

## STANDARDS COMMITTEE

<b>Date of Meeting</b>	Monday, 9 May 2016
<b>Report Subject</b>	Member Communications
<b>Report Author</b>	Chief Officer (Governance)

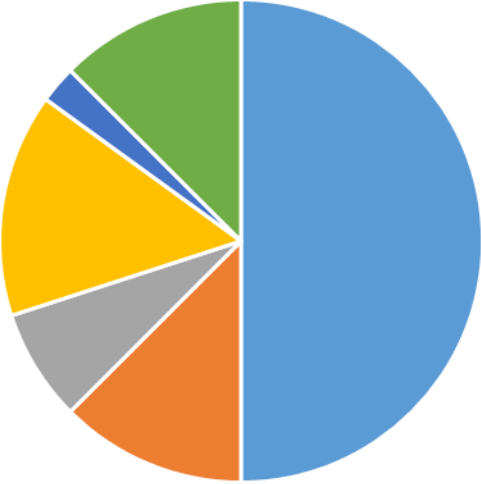
### EXECUTIVE SUMMARY

To provide details of a survey undertaken on Member Communications.

### RECOMMENDATIONS

1	To receive the details of the survey; and
2	That Members be contacted in May each year with a template annual report and be advised that any completed annual reports can be placed on the Council's website by Democratic Services.

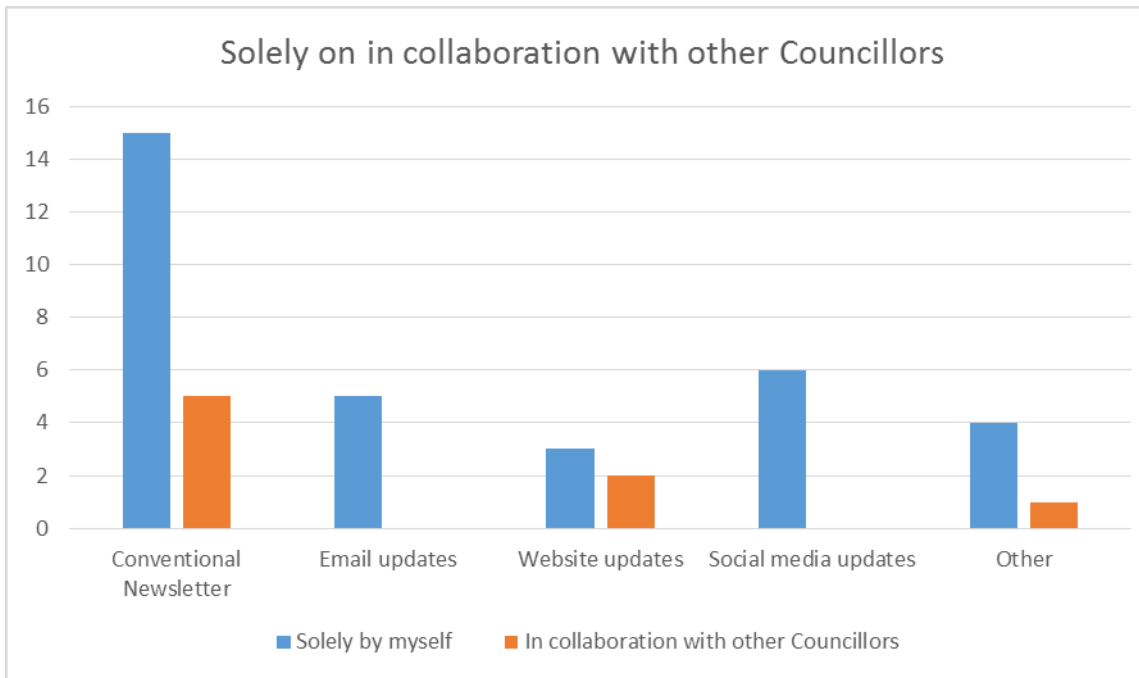
## REPORT DETAILS

1.00	MEMBER COMMUNICATIONS														
1.01	<p>At the meeting of Standards Committee on 8<sup>th</sup> February 2016 a report was considered on the Review of Protocol on Councillor Newsletters. The report highlighted that since July 2013 there had been little interest in or take up of the production of annual reports by Members with the number being published for 2014/15 being three.</p>														
1.02	<p>The Standards Committee resolved that the arrangements for Councillor newsletters and annual reports was sufficient and did not require amendment. It also resolved that a survey be undertaken to ask Councillors whether they produced any communications and if so, how often.</p>														
1.03	<p>The survey was sent to Members electronically with a paper copy being provided to the four Members who do not use electronic devices. The survey was combined with another survey which had been commissioned on the Frequency and times of Council Meetings. A summary of the questions asked and answers given in relation to Members' communications is below:</p> <p>Question 1 – Do you produce community communications?</p> <p>Yes – 26</p> <p>No – 2</p> <p>Question 2 – Considering the options below please identify the method(s) of your communications</p> <div data-bbox="264 1350 1402 2022" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Method</p>  <table border="1" data-bbox="341 1966 1353 1995"> <thead> <tr> <th>Method</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Conventional Newsletter</td> <td>26</td> </tr> <tr> <td>Email Updates</td> <td>2</td> </tr> <tr> <td>Website</td> <td>2</td> </tr> <tr> <td>Social Media</td> <td>2</td> </tr> <tr> <td>Local Free Press</td> <td>2</td> </tr> <tr> <td>Other</td> <td>2</td> </tr> </tbody> </table> </div>	Method	Count	Conventional Newsletter	26	Email Updates	2	Website	2	Social Media	2	Local Free Press	2	Other	2
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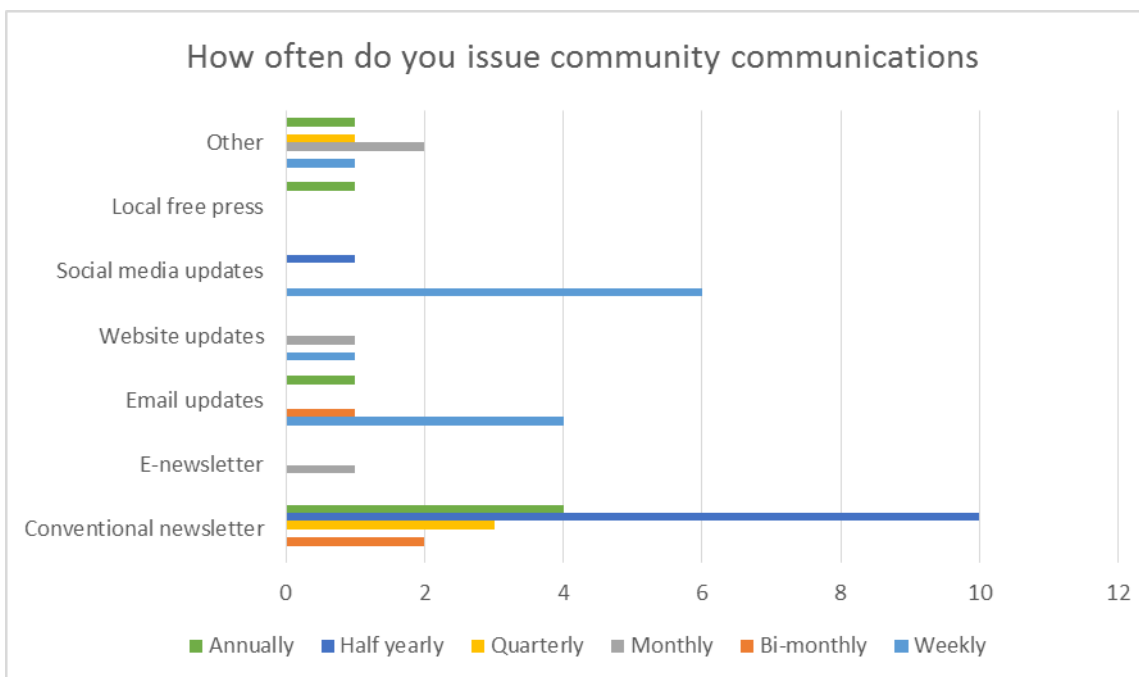
“Other”

Village Newsletter; Church Magazine; Monthly report to Community Council and entries on Community Council Website; Five Villages Chronicle; Report to Community Council and in free Community booklet

Question 3 - Please identify below your level of involvement in the production of the communications



Question 4 – How often do you issue your community communications?



	<p>Question 5 – Do you produce an Annual Report?</p> <p>Yes – 4</p> <p>No – 22</p> <p>Question 6 - When did you last produce your last Annual Report?</p> <p>January 2015</p> <p>2015</p> <p>Question 7 - Do you provide the Council with a copy of your Annual Report for publication on it's website in line with the required provision?</p> <p>Yes – 2</p> <p>No – 1</p>
1.03	At the Standards Committee meeting on 11 April 2016, it was suggested and agreed that Members would be contacted on an annual basis to remind them that Democratic Services could place Councillors annual reports on the Council's website. This reminder would include a template of an annual report for ease of completion.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	There are no additional resource implications. Annual Reports will be placed on the website by staff in Democratic Services who will also send out the yearly reminder.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	All Members of the Council were sent a copy of the survey.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	There are no risks identified in this report.

<b>5.00</b>	<b>APPENDICES</b>
5.01	None.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>Report of the Chief Officer (Governance) to Standards Committee on 8 February 2016 and related minute.</p> <p><b>Contact Officer:</b> Nicola Gittins, Team Manager – Committee Services  <b>Telephone:</b> 01352 702345  <b>E-mail:</b> <a href="mailto:nicola.gittins@flintshire.gov.uk">nicola.gittins@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<p><b>Annual Reports</b> – the Council is required to make arrangements so that those Members who wish to do so can produce an annual report of their work and have it publicised.</p>