council Chamber	
Wed-25-May	6pm	J Planning Committee Members' Training	Zoom	
Thu-26-May	10am	G Strategic Finance	County Hall: Council Chamber	
Thu-26-May	6pm	Market Place	County Hall: A&D Room	
Fri-27-May	2pm	I Planning for non-committee members	Zoom	
Tue-31-May	3:30pm	J Planning Committee Members' Training	County Hall: A&D Room	
Tue-7-Jun	3pm	J Planning Committee Members' Training	County Hall: A&D Room	
Mon-20-Jun	TBC	L Licensing Committee	TBC	

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Flintshire County Council 2022/23 Member Development

This programme of Member Development builds on the Induction which took place in May. The emphasis now is providing specific skills and knowledge for the various roles which Members have, rather than the generic sessions offered during Induction.

	Topic	Identified by	Focus	Dates	Other comments
1	Chairing Effective Meetings	Members and Officers	All Chairs and Vice-Chairs to provide guidance on keeping meetings focussed, inclusive and purposeful	TBC	WLGA will be delivering the session.
2	Local Development Plan (LDP)	Members and Officers	Current position on the LDP.	8 June, 13 June and 14 June 2022	
3	Use of planning conditions and Legal agreements	Members and Officers	An understanding of the use of planning conditions and legal agreements such as those made under section 106 is integral to the ability of Planning committee members to discharge the responsibilities of their role effectively.	Autumn	
4	Role of planning enforcement	Members and Officers	Role of planning enforcement following a review of the service and how it will be provide	Autumn	
5	Gypsy & Traveller Sites	Members	Members have requested a specific session about the planning guidance around gypsy and traveller sites.	28 June 2022	

	Topic	Identified by	Focus	Dates	Other comments
6	Treasury management	S 151 officer	Treasury management training is always offered to members of the Audit Committee and wider membership.	Autumn	
7	Introduction to Equalities and Welsh Language	Members and Officers	Ensuring that all members have a good awareness of their role and responsibilities in promoting equalities and the Welsh language.	Autumn	To be delivered by FCC officers
8	Corporate Parenting	Members and Officers	Ensuring that all members have a good awareness of their role and responsibilities as corporate parents.	Autumn	To be delivered by FCC officers
9	Health & Safety	Members and Officers	The 'safety first for Councillors' session in Phase 1 Induction touched on this: we need to ensure that all members have a good awareness of their role and responsibilities.	Autumn	To be delivered by FCC officers
10	Corporate Safeguarding	Members and Officers	Ensuring that all members have a good awareness of their role and responsibilities.	6 June 2022 and 14 June 2022	
11	Local Government Funding Formula	Members and Officers during the Induction sessions	To provide additional details to Members about how the Local Government Funding Formula works.	Provisionally booked for Friday 22 July 2022.	WLGA will be delivering the session.

	Topic	Identified by	Focus	Dates	Other comments
12	Wellbeing of Future Generations (Wales) Act 2015	Members and Officers	Introduction to the WFB Act and its implications for FCC and the communities which we serve.	Autumn	

Working draft

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CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Thursday, 7 July 2022
Report Subject	Forward Work Programme
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

The Constitution & Democratic Services Committee fulfils a dual role within the Council. It undertakes the detailed consideration of changes to the constitution ahead of recommendation to Council for adoption and it fulfils the role of the statutory role of democratic services Committee with responsibility for examining the support provided to Councillors.

There has not been a Forward Work Programme developed for the Committee previously, so it presents an opportunity for Members of the Committee to formulate and influence the future work of the Committee. By introducing a Forward Work Programme, Members are able to ensure it is Member-led and includes the right issues.

A copy of the draft Forward Work Programme is attached at Appendix 1 for Members' consideration which has been updated following the last meeting.

The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Constitution & Democratic Services Committee.

RECOMMENDATIONS

1	That the Committee considers the draft Forward Work Programme and approve/amend as necessary.
2	That the Democratic Services Manager, in consultation with the Chair of the Committee be authorised to vary the Forward Work Programme between meetings, as the need arises.

REPORT DETAILS

1.00	EXPLAINING THE FORWARD WORK PROGRAMME
1.01	The work of the Committee can be defined as having two main areas of responsibility.
1.02	The first is the detailed consideration of proposed changes to the constitution prior to them being reported to Council for adoption.
1.03	The second is a statutory role oversee the role of the Head of Democratic Services to support (non-executive) members and promote scrutiny.
1.04	Items feed into a Committee's Forward Work Programme from a number of sources, but will broadly cover <ol style="list-style-type: none">1) Reviewing the programme of training and development of Members;2) Considering recommendations from the Independent Remuneration Panel for Wales;3) Issues pertaining to the support of Members in carrying out their duties, for example: adoption of parental leave rules, supply of equipment etc.4) Co-ordination of the work programmes of the five Overview and Scrutiny Committees (this is a nominal role only, and has not been needed in recent years).
1.05	Members can also suggest topics for consideration by the Committee. Items can also be referred to the Committee by the Cabinet for consultation purposes, or by County Council or Chief Officers.
1.06	In identifying topics for future consideration, it is useful for a 'test of significance' to be applied. This can be achieved by asking a range of questions as follows: <ol style="list-style-type: none">1. Will the review contribute to the Council's priorities and/or objectives?2. Is it an area of major change or risk?3. Are there issues of concern in performance?4. Is there new Government guidance of legislation?5. Is it prompted by the work carried out by Regulators/Internal Audit?6. Is the issue of public or Member concern?

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

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Publication of this report constitutes consultation.

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

5.00	APPENDICES
5.01	Appendix 1 – Draft Forward Work Programme

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>The Flintshire County Council Constitution</p> <p>The Independent Remuneration for Wales: annual report for 2022 to 2023 (Full report)</p> <p>The Independent Remuneration Panel for Wales: annual report 2022 to 23 (easy read version)</p> <p>Contact Officer: Steven Goodrum, Democratic Service Manager Telephone: 01352 702320 E-mail: steven.goodrum@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	Independent Remuneration Panel for Wales - the independent body that is responsible for determining the level of payments to elected members of Councils, National Park Authorities and Fire and Rescue Authorities in Wales.

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CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME
PROPOSED FWP

Date of meeting	Subject	Purpose of Report	Report Author
Thursday 29th September, 2022	Member Workshops, Briefings and Seminars Update	For the committee to receive a progress report on the Member Development and Engagement events which have taken place or are scheduled. The report will provide details of events which have been held since the last meeting and also outline any that are planned.	Head of Democratic Services
Wednesday 9th November, 2022 Page 49	Independent Remuneration Panel for Wales (IRPW) draft Annual Report	To provide Members with details of the draft Annual report from the IRPW and the implications of such for consideration.	Head of Democratic Services
	Overview & Scrutiny Annual Report	The Overview & Scrutiny Annual Report is drafted in consultation with the relevant Committee Chairs. The draft is then submitted to this committee for Member comment before being submitted to Council for formal approval. The Annual Report provides the Council with assurance that the Overview & Scrutiny function is fulfilling its constitutional role.	Head of Democratic Services
Wednesday 25th January 2023	Member Workshops, Briefings and Seminars Update	For the committee to receive a progress report on the Member Development and Engagement events which have taken place or are scheduled. The report will provide details of events which have been held since the last meeting and also outline any that are planned.	Head of Democratic Services

CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

	Annual Review of the Code of Corporate Governance	The Code of Corporate Governance forms part of the Constitution. It is reviewed and updated annually to ensure it is up to date and complies with all relevant legislation and other requirements.	Leader of the Council
	Revised Model Constitution	To receive a report back from the working group on the review of the current constitution	Head of Democratic Services
Wednesday 15th March 2023	Independent Remuneration Panel for Wales (IRPW) Annual Report	To provide Members with details of the final published Annual report from the IRPW and the implications of such for consideration.	Head of Democratic Services
Page 50	Member Workshops, Briefings and Seminars Update	For the committee to receive a progress report on the Member Development and Engagement events which have taken place or are scheduled. The report will provide details of events which have been held since the last meeting and also outline any that are planned.	Head of Democratic Services
Tuesday 13th June 2023	Member Workshops, Briefings and Seminars Update	For the committee to receive a progress report on the Member Development and Engagement events which have taken place or are scheduled. The report will provide details of events which have been held since the last meeting and also outline any that are planned.	Head of Democratic Services