

## STANDARDS COMMITTEE

<b>Date of Meeting</b>	Monday, 3 December 2018
<b>Report Subject</b>	Visits by Members to Town and Community Councils
<b>Report Author</b>	Deputy Monitoring Officer

### **EXECUTIVE SUMMARY**

On the 3<sup>rd</sup> of March 2018 the Committee resolved that Members who are not County Councillors would attend and observe Town and Community Council meetings across Flintshire.

Arrangements were made for the visits to be split between Members of the Committee with the intention that, over the course of the year, all Town and Community Councils would be visited. Town and Community Councils were informed by the Monitoring Officer of the intention for Members to undertake these visits.

At the meeting of the Committee on the 12<sup>th</sup> November 2018, it was resolved that feedback would be provided to Town and Community Councils following a visit by a Member of the Committee.

There has not yet been a resolution by the Committee about how the visits should be reported back to the Committee, or how feedback should be provided to the respective Town and Community Councils. It is important that appropriate procedures and processes are in place in this regard.

### **RECOMMENDATIONS**

1	That the number of feedback reports from visits to town and community Councils considered at each meeting is adjusted so that agendas are not overloaded, unless urgent issues need to be fed back when these will be placed on the agenda for the next meeting; and
2	That Members undertaking visits to Town and Community Councils take written notes that are suitable to be disclosed and circulated as feedback to Town and Community Councils; and

3	That the written notes of visits taken by Members are circulated with the agenda papers for the Committee so that Members have time to consider any issues that have arisen; and
4	That Members inform the Monitoring Officer of a visit to a Town or Community Council and send their written notes of the visit to him, as soon as possible after a visit has taken place, for the purposes of agenda planning for the Committee.

## **REPORT DETAILS**

<b>1.00</b>	
1.01	There are essentially two ways in which Member visits to Town and Community Councils can be reported to the Committee and in which feedback can be provided to Town and Community Councils. Reports and feedback can either be written or verbal.
1.02	If a Member takes written notes of a visit those notes could provide the Member with a speaking note to aid them in a verbal report to the Committee, and equally verbal feedback could be provided to the Town or Community Council. In these circumstances Members could retain their speaking notes.
1.03	However, any written notes taken by Members in respect of visits to Town and Community Council meetings are potentially disclosable as background papers should a request for disclosure be made.
1.04	A preferable alternative would be for members undertaking a visit to prepare their written notes in a manner that is appropriate for both reporting the visit to the Committee (by the notes being included with the agenda papers for the Committee). Further if the notes are in a form that is also suitable for them to form the basis for feedback then subject to any comments or observations at Committee they can be disclosed to the council concerned.
1.05	Whilst it is recommended that reporting back on visits is done by workload, it is important that any big issues identified at any visits to Town or Community Councils that need to be addressed as a matter of urgency are reported as soon as possible so that feedback can be given in a timely manner.
1.06	Therefore when the Monitoring Officer is notified of visits that have been undertaken, it is important that the member who has undertaken the visit flags up that there is something urgent that needs to be reported and the Monitoring Officer will ensure that the report on that visit is submitted to the next Standards Committee. As in the recommendation, others will be placed on upcoming agendas based on workload.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	None

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	N/A

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	N/A

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

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<b>Contact Officer:</b> Matthew Georgiou, Deputy Monitoring Officer <b>Telephone:</b> 01352 702330 <b>E-mail:</b> <a href="mailto:matthew.georgiou@flintshire.gov.uk">matthew.georgiou@flintshire.gov.uk</a>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	N/A