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Head of Legal and Democratic Services
Pennaeth Gwasanaethau Cyfreithiol a Democraataidd



To: ALL MEMBERS OF THE COUNCIL

CS/NG

9 May 2012

Ceri Owen 01352 702350
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Dear Sir / Madam

THE **ANNUAL MEETING OF THE FLINTSHIRE COUNTY COUNCIL** will be held in the **COUNCIL CHAMBER, COUNTY HALL, MOLD CH7 6NA** on **TUESDAY, 15TH MAY, 2012** at **11.00 AM** to consider the following items.

Yours faithfully

Democracy & Governance Manager

AGENDA

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATIONS OF INTEREST**
To receive any declarations of interests from Members.
- 3 **CHAIR'S REVIEW OF THE YEAR 2011/12**
- 4 **ELECTION OF CHAIRMAN OF THE COUNCIL FOR THE MUNICIPAL YEAR 2012/13, INVESTITURE OF CHAIN OF OFFICE AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

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The Council welcomes correspondence in Welsh or English
Mae'r Cyngor yn croesawau gohebiaeth yn y Cymraeg neu'r Saesneg

5 **APPOINTMENT OF VICE CHAIRMAN OF THE COUNCIL FOR THE MUNICIPAL YEAR 2012/13, INVESTITURE OF CHAIN OF OFFICE AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

6 **COUNTY COUNCIL ELECTIONS - 3RD MAY 2012** (Pages 1 - 14)

Report of the Returning Officer enclosed.

Members are requested to note that following consideration of Agenda Item Number 6 there will be an adjournment where a buffet lunch will be served in the Alyn & Deeside Room. The remaining items on the Agenda will be considered following the lunch.

7 **APPOINTMENT OF LEADER OF THE COUNTY COUNCIL**

To appoint a Leader of the Council for 2012/13

8 **APPOINTMENT OF THE EXECUTIVE BY THE LEADER**

To receive and note the Leader of the Council's choice of Deputy Leader and other Councillors to serve on the Executive

9 **CONSTITUTIONAL MATTERS: COMMITTEES AND OUTSIDE BODIES**

(Pages 15 - 40)

Report of Head of Legal and Democratic Services

10 **APPOINTMENT TO THE POLICE AUTHORITY, THE POLICE AND CRIME PANEL AND THE REGIONAL SAFER COMMUNITIES BOARD** (Pages 41 - 56)

Report of Chief Executive enclosed

11 **REPRESENTATIVES ON THE WELSH LOCAL GOVERNMENT ASSOCIATION (WLGA) CO-ORDINATING COMMITTEE AND WLGA COUNCIL AND VOTING** (Pages 57 - 60)

To appoint Members in accordance with the allocation of seats as set out in the attached correspondence from the WLGA.

12 **SCHEDULE OF MEMBER REMUNERATION** (Pages 61 - 76)

Report of Democracy and Governance Manager

FLINTSHIRE COUNTY COUNCIL

REPORT TO: FLINTSHIRE COUNTY COUNCIL

DATE: TUESDAY, 15 MAY 2012

REPORT BY: RETURNING OFFICER

SUBJECT: COUNTY COUNCIL ELECTIONS - 3RD MAY 2012

1.00 PURPOSE OF REPORT

1.01 To report formally to the County Council on the results of the whole Council elections held on 3rd May.

2.00 BACKGROUND

2.01 The planning and management of the elections is a major undertaking for a Council. Election management is highly procedural, involves a large volume of work in a short and pressurised timescale, and has to be done with precision and accuracy. The 2012 combined County Council and Town and Community Councils were managed effectively and to a high standard. Many agents and candidates have been appreciative and complimentary of the efficiency and professionalism in which the elections and the elections count were conducted as always, there is some learning and improvements will be made for the management of the elections and count for the next Council elections in 2016 or 2017. I would like to express my appreciation of the dedication and professionalism of the electoral and count management teams and for the co-operation of all involved in the elections process including the many local organisations who made their premises available as polling stations.

3.00 CONSIDERATIONS

3.01 Returning Officer Observations on the Elections

As Returning Officer the observations I would make are set out below:

- The elections team made available briefing packs for prospective candidates, nominated candidates, political parties and agents and provided advice both through dedicated telephone helplines and face to face. Communications of this type were generally effective and will be continued for future elections. National elections materials produced by organisations including the Electoral Commission and the Welsh Local Government Association were included and the Electoral Commission's key publications and website were

signposted as the definitive source of clarification on electoral regulations for candidates and agents;

- based on feedback at the 2008 elections we revised our guidance to allow tellers to request voter's electorate numbers either on the way in or way out of a polling station. This change in practice was well received;
- there were a number of complaints between candidates and parties of possible breaches of the Electoral Regulations on Imprints, alleged falsifications of nomination forms, defamation and published material which might incite racial hatred (there was some unprompted press coverage of the complaints). A number of complaints have been referred to the police as required under the Regulations and are under investigation with the involvement of the Crown Prosecution Service. Complainants will be advised of the outcomes of their complaints in due course, most complaints were resolved amicably through advice and mediation;
- in Deeside College we had a new count venue which was suitable for the purpose;
- the election budget has been subsidised by a revenue built up by agreement from previous elections funded by National Governments. This subsidy represents a valuable efficiency.
- the Electoral Commission will be reviewing the performance of the elections across Wales and England and will produce a national review report. Flintshire will also complete a self-assessment against the national performance indicators which will be published.

3.02 Election Results

The details of the votes cast for each candidate and the outcome of the election for each electoral division are set out in Appendix 1 of the report in alphabetical order of electoral division. The overall turnout for the election was 36.79% of the electorate. Approximately 16,000 postal votes were issued and approximately 10,500 returned. 48 divisions were contested with 9 uncontested.

3.03 Political Balance

The political balance of the council, according to the affiliations of the elected candidates as disclosed on their nomination papers for the election, is as follows:

Conservative	8
Independent	19

Labour	31
Liberal Democrat	7
Plaid Cymru	1
Other	4

4.00 RECOMMENDATIONS

4.01 The report is noted.

5.00 FINANCIAL IMPLICATIONS

5.01 None.

6.00 ANTI POVERTY IMPACT

6.01 None.

7.00 ENVIRONMENTAL IMPACT

7.01 None.

8.00 EQUALITIES IMPACT

8.01 None.

9.00 PERSONNEL IMPLICATIONS

9.01 None.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 None.

12.00 APPENDICES

12.01 Appendix 1 – Election results

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

None

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Appendix 1

Election results

Argoed			
Name	Political Party	Votes	Elected
Hilary June McGuill	Liberal Democrats	(U)	E
Aston			
Name	Political Party	Votes	Elected
George Hardcastle	Independent	657	E
Helen Brown	Independent	601	E
Jay Danks	Labour	245	
Peter Wright		156	
Bagillt East			
Name	Political Party	Votes	Elected
Kevin Jones	Labour	225	E
Steve Moore	Independent	138	
Norma Jones	Conservative	136	
Bagillt West			
Name	Political Party	Votes	Elected
Mike Reece	Labour	(U)	E
Broughton North East			
Name	Political Party	Votes	Elected
Billy Mullin	Labour	(U)	E
Broughton South			
Name	Political Party	Votes	Elected
Dererk Butler	Labour	495	E
Mike Lowe	Labour	454	E
Mike Warburton	Independent	234	
David McFarlane	Independent	228	
Swapna Das	Conservative	156	
Brynford			
Name	Political Party	Votes	Elected
Matt Wright	Conservative	472	E
Geoffrey Michael Hart	Labour	183	

Buckley Bistre East			
Name	Political Party	Votes	Elected
Richard Brent Jones	Liberal Democrats	640	E
Arnold Woolley	Independent	627	E
Carolyn Preece	Labour	373	
Buckley Bistre West			
Name	Political Party	Votes	Elected
Ron Hampson	Labour	886	E
Neville Phillips	Liberal Democrats	638	E
John James Michael Woolley	Independent	337	
Buckley Mountain			
Name	Political Party	Votes	Elected
Carol Ann Ellis	Independent	652	E
Dai Edwards	Labour	187	
Buckley Pentrobin			
Name	Political Party	Votes	Elected
Dennis Hutchinson	Independent	1035	E
Mike Peers	Independent	755	E
Ian Kenneth Thomas	Labour	500	
David Alan Chamberlain-Jones	Conservative	205	
Caergwrle			
Name	Political Party	Votes	Elected
Stella Jones	Labour	352	E
Ian Robert Sumpter	Independent	94	
Caerwys			
Name	Political Party	Votes	Elected
Jim Falshaw	Conservative	(U)	E
Cilcain			
Name	Political Party	Votes	Elected
William Owen Thomas	Conservative	401	E
Debbie Bithell	Labour	256	
Greg Foster	Independent	101	

Connah's Quay Central			
Name	Political Party	Votes	Elected
Bernie Attridge	Labour	732	E
Aaron Paul Shotton	Labour	688	E
Brain King	Independent	162	
Connah's Quay Golftyn			
Name	Political Party	Votes	Elected
Peter Macfarlane	Labour	582	E
Paul Shotton	Labour	553	E
Eric William Owen	Independent	382	
Connah's Quay South			
Name	Political Party	Votes	Elected
Ian Dunbar	Labour	782	E
Ian Smith	Labour	690	E
Dave Vernon	Conservative	278	
Grenville James	Liberal Democrats	238	
Connah's Quay Wepre			
Name	Political Party	Votes	Elected
Brain Dunn	Independent	336	E
Kevin Kelly	Labour	272	
Ewloe			
Name	Political Party	Votes	Elected
David Ian Mackie	Independent	706	E
Alison Monica Halford	Conservative	519	E
Judith Hough	Independent	430	
Emma Louise Preece	Labour	299	
Dan Smith	Labour	250	
Ffynnongroyw			
Name	Political Party	Votes	Elected
Glyn Banks	Labour	422	E
Emlyn Gwyn Cooke		255	
Flint Castle			
Name	Political Party	Votes	Elected
Ian Brian Roberts	Labour	(U)	E

Flint Coleshill			
Name	Political Party	Votes	Elected
Alex Aldridge	Labour	690	E
David Cox	Labour	530	E
Jackie Yorke	Independent	246	
Tom Rippeth	Liberal Democrats	81	
Flint Oakenholt			
Name	Political Party	Votes	Elected
Rita Johnson		284	E
Frank Conway	Labour	244	
Lorna Belinda Jones	Independent	75	
Mike Moore	Plaid Cymru	68	
Flint Trelawny			
Name	Political Party	Votes	Elected
Hugh Trefor Howorth	Labour	578	E
Ted Evans	Labour	570	E
John Eric Yorke	Independent	303	
Robert Mackey	Liberal Democrats	143	
Greenfield			
Name	Political Party	Votes	Elected
Rosetta Dolphin	Independent	476	E
Mary Auty	Labour	360	
Gronant			
Name	Political Party	Votes	Elected
Sharon Williams	Labour	290	E
Fred Gillmore	Independent	205	
Gwernaffield			
Name	Political Party	Votes	Elected
Adele Davies-Cooke	Conservative	295	E
George Gwynfryn Tattum	Independent	200	
David Michael Hytch	Labour	151	
David Michael Dures Clayton	Liberal Democrats	50	
Gwernymynydd			
Name	Political Party	Votes	Elected
Nancy Mary Matthews	Liberal Democrats	433	E
Kevin Hughes	Labour	214	

Halkyn			
Name	Political Party	Votes	Elected
Colin Legg	Independent	462	E
Ray Griffiths	Conservative	111	
Hawarden			
Name	Political Party	Votes	Elected
Clive Stanley Carver	Conservative	(U)	E
Higher Kinnerton			
Name	Political Party	Votes	Elected
Phil Lightfoot	Independent	290	E
Paul Jones	Labour	190	
Blair Smillie		75	
Janet Axworthy	Conservative	46	
Joanne Hobson	Liberal Democrats	32	
Holywell Central			
Name	Political Party	Votes	Elected
Peter Joseph Curtis	Labour	327	E
Jane Clare Fletcher	Conservative	100	
Dolores Phelan	Liberal Democrats	45	
Holywell East			
Name	Political Party	Votes	Elected
Joe Johnson	Labour	321	E
Rob Litten	Conservative	148	
Holywell West			
Name	Political Party	Votes	Elected
Gareth Roberts	Plaid Cymru	395	E
Ed Watkinson	Labour	150	
Peter York	Independent	136	
Hope			
Name	Political Party	Votes	Elected
Tim Newhouse		215	E
Clifford Shone		179	
Allan Parry	Labour	136	
Barry Hughes	Independent	104	
Christine Cunnah	Independent	88	
Ian Wyn Prydderch	Green Party	61	
Myra Williams	Independent	60	

Leeswood			
Name	Political Party	Votes	Elected
Ray Hughes	Independent	513	E
Marie Reynolds	Labour	255	
Llanfynydd			
Name	Political Party	Votes	Elected
Hilary Isherwood	Conservative	234	E
Dave Hughes	Labour	229	
Mary Gittins	Independent	225	
Mancot			
Name	Political Party	Votes	Elected
Alan Geoffrey Diskin	Labour	560	E
Glenys Deryn Diskin	Labour	545	E
Ralph Small	Independent	345	
Kathy Fellows		162	
Mold Broncoed			
Name	Political Party	Votes	Elected
Haydn Bateman	Independent	458	E
Geoff Collett	Labour	249	
Gareth Derek Williams	Independent	135	
Raymond Charles Dodd	Liberal Democrats	90	
Mold East			
Name	Political Party	Votes	Elected
Chris Bithell	Labour	556	E
Paul Davies-Cooke	Conservative	106	
Mold South			
Name	Political Party	Votes	Elected
Robin John Tracy Guest	Liberal Democrats	386	E
Bryan Grew	Labour	265	
Philip Watcyn Thomas	Plaid Cymru	183	
Adam Davies	Conservatives	125	
Mold West			
Name	Political Party	Votes	Elected
Brian Lloyd		360	E
Geoffrey Matthias	Labour	249	
Bob Gaffey	Plaid Cymru	65	

Mostyn			
Name	Political Party	Votes	Elected
Patrick Heesom		385	E
Robert Dowie	Labour	188	
New Brighton			
Name	Political Party	Votes	Elected
Amanda Mary Bragg	Liberal Democrats	469	E
Graham Sherwood	Labour	334	
Adrian Robert Johnson	Conservative	229	
Northop			
Name	Political Party	Votes	Elected
Marion Bateman	Independent	786	E
Paul Ashley	Independent	420	
Northop Hall			
Name	Political Party	Votes	Elected
Tony Sharps	Independent	442	E
Linda Pierce	Labour	256	
Penyffordd			
Name	Political Party	Votes	Elected
Cindy Hinds	Labour	812	E
David Williams	Independent	563	E
Colin Bithell	Independent	362	
Queensferry			
Name	Political Party	Votes	Elected
David Edward Wisinger	Labour	(U)	E
Saltney Mold Junction			
Name	Political Party	Votes	Elected
Richard Lloyd	Independent	202	E
Ann Veronica Rattigan	Labour	78	
Klaus Armstrong-Braun	Independent	74	

Saltney Stonebridge			
Name	Political Party	Votes	Elected
Veronica Eileen Gay	Independent	434	E
Michelle Streeter	Labour	356	
Sealand			
Name	Political Party	Votes	Elected
Christine Margaret Jones	Labour	459	E
John Anthony Dodd	Independent	161	
Shotton East			
Name	Political Party	Votes	Elected
David Evans	Labour	278	E
Doreen Lesley Mackie	Independent	137	
Michael John Evans		95	
Carl Southall	Independent	18	
Shotton Higher			
Name	Political Party	Votes	Elected
Ron Davies	Labour	359	E
Lesley Hughes		114	
Tony Cousins	Independent	51	
John Andrew Walker	Independent	17	
Shotton West			
Name	Political Party	Votes	Elected
Ann Minshull	Labour	(U)	E
Trelawnyd & Gwaenysgor			
Name	Political Party	Votes	Elected
Nigel Robin Steele-Mortimer	Conservative	420	E
David Henry Ellis	Independent	251	
Colin Jones	Plaid Cymru	85	
Treuddyn			
Name	Political Party	Votes	Elected
Carolyn Thomas	Independent	(U)	E

Whitford			
Name	Political Party	Votes	Elected
Chris Dolphin	Liberal Democrats	547	E
Gwyn Hughes	Independent	126	
Lynette Edwards	Conservative	99	
Richard Mark Spain	Labour	99	

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: FLINTSHIRE COUNTY COUNCIL

DATE: TUESDAY, 15 MAY 2012

REPORT BY: HEAD OF LEGAL AND DEMOCRATIC SERVICES

SUBJECT: CONSTITUTIONAL MATTERS: COMMITTEES AND
OUTSIDE BODIES

1.00 PURPOSE OF REPORT

1.01 To deal with those matters which require decisions at the Annual Meeting of the County Council in accordance with Council Procedure Rule 1.1 (vii)-(xiii). Those matters are set out in separate paragraphs below.

2.00 APPOINTMENT OF COMMITTEES

2.01 The Council's Procedure Rules require the Annual Meeting to appoint at least one Overview & Scrutiny Committee, a Standards Committee, a Licensing Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are Executive functions. The Constitution presently provides for the appointment of the following Committees:-

1. Corporate Resources Overview & Scrutiny
2. Community Profile and Partnerships Overview & Scrutiny
3. Lifelong Learning Overview & Scrutiny
4. Social and Health Care Overview & Scrutiny
5. Housing Overview & Scrutiny
6. Environment Overview & Scrutiny
7. Overview and Scrutiny Co-ordinating
8. Audit
9. Planning and Development Control
10. Constitution Committee
11. Licensing Committee
12. Standards Committee

2.02 During the last Council a review of Overview and Scrutiny Committees gave consideration to combining the Social and Health and Housing Committees. The Constitution Committee recommended the two Committees continue until the result of the housing stock ballot was known when their position should be reviewed. The housing stock ballot result to maintain the stock was announced on 20 March 2012. Further the Council may also wish to consider how to best undertake its overview and scrutiny functions once it has received details of the Leader's appointments to and arrangement of the Executive.

- 2.03 Section 11 of the Local Government (Wales) Measure 2011 requires all County Councils in Wales to appoint a Democratic Services Committee. This requirement came into effect on 30 April 2012 and will be a new Committee for Flintshire.
- 2.04 The statutory functions of a Democratic Services Committee are:-
- a) To designate an Officer as the Head of Democratic Services pursuant to a requirement under Section 8(1)(a) of the Measure.
 - b) To review the adequacy of provision by the Authority of staff, accommodation and other resources to discharge democratic services functions and
 - c) Make reports and recommendations to the Authority in relation to such provision.
- 2.05 Section 16 of the Measure also makes clear that the Committee may not exercise any functions other than those given to it under the Measure.
- 2.06 Section 12 of the Measure requires that the membership of the Democratic Services Committee should not include more than one Member of the Authority's Executive (not the Leader) and the membership of the Committee must comprise solely of Members of the Authority. The Committee is required by the Measure to meet at least once in every calendar year. It must also meet if the local authority resolves that it should meet or if at least a third of the members of the committee requisition a meeting.
- 2.07 In view of the requirement to have a Democratic Services Committee, Council may decide that there is no longer a need for an Overview and Scrutiny Co-ordinating Committee and for its role to be incorporated into the Corporate Resources Overview & Scrutiny Committee. The Council is asked to determine the committees it wishes to appoint.

3.00 DETERMINATION OF THE SIZE OF COMMITTEES

- 3.01 The Annual Meeting must decide upon the size of each of the Committees it has appointed. The Constitution presently makes provision for the size of those Committees as set out below:-

Each of the Overview & Scrutiny Committees	15
Planning and Development Control Committee	21
Audit Committee	7
Licensing Committee	12
Constitution Committee	21

- 3.02 The Council will need to determine the size of the Democratic Services Committee.

3.03 The Local Government (Wales) Measure 2011 requires that in future audit committees must have at least one lay co-opted member. This was considered at recent meetings of the Audit and Constitution Committees when it was decided to recommend to Council that the size of the Audit Committee be increased by one lay member. Council is recommended to appoint one lay Member to the Audit Committee in order to comply with the Local Government (Wales) Measure 2011.

3.04 The size of committees should reflect the need to achieve a fair political balance and any changes to the existing size will require corresponding amendments being made to the Constitution.

4.00 TERMS OF REFERENCE OF COMMITTEES

4.01 The Annual Meeting is required to decide the terms of reference of the committees that it appoints. The existing terms of reference of the existing committees are set out in Section A of Part 3 of the Constitution.

4.02 At recent meetings of the Audit and Constitution Committees, two minor changes to the Audit Committee's terms of reference were recommended and these changes are shown in Appendix A.

4.03 As from the 30 April 2012 the Local Government Measure requires the terms of reference of audit committees to include the following:-

- a) To review and scrutinise the authority's financial affairs.
- b) To make reports and recommendations in relation to the authority's financial affairs.
- c) To review and assess the risk management, internal control and corporate governance arrangements of the authority.
- d) To make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements.
- e) To oversee the authority's internal and external audit arrangements and
- f) To review the financial statements prepared by the authority.

4.04 It is recommended that Council agrees to amend the terms of reference to reflect the above and that delegated power be given to the Head of Legal & Democratic Services to devise the precise wording in the light of the statutory guidance due to be issued by the Welsh Government.

4.05 The Democratic Services Committee's terms of reference need to cover the functions referred to in paragraph 2.04 above. Again it is recommended that the precise wording of the terms of reference be left to the Head of Legal & Democratic Services in the light of the promised statutory guidance from the Welsh Government.

4.06 At the last meeting of the Constitution Committee it decided to recommend to Council that its terms of reference be amended to enable the Committee to examine and consider the creation or amendment of byelaws for Flintshire. It is recommended the terms of reference be amended in this way.

4.07 In relation to the other committees that are to continue in the new Council, Members are recommended to confirm their existing terms of reference.

5.00 POLITICAL BALANCE – ANNUAL REVIEW

5.01 The Annual Meeting is required to decide the allocation of seats to political groups in accordance with the Political Balance Rules contained in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 as amended.

5.02 The basis of the statutory requirement is that committee seats should be allocated to political groups in so far as practicable in the same proportion as those groups have to the total membership of the County Council.

5.03 The allocation of seats on committees to the political groups will need to recognise that:-

- (i) There must be no one group committees.
- (ii) Where there is a majority group it is entitled to a majority upon every committee. (This does not apply where the largest group does not have an overall majority).
- (iii) The total number of seats allocated to each political group should be (in so far as is practicable) in the same proportion as those groups strengths upon the full Council.
- (iv) Each committee should (so far as is practicable) have the same proportional division between political groups as is represented upon the full Council.

5.04 In relation to the Audit and Democratic Services Committees, the Local Government (Wales) Measure limits the number of Executive Members on each Committee to a maximum of one and that one to not be the Leader. At its last meeting the Audit Committee was of the view there should be no Executive Members on it.

5.05 At the time of preparing this report the political groups on the Council following the elections had not been formally constituted. It is hoped that they will be by the date of the Annual Meeting and the up to date position will be reported to the meeting.

6.00 APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF STANDING COMMITTEES

6.01 Council Procedure Rule 1.1 requires that the County Council appoint the chairs of the standing committees (except the Standards Committee) at its AGM. However, the Local Government (Wales) Measure 2011 contains provisions requiring that:

- i) overview and scrutiny committee chairs be selected by the political groups in accordance with rules laid out in the Measure; and
- ii) the Audit Committee appoints its own chair.

6.02 The Measure came into force on 30 April 2012 which left insufficient time to amend the Procedure Rule. In order to comply with the legislation, therefore, it will be necessary to vote to suspend Procedure Rule 1.1 for this meeting.

6.03 How the chairs of Overview and Scrutiny are chosen by the political groups depends on the strength of the various groups and which have seats on the Executive. At the time of preparing this report this information is not known but should be by the time of the meeting.

6.04 The Constitution and the Measure contain restrictions on who may chair certain committees. These are set out below;

Committee	Restriction	Constitution or Measure
Audit	Committee must appoint its own Chair. Cannot be a Member of an Executive group.	Measure
Democratic Services Committee	Appointed by Council. Cannot be a Member of an Executive group.	Measure
Licensing	Appointed by Council. Must be a Member of the main opposition group.	Constitution

The appointment of chair for the Audit and Democratic Services Committees must be carried out in accordance with the Measure. Should Council wish to appoint someone who is not from the main opposition group to chair the Licensing Committee then the Constitution will need to be amended first.

- 6.05 Procedure Rule 1.1 will need to be amended to read as set out below. In accordance with Procedure Rule 21.2 it is recommended this proposed amendment will need to stand over to the next County Council meeting once proposed and seconded.

“(x) appoint the chairs and vice chairs of the standing committees appointed under (viii) above with the exception of the Standards Committee, Overview and Scrutiny Committees and Audit Committee.”

- 6.06 In addition, consequential amendments will need to be made to Article 7 of the Constitution making clear that the Audit Committee is to appoint its own chair. It is recommended delegated power is given to the Head of Legal & Democratic Services to give effect to this legal requirement.

7.00 LOCAL CHOICE ISSUES

- 7.01 The Council is also required to agree such part of the Scheme of Delegation as the Council determines it is for the Council to agree. This relates to those local choice functions which can be decided either by the Council or the Executive and/or delegated to Officers. The table of Local Choice Functions is included in Part 3, Section A, Table 3 of the Constitution. Members are recommended to confirm or otherwise the existing Local Choice Functions.

8.00 NOMINATIONS TO INTERNAL BODIES

- 8.01 The existing Scheme of Delegation provides for an Appointments Committee for first and second tier officers comprising 7 Members. This is not a standing committee and is convened when required by seeking nominations from Group Leaders. In the past it has been usual for Committee Members to be politically balanced including the relevant Executive Member. The Council has previously agreed that the Chair or Vice-Chair of the relevant Overview and Scrutiny Committee be one of the Members of the Committee. It is recommended Council continues the previous practice.
- 8.02 In the light of the recent implementation of the Local Government (Wales) Measure 2011 and at the start of a new Council it is opportune to review the various internal bodies such as panels and working groups. It is recommended that these are reviewed by the Head of Legal & Democratic Services in consultation with group leaders and a report submitted to Constitution Committee and

Council. Pending the outcome of the review the existing internal bodies will be retained.

9.00 NOMINATIONS TO OUTSIDE BODIES

- 9.01 Save for those that appear as separate agenda items Appendix B contains the outside bodies to which the Council makes appointments and those appointed by the former Council. The Council is recommended to delegate to the Chief Executive in consultation with Group Leaders and non aligned Members the appointments to these bodies.
- 9.02 Due to impending changes to the Police Authority, a report on appointments to the Authority and its successor body, the Police and Crime Panel, has been included as a separate agenda item. That report also deals with appointments to the Safer Communities Regional Board.
- 9.03 Council also needs to appoint six Members to serve on the North Wales Fire and Rescue Authority, and to decide whether they will service for one year or the whole electoral cycle of five years. The appointments must be politically balanced. A letter from the Clerk to the Fire Authority to all the North Wales Councils setting out the requirements is attached at Appendix C.

10.00 STANDARDS COMMITTEE

- 10.01 The Standards Committee includes five independent members, a Community Council member and three Councillors not to be the Council Leader or Executive Members. Council is asked to determine the three Members. The Constitution provides that the term of office of such Members is for a period of no more than four years or until the next ordinary local government elections, whichever is the shorter but can be reappointed for a second consecutive term.

11.00 PROGRAMME OF ORDINARY MEETINGS

- 11.01 At its meeting on 21 February 2012 County Council previously determined the schedule of County Council and committee meetings for 2012/13. This included the following ordinary meetings of the County Council:-

Ordinary County Council meeting - 19 June, 2012
Ordinary County Council meeting - 17 July, 2012
Ordinary County Council meeting - 11 September, 2012
Ordinary County Council meeting - 25 September, 2012
Ordinary County Council meeting - 13 November, 2012
Ordinary County Council meeting - 29 January, 2013
Ordinary County Council meeting - 19 February, 2013
Ordinary County Council meeting - 1 March, 2013

Ordinary County Council meeting - 16 April, 2013
Ordinary County Council meeting - 25 June, 2013

- 11.02 In accordance with the requirement of Section 6 of the Local Government (Wales) Measure 2011 there is a requirement to consult with all Members on the timing of Council, committee and sub-committee meetings. This survey will be conducted in the near future and the results reported back to County Council. In the meantime Council is recommended to endorse the above programme of ordinary Council meetings.

12.00 RECOMMENDATIONS

- 12.01 (a) To determine the Council's standing committees having considered paragraphs 2.01 to 2.07 above.
(b) To determine the size of the Council's standing committees having considered paragraphs 3.01 to 3.04 above.
(c) To determine the political balance of committee seats.
(d) To determine committee chairs and vice-chairs having considered paragraphs 6.01 to 6.06 and suspend Procedure Rule 1.1.
(e) To determine the Members to serve on the Standards Committee for the next four years.
- 12.02 That the Council considers the recommendations as summarised below:
- 3.02 to determine the size of the Democratic Services Committee
 - 3.03 to increase Audit Committee by 1
 - 4.04 to agree the revised terms of reference for Audit Committee
 - 4.05 to delegate drafting the terms of reference for the Democratic Services Committee to the Head of Legal & Democratic Services
 - 4.06 to agree the revised terms of reference for the Constitution Committee
 - 4.07 to confirm the terms of reference for the other committees
 - 6.05 for the proposed amendment to Procedure Rule 1.1 to stand over to the next meeting once proposed and seconded
 - 6.06 the Audit Committee to appoint its own chair
 - 7.01 to agree the Scheme of Local Delegation
 - 8.01 to appoint an Appointments Committee
 - 8.02 to review and report back on working groups
 - 9.01 to delegate appointments to outside bodies to the Chief Executive
 - 9.03 to appoint six Members to the North Wales Fire & Rescue Authority and determine their period of office
 - 11.02 to endorse the timetable of meetings.

13.00 FINANCIAL IMPLICATIONS

13.01 None as a result of this report.

14.00 ANTI-POVERTY IMPACT

14.01 Not applicable.

15.00 ENVIRONMENTAL IMPACT

15.01 Not applicable.

16.00 EQUALITIES IMPACT

16.01 Not applicable.

17.00 PERSONNEL IMPLICATIONS

17.01 Not applicable.

18.00 CONSULTATION REQUIRED

18.01 Constitution Committee

19.00 CONSULTATION UNDERTAKEN

19.01 Constitution Committee

12.00 APPENDICES

Appendix A - Changes to the Audit Committee's Terms of Reference
Appendix B - Current list of Outside Bodies
Appendix C – Letter from the Clerk to the North Wales Fire & Rescue Authority

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

Council Procedure Rule 1.1
Minutes of County Council Meeting 21/2/12
The Council's Constitution

Contact Officer: Gareth Owens
Telephone: 01352 702344
Email: gareth.owens@flintshire.gov.uk

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To change from:

C Financial Reporting

- Consider the Annual Statement of Accounts, together with the underlying accounting policies prior to their submission for audit, and recommend their approval to the Council.

To:

C Financial Reporting

- Consider the draft Annual Statement of Accounts, together with the underlying accounting policies prior to their submission to the Welsh Audit Office and again afterwards prior to recommending their approval to the Council.

To change from:

7.02 Form and Composition

The Chair and Vice-Chair of the Audit Committee will be chosen from amongst the main opposition group(s) on the Council.

To:

7.02 Form and Composition

The Chair and Vice-Chair of the Audit Committee will be chosen from amongst the opposition group(s) on the Council.

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MEMBERSHIP OF OUTSIDE BODIES

Page 27

Civic & Members Services
Corporate Services
County Hall
Mold
Flintshire
CH7 6NR

Karen Jones / Lesley Wood (01352) 702151
Robert Robins (01352) 702320

Amended on 8th May 2012

**FLINTSHIRE COUNTY COUNCIL
MEMBERSHIP OF OUTSIDE BODIES**

OUTSIDE BODY	NO. OF SEATS	COUNCILLOR REPRESENTATIVES	TERM OF OFFICE	CONTACT DETAILS
The Alliance (formerly Alliance for Regional Aid)	2	Tony Sharps & Owen Thomas	Until May 2012	Mrs. Joan Dixon, Principal Policy Officer, 9 Regent Street, Barnsley, S70 2EG Tel: 01226 200768 joan@ccc-alliance.org.uk
Argoed Sports Association	2	Quentin Dodd & Hilary McGuill	Until May 2012	The Secretary, Argoed Sports Ass. c/o Argoed Sports & Social Club, Snowdon Avenue, Bryn y Baal, Mold, Flintshire.
Arts Council of Wales (North Wales Area Committee)	1 + 1 Officer	Nancy Matthews	Until May 2012	Miss. Helen Williams, Arts Council for Wales (North Wales Area Committee) 36 Princes' Drive, Colwyn Bay, LL29 8LA Tel: 01492 539758/01492 533440 Helen.williams@artswales.org.uk

OUTSIDE BODY	NO. OF SEATS	COUNCILLOR REPRESENTATIVES	TERM OF OFFICE	CONTACT DETAILS
Association for Public Service Excellence (APSE)	1 + 1 Officer	Arnold Woolley	Until May 2012	Steven Keefe, Admin Assistant Ass. for Public Service Excellence, 2 nd Floor Washbrook Hs., Lancastrian Office Centre 32 Talbot Road, Old Trafford, Manchester M32 0FP. Tel: 0161 772 1810 skeefe@apse.org.uk
Buckley Sports Facility Consultative Committee	3 + 2 Officers	Ron Hampson, Carol Ellis & Dennis Hutchinson	Until May 2012	Mr. Jeff Shields Facility Manager, Buckley Sports Centre Mill Lane, Buckley CH7 3HQ Tel: 01244 845440 Jeff.shields@flintshire.gov.uk
Cadwyn Clwyd	1	Carolyn Thomas	Until May 2012	Lowri Owain Cadwyn Clwyd Llys Clwyd Lon Parcwr Business Park Ruthin Denbighshire LL15 1NJ Tel: 01824 705802 admin@cadwynclwyd.co.uk
Clwyd Alyn Housing Association Housing Inter Agency Meeting	1 + 1 Officer	Helen Brown	Until May 2012	Mrs. Phillipa Pierce Buxton, Care & Support Co-Ordinator, Clwyd Alyn Housing Association, Unit 14, St. Asaph Business Park, Glascoed Road, St. Asaph. LL17 0LG
Clwyd Pension Fund	3	Brian Dunn, Ted Evans, Peter Pemberton Subs – Haydn Bateman, Ron Hampson	Annual Appointment	Mr P Latham, Pension Fund Manager County Hall Tel: 01352 702264

OUTSIDE BODY	NO. OF SEATS	COUNCILLOR REPRESENTATIVES	TERM OF OFFICE	CONTACT DETAILS
Clwyd Powys Archaeological Trust	1 + 1 Officer	Grenville James	Until May 2012	Mr. Chris Martin, 7a Church Street, Welshpool, Powys, SY21 7DL Tel: 01938 553670 chrismartin@cpat.org.uk
Clwyd Theatr Cymru Board of Governors	10	Patrick Heesom, Dennis Hutchinson, Ron Davies, Peter Macfarlane, Robin Guest, Hilary Isherwood, Carolyn Cattermoul, Chris Bithell, Eric Owen, Dave McFarlane	Until May 2012	Ms. Julia Grime General Manager Clwyd Theatr Cymru. Tel: 01352 701561
Clwydian Range Area of Outstanding Natural Beauty	4 + 2 Officers	Nancy Matthews, Colin Legg Nigel Steele-Mortimer & Carolyn Thomas	Until May 2012	Mr. Howard Sutcliffe, AONB Officer, Loggerheads Country Park, Loggerheads, Mold. CH7 5LH Tel: 01352 810614 howard.sutcliffe@denbighshire.gov.uk
Coed Llai Sport and Social Club	2	Ray Hughes + vacancy	Until May 2012	Mr. Keith Jones, Nant-y-Coed, Pontybodkin Hill, Leeswood, CH7 4RA Tel: 01352 771044 JKEITH102@aol.com
Community Health Council Flintshire Area Committee (Betsi Cadwalader)	3	Hilary McGuill, David McFarlane and one vacancy	2 Year Term from 1 st April 2010	Mr. Damian Roche, Public Appointments Unit, PPCS, Welsh Assembly government Cathays Park, Cardiff CF10 2NQ Tel: 02920 826330 publicappointments@wales.gsi.gov.uk

OUTSIDE BODY	NO. OF SEATS	COUNCILLOR REPRESENTATIVES	TERM OF OFFICE	CONTACT DETAILS
Connah's Quay Sports Centre Management	4 + 2 Officers	Peter Macfarlane, Aaron Shotton, Grenville James, & Brian Dunn	Until May 2012	Mrs. Sue Lloyd, Connah's Quay High School, Golftyn Lane, Connah's Quay, Deeside, CH5 4BH Tel: 01244 823001.
Deeside College Corporation	1	Eric Owen	Until May 2012	Mr. Steve Jackson, Deeside College Further Education Centre, Mold, Flintshire, CH7 1HB Tel: 01244 831531 jacksos@deeside.ac.uk
Deeside Community Arts	2 + 2 Officers	Patrick Heesom & Doreen Mackie.	Until May 2012	Mr. Charles Jenkins, Secretary, Deeside Community Arts, Delfryn, Calcoed, Holywell, Flintshire. Tel: 01352 719151 dc.arts@btopenworld.com
Environment Protection Advisory Committee for Wales	1	Nancy Matthews	Until May 2012	Lorraine D'Agnilli, HR & Executive Officer Welsh Local Government Association Local Government House, Drake Walk, Cardiff, CF10 4LG Tel: 029 2046 8627 lorraine.dagnilli@wlga.gov.uk

OUTSIDE BODY	NO. OF SEATS	COUNCILLOR REPRESENTATIVES	TERM OF OFFICE	CONTACT DETAILS
Environmental Protection U.K. North West Division	2 + 3 Officers	David Mackie & Richard Jones	Until May 2012	Mr. John Dinsdale, Secretary, Environmental Protection U.K., c/o Oldham Metropolitan Borough Council, Environmental Services Directorate, Chadderton Town Hall, PO Box 586 Middleton Road Chaddertons, Oldham, OL1 9FA Tel: 0161 770 4492 John.dinsdale@oldham.gov.uk
Flintshire Community Safety Executive	2	Chris Bithell & Peter Pemberton	Until May 2012	Mrs. Sian Jones, Policy Officer Crime & Disorder, Corporate Policy County Hall, Mold, Flintshire. Tel: 01352 702211
Flintshire Disability Forum	1	Carol Ellis	Until May 2012	Mr. B.P. Harrison, Ty'r Binwydden, Clayton Road, Mold, Flintshire.
Flintshire Furniture Recycling	2	Ted Evans & Brian Dunn	Until May 2012	Mr. G. Parry, Flintshire Furniture Recycling, Unit 16 Castle Park, Flint, Flintshire CH6 5XA
Flintshire Rural Partnership	1	Matt Wright	Until May 2012	Sharon Barlow, Environment, County Hall, Mold, Flintshire Tel: 01352 702135
Flintshire Sports Council	4 + 3 Officers	Grenville James, Ron Hampson, Dennis Hutchinson & Brian Dunn	Until May 2012	Leisure Services Manager, Lifelong Learning, Flintshire County Council, County Hall, Mold, Flintshire. Tel: 01352 702452

OUTSIDE BODY	NO. OF SEATS	COUNCILLOR REPRESENTATIVES	TERM OF OFFICE	CONTACT DETAILS
Flintshire Tourism Association	1	Matt Wright	Until May 2012	David P. Evans, Tourism Manager, Environment, Flintshire County Council County Hall, Mold, Flintshire. Tel: 01352 702468
Greenfield Valley Trust Ltd	2	Rosetta Dolphin & Peter Curtis	Until May 2012	Mrs. Gwenno Jones, Arts, Culture & Events Manager, Flintshire County Council Library H.Q. Mold, Flintshire. Tel: 01352 702471
Hawkesbury Community Centre Management Cttee	3	Ron Hampson, Dennis Hutchinson & Carol Ellis	Until May 2012	Mr. P. Lancaster Secretary to Management Committee, Hawkesbury Community Centre, c/o 34 Maxwell Road, Buckley, Flintshire, CH7 3JF.
Health, Social Care and Well-being Partnership Board	2 +1 Officer	Carol Ellis & Nigel Steele-Mortimer	Until May 2012	Judith Evans, Directorate Team, Community Services, Flintshire County Council, County Hall, Mold, Flintshire. Tel: 01352 702523
Heather & Hillforts	1	Carolyn Thomas	Until May 2012	David Sheil Denbighshire Countryside Service Loggersheads, Denbighshire Tel: 01352 810614
John Wynne School and Exhibition Trusts	2	Nigel Steele-Mortimer & Jim Falshaw	Until May 2012	Mrs. Jane Jones, 19 Bron Haul, Trelawnyd, Rhyl, LL18 6DU

OUTSIDE BODY	NO. OF SEATS	COUNCILLOR REPRESENTATIVES	TERM OF OFFICE	CONTACT DETAILS
Joint Council for Wales Executive Committee	2 + 1 Officer	Arnold Woolley & Neville Phillips Arnold Woolley	Until May 2012	Mrs. Helen Stappleton, Head of Human Resources, Flintshire County Council, County Hall, Mold. Tel: 01352 702720
Leeswood Community Centre Management Committee	2	Ray Hughes & 1 Vacancy	Until May 2012	Mrs M Heyward, The Secretary, Leeswood Community Centre, 7 Bron Allt, Leeswood, Nr. Mold, Flintshire, CH7 4RZ .Tel: 01352 771188
Llwyni Strategy Group	2	Grenville James & David Barratt	Until May 2012	Mr. Tony Perry, 10 Ridgeway Close, Connah's Quay, Flintshire, CH5 4LZ Tel: 01244 831725 parc@fsmail.net or Mr Tom Woodall. Countryside Service, Wepre park, Wepre Drive, Connah's Quay, CH5 4HL Tel: 01244 814931, tom.woodall@flintshire.gov.uk
Local Access Forum	1	Matt Wright	Until May 2012	Mr David Davies Secretary to Local Access Forum Principal Solicitor County Hall Tel: 01352 702325
Mersey Dee Alliance	1 + 1 Officer	Tony Sharps	Until May 2012	Mersey Dee Alliance, c/o Melissa Parsons, Cheshire West & Chester Council, c/o 4 Civic Way, Ellesmere Port, CH65 0BE Tel: 0151 336 6564 Melissa.parsons@cheshirewest.gov.uk

OUTSIDE BODY	NO. OF SEATS	COUNCILLOR REPRESENTATIVES	TERM OF OFFICE	CONTACT DETAILS
North Wales Deaf Association	1	Peter Curtis	Until May 2012	Ms. Hazell Weston, Administrator, North Wales Deaf Association, The Bungalow, Plas Tre Marl, Llandudno Junction, LL31 9HL Tel: 01492 542235 info@deafassociation.co.uk
North Wales Economic Forum	1 + 1 Officer	Tony Sharps	Until May 2012	Mrs. Ashley Zepeda Forum Administrator, Enterprise Flintshire, Flintshire County Council, Greenfield Business Centre, Greenfield. Tel: Ext. 3219 NWEconomicForum@flintshire.gov.uk
North Wales Fire Authority	6	Brian Dunn, David Barratt, Grenville James, Ann Minshull & Norma Jones Doreen Mackie	Until May 2012	Miss Alwen Davies, Member Liaison Officer North Wales Fire & Rescue Service, St. Asaph Business Park, St. Asaph, Denbighshire Tel: 01745 535286 alwen.davies@nwales-fireservice.org.uk
Executive Panel	2	Brian Dunn, Grenville James (representatives not appointed to the Executive are automatically appointed to the Audit Panel)		
North Wales Police Authority	2	Chris Bithell & Peter Pemberton	Annual Appointment	Meinir Mai McCall, P.A. to Chief Executive & Chairman, North Wales Police Authority, Glan y Don, Colwyn Bay, LL29 8AW Tel: 01492 804903 NWPA@nthwales.pnn.police.uk

OUTSIDE BODY	NO. OF SEATS	COUNCILLOR REPRESENTATIVES	TERM OF OFFICE	CONTACT DETAILS
North Wales Psychiatric Fund	1	Trefor Howorth	May 2012	Lynda Davies, Secretarial Support to Hilary Owen, Ablett Unit, Ysbyty Glan Clwyd, Bodelwyddan, Denbighshire, LL18 5UJ Tel: 01745 445631 Lynda.davies3@wale.nhs.uk
North Wales Residual Waste Partnership	2	Executive Member for Waste (Nancy Matthews) Neville Phillips (and Arnold Woolley as deputy)	May 2012	Steve Jones, Head of Streetscene Stephen O Jones/Environment/Flintshire/GB@Flintshire Tel 01352 704700
North Wales Safer Communities Board	1	New body –currently no nomination	May 2012	Sian Jones, Team Leader Community Protection ext 2132
North Wales Trunk Road Agency Joint Committee	1	Tony Sharps	May 2012	Steve Jones, Head of Streetscene Stephen O Jones/Environment/Flintshire/GB@Flintshire Tel 01352 704700
North Wales Waste Planning Member Group	2	Nancy Matthews & Alison Halford	May 2012	Mr. Mike Pender, Policy Information & Research Manager, Denbighshire County Council, Trem Clwyd, Canol y Dre, Ruthin, LL15 1QA
Talacre Warren and Gronant Dunes Consultative Board	3	Emlyn Cooke, Frederick Gillmore & Patrick Heesom	Until May 2012	Mr Graham Boase Denbighshire County Council
Popeth Cymraeg – Welsh Unlimited (formerly Canolfan Iaith Clwyd)	1	Gareth Roberts	Until May 2012	Mr. Ioan Talfryn, Welsh Language Centre, Lenten Pool, Denbigh, LL16

OUTSIDE BODY	NO. OF SEATS	COUNCILLOR REPRESENTATIVES	TERM OF OFFICE	CONTACT DETAILS
Quarry Liaison Groups		Local and adjoining ward Members as appropriate	Until May 2012	Celeste Ringrose, Planning Development Control, Environment, Flintshire County Council, County Hall, Mold, Flintshire.
SACRE	8	Chris Bithell, Ann Minshull, Frederick Gillmore, Colin Legg, Stella Jones, Veronica Gay, Eric Owen and Ray Hughes	Until May 2012	Tracy Waters, Committee Services, County Hall, Mold. Tel: 01352 702331
School Budget Forum	2	Nigel Steele-Mortimer & Arnold Woolley	Until Executive Members change	Maureen Potter, Committee Services, County Hall, Mold Tel: 01352 702322
Shotton Community Association	2	Ron Davies & Doreen Mackie	Until May 2012	Mrs. Helen Hill, Secretary, Shotton Community Council, 2 Kent Avenue, Shotton, Deeside, Flintshire, CH5 1BE Tel: 01244 823655 helsapoppin@hotmail.co.uk
Taith Consortium	2	Patrick Heesom & Tony Sharps	Until May 2012	Michael Whittaker, Taith Executive Officer, Environment, Flintshire County Council, County Hall, Mold, Flintshire. Tel: 01352 704541

OUTSIDE BODY	NO. OF SEATS	COUNCILLOR REPRESENTATIVES	TERM OF OFFICE	CONTACT DETAILS
TA Voluntary Reserve	1	Ron Hampson	Until May 2012	Kevin Rowan, Office Manager, Reserve Forces & Cadets Ass. For Wales, Centre Block, Maindy Barracks, Cardiff ,CF14 3YE. Tel: 02920 375735 Wa-ceps@wa.rfca.cod.uk
Tourism Partnership North Wales	1	Matt Wright	Until May 2012	Ms. Sian Williams, Partnership Secretary, Tourism Partnership North Wales, 25 St. Asaph Business Park, St. Asaph LL17 0LJ Tel: 01745 589020 Sian.williams@tpnw.org
University of Wales, Bangor (Court)	1	Chris Bithell	Until May 2012	Dr. Sue Burton, Vice Chancellor's Office, University of Wales, Bangor, Gwynedd, LL57 2DG Tel:01248 388408 aos216@bangor.ac.uk
Valuation Tribunal for Wales North Wales Region – Joint Appointing Panel (Flintshire) Area	1	Ted Evans	Until May 2012	Gillian Kind, Clerical Officer, Valuation Tribunal for Wales, Dinerth Road, Rhos on Sea, Colwyn Bay, LL28 4UL Tel: 01492 546610 Northwales.vt@vto.gsx.gov.uk
Voluntary Council for Wales	1	Trefor Howorth	Until May 2012	Mike Dupree, Help Unit, Council for Voluntary Action, Baltic House, Mount Stuart Square, Cardiff, CF10 5FH

OUTSIDE BODY	NO. OF SEATS	COUNCILLOR REPRESENTATIVES	TERM OF OFFICE	CONTACT DETAILS
Wales Council for the Blind	1	Peter Curtis	Until May 2012	Ms. Rebecca Phillips, Administrator, Wales Council for the Blind, 3 rd Floor, Shand House, 20 Newport Road, Cardiff, CF24 0DB Tel: 02920 473954 staff@wcb-ccd.org.uk
Wales Home Safety Council	2 + 1 Officer	Brian Dunn & Bernie Attridge	Until May 2012	Helen Wilson, Private Sector, Housing Team, Pembrokeshire County Hall, Haverford West, Pembrokeshire, SA61 1TP
Welsh Books Council	1	Nigel Steele-Mortimer	Until May 2012	Mr. Elwyn Jones, Head of Administration & Public Relations Welsh Books Council, Castell Brychan, Aberystwyth, Ceredigion, SY23 2JB Tel: 01970 624151 castellbrychan@cllc.org.uk
Welsh Border Community Transport	1	Bernie Attridge	Until May 2012	Mr. Gary Feather, Welsh Border Community Transport, Town Council Building, The Cross, Mold Road, Buckley, Flintshire, CH7 2AP Tel: 01244 544474 welshborderct@aol.com

OUTSIDE BODY	NO. OF SEATS	COUNCILLOR REPRESENTATIVES	TERM OF OFFICE	CONTACT DETAILS
Welsh Joint Education Committee	1	Nigel Steele-Mortimer	Until May 2012	Mr. Gareth Pierce, Chief Executive, Welsh Joint Education Committee, 245 Western Avenue, Llandaff, Cardiff, CH5 2YX.
WLGA Co-ordinating Committee	1	Arnold Woolley	May 2012	Lorraine D'Agnilli, HR & Executive Officer Welsh Local Government Association Local Government House, Drake Walk, Cardiff, CF10 4LG Tel: 029 2046 8627 lorraine.dagnilli@wlga.gov.uk

Please advise Karen Jones / Lesley Wood (01352) 702151, Corporate Services of any amendments to this list.

APPENDIX C

Dear Colleague

Appointments to North Wales Fire and Rescue Authority

Following the local government elections I am inviting you to nominate Councillors to represent your council on the North Wales Fire and Rescue Authority.

The number of appointments required by your Council is (this number varies six per authority and needs to be set out).

Appointments to the Fire and Rescue Authority are made in accordance with Part III of the Schedule to the North Wales Fire Services (Combination Scheme) Order 1995 No. 3218. Under paragraph 13 of the Schedule to the 1995 Order "a member of the authority shall come into office on the date of his appointment and shall, subject to paragraphs 14 to 16, hold office for such period or periods as shall be determined by the constituent authority which appoints him".

I should therefore be grateful if you could, when appointing your representatives, specify the period of their appointments. The current arrangements across the six authorities range from appointments for the whole electoral cycle (which of course could be five years and not four years for this term) to annually renewable appointments.

I would advise that the political balance requirements of Part I of the Local Government and Housing Act 1989 will apply to these appointments. Whether appointments fall to be made by your council or by your cabinet/board will depend on how your constitution assigns the function of making appointments in paragraph 19 of Schedule 2 to the Local Authorities Arrangements (Functions and Responsibilities) (Wales) Regulations 2001 No. 2291.

It would be appreciated if you could notify me of your council's appointments as soon as they have been made, and no later than your AGM or the end of May (depending on which appointment route and date comes first) including the preferred address to which papers should be sent for each member.

At its Annual Meeting the Fire and Rescue Authority will consider whether it will appoint members to its committees by applying political balance requirements. If, as in the past, the Authority decides not to apply these requirements it will fall to the constituent authority to appoint, from amongst its representatives, two members to serve on the Authority's Executive Panel. I will be advising that the Authority should not apply political balance within its constitutional

arrangements so please assume that you will need to indicate which of your members are to serve on the Panel. Those members not appointed to the Executive Panel will automatically become members of the Audit Committee.

For your information, the Fire and Rescue Authority's Annual Meeting will be held at Anglesey County Council at 10.30am on 18th June 2012. The Induction for new and returning members will be held on 14th June 2012 at the OpTic, St Asaph Business Park. Please notify your nominees of these dates.

If you require any further information please do not hesitate to contact me.

Yours sincerely

Colin Everett
Clerc/Clerk

FLINTSHIRE COUNTY COUNCIL

REPORT TO: FLINTSHIRE COUNTY COUNCIL

DATE: TUESDAY, 15 MAY 2012

REPORT BY: CHIEF EXECUTIVE

SUBJECT: APPOINTMENT TO THE POLICE AUTHORITY, THE POLICE AND CRIME PANEL AND THE SAFER COMMUNITIES REGIONAL BOARD

1.00 PURPOSE OF REPORT

- 1.01 To establish a Joint Committee with the upper North Wales Councils to select two representatives to serve on the Police Authority. Also to update Councillors on the transition to the new Police and Crime Panel and the Safer Communities Regional Board.

2.00 BACKGROUND

- 2.01 At present the operation of North Wales Police is overseen by the North Wales Police Authority (NWPA). It consists of 9 councillors drawn as set out below from the 6 Councils within the area of the service:

Wrexham	2
Flintshire	2
Denbighshire	1
Conwy	1
Gwynedd	2
Ynys Mon	1

- 2.02 A request has been made to increase the size of the NWPA to 10 councillors so that it mirrors the forthcoming Police and Crime Panel (see below). If that request is granted then the extra seat will be allocated to Conwy County Borough Council.

- 2.03 The role of the NWPA is to:

- Provide strategic direction and oversight of its police force
- Hold the Chief Officer to account
- Set the policing precept and police budget
- Consult/engage with local people
- Monitor force performance

A full list of duties and responsibilities of the NWPA are attached at Appendix 1.

- 2.04 On 15 November 2012 elections will be held for a Police and Crime Commissioner with the successful candidate taking up post one week later. The NWPA will be dissolved and a new Police and Crime Panel (PCP) will be set from 1 November with the following responsibilities:
- Veto by a two thirds majority the level of the PCC's proposed precepts
 - Veto by a two thirds majority the PCC's proposed candidate for Chief Constable
 - Ask Her Majesty's Inspectorate of Constabulary for a professional view when the PCC intends to dismiss a Chief Constable
 - Review the draft Policing Plan and make recommendations to the PCC who must have regard to those recommendations
 - Require the PCC to attend the Panel to answer questions.
- 2.05 The new PCP will consist of 10 councillors from the 6 Authorities plus 2 independent members (ie. people who are not councillors). Each Council will receive 1 place with the remainder of the seats allocated equally (ie. a further 1 each) to Conwy, Flintshire, Gwynedd and Wrexham.
- 3.00 PROCESS FOR APPOINTING TO THE NORTH WALES POLICE AUTHORITY (NWPA)**
- 3.01 The Police Authority Regulations 2008 require that for a Police Authority covering more than one council, a joint committee should be appointed. That joint committee will in turn select representatives to serve on the Police Authority. The members of the joint committee should not be persons who are interested or likely to serve on the Police Authority so that they are not seen to be choosing themselves.
- 3.02 When exercising its power to appoint members to the NWPA the Joint Committee must ensure as far as is reasonably practicable that the number of councillors from any given party is the same as the proportion of councillors of the relevant councils taken as a whole who are the members of that party. That is to say the Joint Committee must be politically balanced across all the authorities in North Wales. The Joint Committee also has to ensure that the members who are appointed represent the interests of a wide range of people in the community, have skills, knowledge or experience which are perceived to be under represented among existing members of the Police Authority, promote others to within the Force and who are likely to commit sufficient time to take an effective role. The job profiles related to the members of the Police Authority are attached at Appendix 2.
- 3.03 The Policy Authority will serve until the end of October 2012 when the new PCP will come into being (see below).

4.00 PROCESS FOR APPOINTING TO THE POLICE AND CRIME PANEL

4.01 The Home Secretary will make the appointments to the PCP based upon (agreed) nominations from each of the Councils. The PCP will have to be politically balanced across the whole region in a similar manner to the NWPA. To that extent it would be ideal if the 2 representatives nominated to the NWPA could also be the nominees for the PCP in due course.

5.00 REGIONAL SAFER COMMUNITIES BOARD

5.01 The Council has previously approved the regional proposal to form a Regional Safer Communities Board and the Partnership Agreement for the Board has been approved. The purpose of the Board is to provide strategic direction for the Community Safety, Youth Justice and Criminal Justice functions and services. The Board membership comprises the six local authorities, North Wales Police, North Wales Fire and Rescue, Betsi Cadwaladr University Health Board and Wales Probation (and eventually the Police and Crime Commissioner). The first meeting of this new Board will be held in June.

6.00 RECOMMENDATIONS

- 6.01
- a) To appoint a Joint Committee with the six other authorities within the North Wales Police area which will allocate the seats on the North Wales Police Authority.
 - b) To appoint two members to the Joint Committee.
 - c) To note that the two members will, if at all possible, also be the representatives on the PCP, with the Chief Executive bringing back a further report if fresh representatives are required.
 - d) To appoint 1 Member to the Regional Safer Communities Board.
 - e) That any consequential amendments to the Constitution are made by the Head of Legal & Democratic Services.

7.00 FINANCIAL IMPLICATIONS

7.01 None.

8.00 ANTI POVERTY IMPACT

8.01 None.

9.00 ENVIRONMENTAL IMPACT

9.01 Not applicable.

10.00 EQUALITIES IMPACT

10.01 Not applicable.

11.00 PERSONNEL IMPLICATIONS

11.01 None.

12.00 CONSULTATION REQUIRED

12.01 None.

13.00 CONSULTATION UNDERTAKEN

13.01 None.

14.00 APPENDICES

14.01 Appendix 1 – Policy Authority Statutory Duties and Responsibilities

Appendix 2 - Role profile for membership of the North Wales Police Authority

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

As referred to in the report.

Contact Officer: Colin Everett
Telephone: 01352 702101
Email: chief.executive@flintshire.gov.uk

POLICE AUTHORITY STATUTORY DUTIES AND RESPONSIBILITIES

Local police authorities, together with chief officers and the Home Secretary, make up the **tripartite relationship** responsible for governance of policing in England and Wales.

- The Home Secretary sets national strategic priorities for policing, expresses the will of Government as it applies to policing, and is answerable to Parliament about how this is carried out.
- The local police authority sets local policing priorities, provides independent local oversight of the police, holds the Chief Officer to account for policing services delivered, and is itself accountable to local communities for how it does its job.
- The Chief Officer is responsible for direction and control of the police force, and is accountable to the police authority for the delivery of policing services.

The primary purpose of a police authority is to provide strategic direction and oversight of its police force. The authority's fundamental statutory duties are to:

- Maintain an efficient and effective local police force for its area
- Hold the chief officer to account
- Set the policing precept and police budget (except in the Metropolitan Police area, where the Metropolitan Police Authority recommend the budget to the Mayor of London who sets the precept, and the City of London which operates different arrangements through the Corporation of London)
- Ensure arrangements are in place within the force for proper financial management
- Ensure that the force acts within its powers and in accordance with the law
- Appoint the chief officer of police and senior police officers
- Oversee professional standards and complaints issues within the force
- Ensure that the local police force keeps improving, including receiving HMIC force inspection reports and responding to HMIC about implementing recommendations
- Consult local people and ensure that their views are reflected in the nature and style of policing and local policing objectives
- Work in partnership with others to reduce crime and disorder and the fear of crime

- Secure collaboration between forces, monitor their force's compliance with human rights legislation, and promote diversity
- Set local policing objectives within the national framework set by the Home Secretary, and publish plans and reports about the policing of their area
- Monitor force performance against plans and budgets
- Use discretionary power to require the Chief Officer to submit a written report on any matters connected with the policing of the area
- Meet employer's liabilities, including health and safety requirements, and ensure the police force does likewise
- Ensure that the force has adequate arrangements for the management of risk and
- Publish annual accounts to demonstrate the authority's stewardship of public funds

The responsibility for operational activities and the day-to-day management of the force rests with the Chief Officer.

To meet the statutory duties placed on police authorities, members are responsible – collectively – for the following functions:

Engaging with Local People

A key role of police authorities is to ensure that local people have a say in how they are policed and that their views are reflected in the nature and style of local policing. Police authorities are required to consult with local communities to ascertain their views on policing and to elicit their support for and co-operation with the police. Engaging in an effective and ongoing dialogue with local people and being transparent and accountable to them is therefore critical to the work that authorities do.

Scrutinising and monitoring police performance

It is the police authority's job to hold the chief constable and force to account, on behalf of local people, for the policing services delivered. Accordingly, one of the police authority's most important duties is to set standards and targets to improve local policing services, to monitor closely and to scrutinise all aspects of force performance against those targets and standards, and ensure that action is taken to remedy weak or poor performance.

Publishing a Local Policing Plan annually

The local policing plan sets out in detail how the community will be policed over the course of the following three years. It includes the local policing priorities, which are

arrived at following consultation with local people, and performance targets for the police force. This document is drafted by the Chief Officer and the authority must consult him/her about any changes to the draft. But public accountability requires that ownership of the plan rests with the police authority. To inform this process, police authorities are required to:

- engage with local communities about their policing concerns and priorities – this is a wide-ranging and on-going process;
- set key objectives, performance measures and targets, both for local priorities and for strategic priorities set by the Home Secretary; and
- ensure the plan includes strategies for improvements to the policing service delivered, including collaborative arrangements with other forces and efficiency savings.

Setting the Policing Precept (where appropriate) and Annual Budget

Police authorities are responsible for setting the police budget, aligned to priorities for policing in the force area, and then for holding the chief constable to account for how the budget is spent. Police authorities receive approximately 50 - 75% of funding via central government grants, and set a precept on the council tax according to locally determined need (except in the Metropolitan Police Authority and City of London Police Authority – see above). It therefore follows that police authority members must be ready to acquire an understanding of how the funding system operates, and who is responsible for what. The chief officer is usually responsible for managing the financial resources allocated to him in the budget, although authority members will typically be involved in agreeing large contracts and capital expenditure.

Publishing an Annual Report and Local Policing Summaries

The police authority is responsible for producing an annual report, to inform the community on the extent to which the local policing plan has been achieved. This will be informed by the chief officers and of year report to the police authority. In addition, police authorities must publish, at least annually, a document that sets out how the local policing priorities will be met, as well as an objective assessment of the force's performance for the previous year. These are called Local Policing Summaries and are circulated to every household in the local area.

Participating in local partnerships

Police authorities, along with chief officers, local authorities, health authorities, and the fire and rescue service, all contribute to local crime and disorder reduction partnerships. The partnerships are responsible for producing an annual partnership plan informed by the results of a strategic assessment for the area. The plan sets out on a rolling three basis the means by which each member of the partnership will work together to tackle local crime and drugs issues and anti-social behaviour.

These local strategies are one of the elements that contribute to the development of the wider local policing plan.

Police authorities also contribute to a range of other local partnerships in the public and criminal justice sectors, such as local criminal justice boards, and have a duty to co-operate in developing Local Area Agreements, which are the main vehicles through which councils deliver their priorities and plans. All of these partnerships will inform aspects of policing and local priorities for policing, and in turn will be informed by what the local police are doing or planning to do. In order to ensure all this activity is effectively joined up, police authority members play a key role in representing the authority on these partnerships, and individual members may, for instance, be asked to take on a lead role in a particular partnership on behalf of the authority.

Other Statutory Functions

In addition, police authorities have a number of other statutory functions. The most important of these include:

- monitoring the handling by the police force of complaints from the general public;
- directly considering any complaints against the chief, deputy and assistant chief constables;
- acting as the disciplinary authority for the chief, deputy and assistant chief constables;
- meeting the requirements as a police authority and monitoring the force's compliance with the provisions of the Race Relations (Amendment) Act 2000, Disability Discrimination Act 2005 and Equality Act 2006, to:
 - eliminate unlawful discrimination and harassment;
 - promote equality of opportunity;
 - promote good race relations between people of different racial groups and positive attitudes towards disabled persons;
 - have regard to the need to take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons; and
 - have regard to the need to encourage participation by disabled persons in public life.
- to monitor the force's compliance with the Human Rights Act 1998

- to secure collaboration with other police authorities in the provisions of services where this would be in the interests of efficiency and / or effectiveness
- to monitor the performance of the force against the delivery of the local policing plan
- to secure the view of local communities in relation to the policing of the area and secure their co-operation with the police in preventing crime:
and
- to operate an Independent Custody Visiting scheme to provide a check on persons detained in police cells.

Role of the Police Authority and Members' Job Profiles

POLICE AUTHORITY MEMBER

Role

- To ensure that there is an effective and efficient Police Service for the area
- To hold the Chief Officer to account for the Policing Service delivered within the area
- To set the strategic direction for the Force and exercise effective oversight of Force performance.
- To ensure improvements in the way the Force delivers policing services to the public
- To determine the policing precept (the element of Council Tax that supports local policing) and the police budget (where appropriate), and ensure that arrangements are in place for proper financial management
- To represent the interests of all those who live in, work in, or visit the Police Authority area and to ensure that the views of local people are reflected in the nature and style of local policing.
- To monitor the way in which complaints are dealt with by the Force and directly consider complaints against Chief Officers.
- To ensure that policing services are provided fairly and in a way which does not discriminate against any group or individual.
- To participate constructively in the good governance of both the Authority and the Force and where appropriate, of activities undertaken jointly with partners

Responsibilities

- to carry out collectively all statutory and locally determined requirements of a Police Authority Member, including participation in the formulation of policy, decision-making and other activities of the full Authority (such as determining the budget and precept, determining strategic direction and local policing priorities, agreeing policing and improvement plans for the Force area, developing the Authority Corporate / Strategic Plan) A list of Police Authority roles and responsibilities is set out in Appendix 'A'.
- to participate actively and effectively as a member of any committee, panel, task group or other Authority forum to ensure the strategy, policy and plans of the Authority are carried out.

- to participate actively and effectively as a member of any external board, committee, panel, or post, to which appointed to represent the Police Authority (for instance, crime disorder reduction partnerships, local criminal justice boards, local strategic partnerships, local authority scrutiny committees, answering questions at council meetings, joint committees overseeing shared services).
- to participate actively in reviews of Force or Authority effectiveness or efficiency, including reviews of personal effectiveness as an Authority member, and contribute to ensuring improvements and major change programmes are implemented successfully.
- to comply with all relevant Codes of Conduct and maintain the highest standards of conduct and ethics
- to maintain an up-to-date knowledge and awareness of national and local policing issues.
- to maintain a good working knowledge of Force policies and practices and ensure they meet the requirements of all relevant legislation (including health and safety, human rights, race relations and disability), and to establish good working relationships with Officers of both the Authority and the Force.
- to rigorously scrutinise, challenge and monitor all aspects of Force performance.
- to participate fully in developing Authority community engagement strategies with local people about local policing services.
- to represent the views of the Police Authority within local communities and the views of local communities to the Authority.
- to be involved in the appointment, discipline or dismissal of senior officers and staff, as appropriate
- to champion human rights and equality of opportunity, and work to eliminate unlawful discrimination both internally within the Authority and Force and in the provision of policing services.
- to attend local, regional and / or national conferences / seminars / briefings, if nominated by the Authority.
- to attend and actively in training programmes relevant to the role of police authority member.
- to contribute to the maintenance of an effective independent custody visiting scheme

CHAIR OF THE AUTHORITY

Role

- To fulfil the basic responsibilities of a Police Authority member and hold the office of chair of the Authority

Additional Responsibilities

- To provide leadership, ensuring that the Authority works as a coherent and corporate body
- To preside at Authority meetings, applying standing orders and ensure that members have a fair opportunity to participate debates
- To represent the Authority to the press and outside organisations
- To oversee co-ordination of Police Authority business at member level and develop, review and monitor implementation of the policies and strategies of the Police Authority
- To liaise with the Chief Executive, Treasurer and Chief Constable to facilitate Authority business
- To hold regular strategic meetings with the Chief Constable
- To undertake a Personal Development Review of the Chief Constable in consultation with HMIC
- To ensure that arrangements are in place for effective management of the Authority's Officers
- To ensure that Authority members receive support and training they need to carry out their functions effectively and to undertake periodic individual personal meetings with the Members in order to ascertain their needs
- If appropriate, to represent the Authority on the Association of Police Authorities (APA).
- To attend regional networks and national tripartite gatherings, as required.
- To represent the Authority on the Police Authorities of Wales (PAW) and undertake any responsibilities on behalf of PAW.

VICE-CHAIR OF THE AUTHORITY

Role

To fulfil the basic responsibilities of a Police Authority member and to hold the office of vice-chair of the Authority

Additional Responsibilities

- To deputise for the Chair of the Authority when necessary
- To liaise closely with the Chair of the Authority and assist him / her in overseeing conduct of the Authority's business as described in the Chair of the Authority's job profile

COMMITTEE CHAIRS

Role

To fulfil the basic responsibilities of a Police Authority member and to chair a committee of the Authority and act as a lead member for that committee.

Additional Responsibilities

- to lead the work of a committee of the Authority
- to act as the Authority's lead member and spokesperson on the areas within the committee's remit
- to develop and maintain up-to-date knowledge and specialist expertise in the area for which he /she is responsible
- to liaise closely with Authority and Force staff in developing and managing the work of the committee
- to contribute to national policy development, national events, PAW or APA networks or initiatives on the areas for which he / she is responsible

Role of a Lead Member:

To fulfil the basic responsibilities of a Police Authority member and to act as a lead member for a particular portfolio

Responsibilities:

1. To act as the Authority's "champion" and spokesperson on the areas within a particular portfolio, recognising that on occasions the lead member should have the freedom to act in a scrutiny or questioning capacity.
2. To be the initial and focal point of contact for the Authority, Force, or others wishing to discuss issues informally with a Police Authority member or to sound out views.
3. Where appropriate, to attend meetings of Police Force Boards, and other appropriate meetings, to represent the views of the Authority and if necessary arrange for particular issues to be considered by the Authority as a whole.
4. To contribute to (and steer if necessary) policy development locally within the Authority and the Force, and nationally as appropriate, by representing North Wales Police Authority on other bodies etc.
5. To actively seek Best Practice both locally and nationally in respect of their particular portfolio.
6. To be a link between the Authority and the Force, and a collecting point for information in respect of their particular portfolio.
7. To transfer views and good ideas from the Authority to the Force.
8. Committee Chairs are by definition the lead member for those areas in their committee's terms of reference, unless another member has been allocated a specific responsibility – in such cases it is preferable for that member to be drawn from the committee's membership.
9. Lead members are non-executive, and therefore do not have the authority to commit North Wales Police Authority to a course of action or to make decisions on its behalf, however they do have a key role in influencing the subject.
10. Lead members must consider how particular issues identified in their role as lead member should be introduced to the Authority.
11. In carrying out their role or speaking publicly, the lead member must promote and represent views or policies agreed by North Wales Police Authority or its committees even if these are not their own views.

12. Lead members have a responsibility to keep the Authority or relevant committee informed of their work by way of regular written updates, and to keep themselves informed of the key developments and issues in their lead area.
13. A lead member can request briefings/information on their subject area from North Wales Police Authority and North Wales Police (within reason in terms of the time it might take to produce a briefing).
14. To represent the Authority at relevant meetings outside the Force Area e.g. APA and Forensic Science Consortium etc.
15. Lead members are regarded as the Authority's eyes and ears in respect of a particular subject, and must ensure that other members of North Wales Police Authority are confident that all aspects of the relevant subject are covered by the lead member on their behalf.

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Our Ref/Ein Cyf:
Your Ref/Eich Cyf:
Date/Dyddiad:
Please ask for/Gofynnwch am:
Direct line/Llinell uniongyrchol:
Email/Ebost:

LDA/Council
12th April 2012
Lorraine.D'Agnilli
029 2046 8627
lorraine.dagnilli@wlga.gov.uk



To: Chief Executives of Welsh Local Authorities

cc: Welsh Local Authority Leaders/Chairmen (as appropriate)

Dear Chief Executive,

Representation on WLGA Co-ordinating Committee

In line with the provisions of section 9.1 of the WLGA Constitution, the WLGA Council shall establish a Co-ordinating Committee

"Comprising
one member appointed by each local authority in full membership from among those members it has appointed to the Council of the Association".

I should therefore be grateful if you would clarify which of your local authority's representatives nominated for membership of the WLGA Council will also be serving on the Co-ordinating Committee.

In order to ensure that details of proposed membership of the Co-ordinating Committee are available by the Annual Meeting, I would be grateful if you would let me have your council's nomination **by not later than Thursday 24th May 2012.**

Yours sincerely

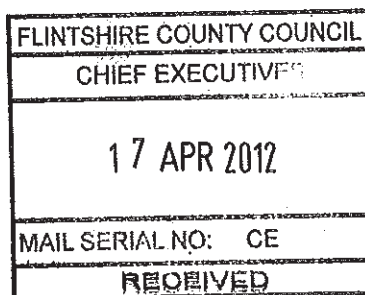
Lorraine D'Agnilli
HR and Executive Officer
Swyddog Gweithredol ac Adnoddau Dynol

Steve Thomas CBE
Chief Executive / Prif
Weithredwr

Welsh Local Government
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Cymdeithas Llywodraeth
Leol Cymru
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www.wlga.gov.uk



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Our Ref/Ein Cyf:
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Date/Dyddiad:
Please ask for/Gofynnwch am:
Direct line/Llinell uniongyrchol:
Email/Ebost:

LD'A/Council
22nd April 2012
Lorraine.D'Agnilli
029 2046 8627
lorraine.dagnilli@wlga.gov.uk



WLGA • CLILC

Dear Colleague

Representation on WLGA Council and Voting

(a) Representation

In accordance with the provisions of Section 6 of the Revised WLGA Constitution the membership of the WLGA Council must be renewed at each annual meeting.

I should therefore be grateful if you would ask your council to appoint members in accordance with the allocation set out for each council in the **attached** list.

In order to ensure that the Association's records are accurate, the following details relating to each member appointed should be forwarded to me by not later than **Friday, 8th June 2012**.

- (i) Full Name
- (ii) Full address
- (iii) Political affiliation

(b) Voting

The **attached** list also includes details of the number of votes allocated to each member authority. These votes may be used on the basis of one person one vote or "en Bloc". Each member authority is required to declare in advance of each annual meeting how it wishes to use its votes for the next twelve months. I should therefore be grateful if you would please advise, when you forward details of representatives to serve on the WLGA Council, how your council's votes will be used.

Yours sincerely

Lorraine D'Agnilli
HR and Executive Officer
Swyddog Gweithredol ac Adnoddau Dynol



CE 017463

Steve Thomas CBE
Chief Executive / Prif
Weithredwr

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Voting for 2012/13

	WLGA seats	Use of Votes
Blaenau Gwent	2	en Bloc
Bridgend	3	One per person
Caerphilly	4	en Bloc
Cardiff	7	One per person
Carmarthenshire	4	One per person
Ceredigion	2	en Bloc
Conwy	3	One per person
Denbighshire	2	One per person
Flintshire	4	en Bloc
Gwynedd	3	en Bloc
Merthyr Tydfil	2	One per person
Monmouthshire	2	en Bloc
Neath Port Talbot	3	en Bloc
Newport	3	en Bloc
Pembrokeshire	3	en Bloc
Powys	3	en Bloc
Rhondda Cynon Taff	5	One per person
Swansea	5	en Bloc
Torfaen	2	en Bloc
Vale of Glamorgan	3	en Bloc
Wrexham	3	One per person
Ynys Mon	2	One per person
	70	

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **ANNUAL MEETING OF THE FLINTSHIRE COUNTY COUNCIL**

DATE: **15 MAY 2012**

REPORT BY: **DEMOCRACY AND GOVERNANCE MANAGER**

SUBJECT: **SCHEDULE OF MEMBER REMUNERATION**

1.00 PURPOSE OF REPORT

1.01 To approve the council's schedule of member remuneration.

2.00 BACKGROUND

2.01 It is the custom and practice in Flintshire that the rates of member allowances are determined at the council's annual meeting for the forthcoming municipal year. This municipal year will be the first under the new arrangements introduced by the annual report of the Independent Remuneration Panel for Wales (IRPW) issued in December 2011. The annual report was the subject of a report to the county council meeting on the 31 January 2012 when the council noted the provisions coming into effect from May 2012 and made certain decisions in preparation for the changes.

3.00 CONSIDERATIONS

3.01 One of the changes for the 2012/13 municipal year is that the previous requirement to have a scheme of member allowances is replaced by a requirement to have a schedule of member remuneration. The schedule of member remuneration needs to be produced no later than 4 weeks following the council's annual meeting and the council must make arrangements for its publication as soon as practical after its determination and no later than the 31 July of the year to which it applies.

3.02 Annex 2 of the annual report of the IRPW details the information that has to be included in the schedule. In essence it describes the various payments that are made to members and co-opted members. Attached as appendix A is a draft schedule of member remuneration containing the information required by annex 2 insofar as that information is available prior to the annual meeting.

- 3.03** At the council meeting on the 31 January 2012 it was decided that the appropriate mileage rate for travel by car should remain at 40p per mile, that this should not be payable for constituency mileage and that the maximum reimbursement for London hotel expenditure should be £150 per night. These decisions are incorporated into the schedule of member remuneration attached as appendix A.
- 3.04** The amounts of what the IRPW describe as basic and senior salaries are now prescribed and set by the IRPW. Similarly in relation to the amount paid to co-optees. The provisions relating to travel and subsistence rates (except for London hotels referred to in paragraph 3.03 above) remain unaltered from the 2011/12 members' allowance scheme.
- 3.05** The one issue outstanding is to determine the posts that will be eligible for senior salaries. The number of such posts is limited to a maximum of 18 excluding the civic allowances paid to the council's chair and vice chair. The posts that are eligible for payment of senior salaries are those listed in appendix 2 of the schedule of Member remuneration and no individual councillor is entitled to more than one senior salary or to receive both a senior salary and a civic salary. All senior and civic salaries are paid inclusive of the basic salary. The Leader, Deputy Leader and Executive members are prohibited from receiving a salary from any National Park Authority or Fire & Rescue Authority.
- 3.06** Claims for travel and subsistence allowances are to be made in accordance with appendix 4 of the schedule of Member remuneration, in particular they can only be claimed in respect of the official business listed in paragraphs (a) to (n). Any claim for travel and subsistence has to be submitted with 4 months of the date on which any entitlement became due and receipts must be produced. Member Services staff will assist new members in completing their claim forms for the first time.

4.00 RECOMMENDATIONS

4.01 To determine up to a maximum of 18 posts eligible for senior salaries.

4.02 To approve the schedule of member remuneration in appendix A.

5.00 FINANCIAL IMPLICATIONS

5.01 The new permanent rates can be met from the 2012/13 budget with the underspend of approximately £0.084m being available to meet any increases in member pension contributions and in providing increased IT support to members. Further budget implications will be reviewed as part of the budget process for 2013/14.

6.00 ANTI POVERTY IMPACT

6.01 None as a result of this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None as a result of this report.

8.00 EQUALITIES IMPACT

8.01 None as a result of this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None as a result of this report.

10.00 CONSULTATION REQUIRED

10.01 None as a result of this report.

11.00 CONSULTATION UNDERTAKEN

11.01 None as a result of this report.

12.00 APPENDICES

12.01 Appendix A - Draft schedule of member remuneration

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

Report of the IRPW dated December 2011

Report to and minute of county council meeting 31 January 2012

Contact Officer: Peter J Evans
Telephone: 01352 702304
Email: peter_j_evans@flintshire.gov.uk

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SCHEDULE OF MEMBER REMUNERATION

1.00 Introduction

- 1.01 Regulation 4 of the Independent Remuneration Panel for Wales (IRPW) Regulations requires that an authority must produce annually a schedule of payments it intends to make to its Members and co-opted Members. The amount of those payments must accord with the Panel's determinations made for that year. The schedule must be produced no later than 4 weeks following the annual meeting of the authority. An authority may amend the schedule at any time during the year provided such amendments accord with the Panel's determinations for that year.
- 1.02 The IRPW have decided that certain payments to Members should be called salaries even though Members are not employees of the Council. More commonly such payments are called allowances. This document will refer to salaries as allowances.
- 1.03 Annex 2 of the annual report issued by IRPW in December 2011 requires that the schedule of Member remuneration contain certain information and this document contains the information required by Annex 2.
- 1.04 In addition to the 70 Members of Flintshire County Council (the Council) some Committees of the Council have co-opted Members and such co-opted Members are entitled to receive co-opted Member payments determined by the IRPW as detailed in this document.

2.00 Definitions

- 2.01 "Basic Allowance (Basic Salary)"
This is the amount of payment determined by the IRPW that is paid to each Member of the Council.
- 2.02 "Senior Allowance (Senior Salary)"
This is the amount of payment determined by the IRPW that is paid to a limited number of Members because of the specific responsibilities they have and includes for those Members their basic allowance (basic salary).
- 2.03 "Civic Allowances (Civic Salaries)"
These are payments made to the Chair of the Council as civic head and to the Vice Chair of the Council.

- 2.04 “Care Allowance”
This is a payment to Members and co-opted Members in respect of expenses of arranging for the care of children or dependants necessarily incurred in order to carry out official Council business.
- 2.05 “Travel Allowance”
This is a payment made to a Member or co-opted Member in respect of travel expenditure incurred for the performance of official Council business.
- 2.06 “Subsistence Allowance”
This is a payment made to a Member or co-opted Member in respect of expenditure incurred by the Member or co-optee in the performance of official Council business. It is not payable for the performance of official business within the boundaries of Flintshire.
- 3.00 Payments**
- 3.01 ***Basic Allowance***
Attached as Appendix 1 to this schedule are the names of those Members who receive the basic allowance of £13,175 per annum.
- 3.02 ***Senior Allowances***
Attached as Appendix 2 are the names of those Members who receive senior allowances, including the office and portfolio held and the amount paid. The amount paid includes £13,175 basic allowance. It also indicates which of the four bands of senior allowance determined by the IRPW applies. The IRPW have placed a maximum of 18 on the number of senior allowances that Flintshire can pay. This limit can only be exceeded where there is a temporary senior allowance office holder providing temporary cover for the family absence of the appointed office holder. This maximum limit of senior allowances has not been exceeded.
- 3.03 ***Civic Allowances***
The Chair of the Council as the Civic Head receives a civic allowance of £21,375 p.a. and the Vice Chair of the Council a civic allowance of £16,625 p.a. These include the basic allowance of £13,175 p.a.
- 3.04 ***Co-optees***
Attached as Appendix 3 are the names of the co-opted Members who receive the co-opted Member fee and whether they are a Committee Chair or an ordinary Committee Member. As a Chair the daily fee is £256 (£128 for half day), whereas for a co-opted ordinary Member the daily fee is £198 (£99 for half day).

4.00 Allowable Expenses

4.01 Care Allowance

A maximum payment of £403 per month can be paid to Members and co-opted Members who incur necessary expenses for the care of children or dependents while undertaking Council duties.

Reimbursement is only made on production of receipts from the carer.

4.02 Travel & Subsistence Allowances

Members and co-opted Members will be reimbursed expenditure on travel and subsistence by way of payment of travel and subsistence allowances in accordance with Appendix 4.

5.00 Arrangements

5.01 Paragraph 6 of Annex 2 requires local authorities to declare in the schedule of Member remuneration where certain arrangements are in place. These are whether:-

- A statement of the basic responsibility of a Councillor is in place.
- Role descriptions of senior allowance office holders is in place.
- Records are kept of Councillor attendance.
- Records are kept of Councillor activity.
- Annual reports are prepared by Councillors and published on the Council's website.

In Flintshire the first and second of the above are in place and records are kept of Councillor attendance at formal meetings in the minutes of those meetings. Records are not kept of Councillor activity and any annual reports prepared by Councillors are not published on the Council's website.

5.02 Such part of an allowance, allowance or fee must be repaid where payment has already been made in respect of any period during which the Member or co-opted Member concerned:

- was suspended or partially suspended from their duties or responsibilities in accordance with Part 3 of the Local Government Act 2000 or regulations thereunder;
- ceases to be a Member or co-opted Member of the authority;
- or in any way is not entitled to receive an allowance (salary), or fee in respect of that period.

5.03 Any Member or co-opted Member may by notice in writing to the Head of Legal Services elect to forgo any part of their entitlement to an allowance, or fee for that particular year.

- 5.04 Members and co-opted Members are paid their allowances, and fees on a monthly basis through the year. For travel and subsistence allowances this is dependent upon having received a completed claim form from the Member submitted in accordance with Appendix 4.
- 5.05 Changes may be made to this Schedule of Member Remuneration by the Head of Legal and Democratic Services provided all Members, co-opted Members and the IRPW are informed promptly of any such changes.

List of 70 Members

Councillors:-

Alex Aldridge	Joe Johnson
Bernie Attridge	Rita Johnson
Glyn Banks	Christine Jones
Haydn Bateman	Kevin Jones
Marion Bateman	Richard Jones
Chris Bithell	Stella Jones
Amanda Bragg	Colin Legg
Helen Brown	Phil Lightfoot
Derek Butler	Brian Lloyd
Clive Carver	Richard Lloyd
David Cox	Mike Lowe
Peter Curtis	Peter Macfarlene
Ron Davies	David Mackie
Adele Davies-Cooke	Nancy Matthews
Alan Diskin	Hilary McGill
Glenys Diskin	Ann Minshull
Chris Dolphin	Billy Mullin
Rosetta Dolphin	Tim Newhouse
Ian Dunbar	Mike Peers
Brian Dunn	Neville Phillips
Carol Ellis	Mike Reece
David Evans	Gareth Roberts
Ted Evans	Ian Roberts
Jim Falshaw	Tony Sharps
Veronica Gay	Aaron Shotton
Robin Guest	Paul Shotton
Alison Halford	Ian Smith
Ron Hampson	Nigel Steele-Mortimer
George Hardcastle	Carolyn Thomas
Patrick Heesom	Owen Thomas
Cindy Hinds	David Williams
Trefor Howorth	Sharron Williams
Ray Hughes	David Wisinger
Dennis Hutchinson	Arnold Woolley
Hilary Isherwood	Matt Wright

APPENDIX 2

Posts eligible for senior salaries

<u>Band 1</u>	<u>Amount</u> [including Basic Allowance (Salary) of £13,175]
Leader	£47,500
Deputy Leader	£33,460
<u>Band 2</u>	
Executive Members (maximum of 8)	£28,780
<u>Band 3</u>	
Committee Chairs for:- Planning & Development Control Committee Audit Committee Licensing Committee Constitution Committee 7 Overview & Scrutiny Committees Democratic Services Committee	£21,910
Leader of Largest Opposition Group (no members of group on Executive)	£21,910
<u>Band 4</u>	
Leader of other political group (no members of group on Executive and not the largest opposition group)	£16,920
Chair of Clwyd Pensions Panel	£16,920

Note: A maximum of 18 senior salaries can be paid by Flintshire.

No Member can receive more than 1 senior allowance (salary).

Co-opted Members

Standards Committee:-

Mr Kevin Sibbons (Chair)
Mrs Patricia Jones
Councillor Mrs Diane Johnson
Mr C Bretherton-Watt
Mr K A Martin
Mr Merfyn Roberts

Lifelong Learning:-

Mrs Rebecca Stark
Mrs Rita Price
Mr David Hytch
Ms Carole Burgess
Mrs T Millington

Audit Committee:-

One lay person when appointed.

TRAVEL & SUBSISTENCE ALLOWANCES

Any claim for travel or subsistence allowance must be made on the appropriate claim form and submitted within 4 months of the date on which any entitlement became due. With the exception of claims for travel by private motor vehicle all other claims for payment travel or subsistence allowance shall be accompanied by appropriate receipts proving actual expenses. The approved form for claiming of subsistence allowance includes a statement that the Member/co-opted Member has not made and will not make any other claim in respect to the matter to which the claim relates. The claim form needs to be signed by the Member or co-opted Member.

Members and co-opted Members can only claim travel, subsistence and care allowances for the following official business:

- a) Attendance at a meeting of the Council or of any Committee of the Council or of any Body to which the Council makes appointments or nominations, or of any Committee of such a Body.
- b) Attendance at a meeting of any Association of Authorities of which the Council is a Member.
- c) Attendance at any other meeting the holding of which is authorised by the Council or by a Committee of the Council or by a Joint Committee of the Council and one or more other Authorities.
- d) A duty undertaken for the purpose of, or in connection with, the discharge of the functions of an Executive where the Council is operating Executive Arrangements within the meaning of Part II of the Local Government Act 2000.
- e) A duty undertaken in pursuance of a Standing Order which requires a Member or Members to be present when tender documents are opened.
- f) A duty undertaken in connection with the discharge of any function of the Council which empowers or requires the Council to inspect or authorise the inspection of premises.
- g) Attendance at any training or developmental event approved by the Council or its Executive.
- h) 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.
- i) Any attendance required by financial regulations or Contract Standing Orders.
- j) Any attendance authorised/required by the Council's Scheme of Delegation (e.g. attendances for consultation purposes).
- k) Attendance upon an Officer of the Council upon Ward business.
- l) Attendance upon an Officer of the Council upon Council business.
- m) Attendance to inspect background documents under Section 100D Local Government Act 1972.

- n) Any other attendances expressly authorised by Committee, Executive 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 related to a co-opted Member living outside the Council area.

Where a Member or co-opted Member is suspended or partially suspended from being a Member or co-opted Member, under Part 3 of the Local Government Act 2000 then travel and subsistence allowances payable to that Member/co-opted Member in respect of the responsibilities or duties from which that Member/co-opted Member is suspended or partially suspended will not be paid.

Conditions of Claiming Travel and Subsistence Allowances:-

- 1) Travel and subsistence allowances are reimbursement of expenses necessarily incurred in performing official business provided always that they are not reimbursable by any other Body
- 2) If the appropriate official business is not identified (and in the case of (k) & (l) above the Officer/s and business concerned) no reimbursement shall be made
- 3) Except in the case of claims for travel by means of a private motor vehicle, receipts must be produced prior to any reimbursement
- 4) In the case of claims for travel by means of a private motor vehicle the actual start and finish mileage should be shown
- 5) Where two or more Members travel to the same venue out of the County, then either rail travel or a pool/hire car shall be used unless either the Chief Executive, Head of Legal and Democratic Services or the Head of Finance has given prior authorisation
- 6) Wherever possible travel should be booked in advance by the Council to obtain:-
 - Discount
 - VAT refund
 - Best ValueWhenever travel is not so booked, this must be approved by the Chief Executive, the Head of Legal and Democratic Services or the Head of Finance.
- 7) Wherever possible officers travelling with Members shall defray all appropriate expenditure and reclaim via official channels

Travel Allowances:

1. Approved duty must always be specified

2. Mileage

(a) ***Private Car***

The relevant mileage will be reimbursed at the rate appropriate to vehicles of up to 999 cc irrespective of the actual cubic capacity of the vehicle actually used, the rate is currently 40p per mile. Where an official passenger/passengers are carried a further 5p per passenger per mile is payable in which case the passenger/s must be identified. The rate per mile applies up to a maximum of 10,000 miles in the year and 25p per mile thereafter.

(b) ***Pool Car***

Reimbursement for ACTUAL FUEL purchased upon production of receipts.

3. Other Travel Arrangements

All rail or other travel should be pre-booked and paid for by the Council. In those cases where direct bookings or alternative arrangements are authorised then the actual expenditure incurred will be reimbursed upon production of appropriate receipts up to the maximum of the relevant standard class fare or actual mileage involved.

Subsistence Allowances

1. Official business to be specified. No subsistence allowance is paid for official business within Flintshire.

2. All appropriate receipts to be produced with claim forms.

3. Any overnight accommodation should be arranged via the Council's Members' Services Team.

4. For official business within Flintshire the rate of subsistence allowance is Nil. For approved duties outside of Flintshire the rates are as indicated below.

5. A maximum payment of £28 is available for an overnight stay, including breakfast with friends or relatives whilst on an approved duty.

6. Where the Member certifies that the expenditure was necessarily incurred reimbursement will be made up to the maximum of:

Breakfast £4.48	more than 4 hours before 11.00 am
Lunch £6.37	more than 4 hours of which part is between 12.00 and 2.00 pm
Tea £2.43	more than 4 hours of which part is between 3.00 pm and 6.00 pm
Evening Meal £7.64	more than 4 hours ending after 7.00 pm

Tea and evening meal cannot be claimed for the same day, only one of these may be claimed.

Any of the above will not be payable if the equivalent meal is provided free of charge to the Member at the event.

Where expenditure has been incurred by the Member exceeding the figures given above, reimbursement may be made subject to a maximum of £28 per day.

7. Accommodation Expenses

- (a) Official business to be specified:-
- (b) Except in exceptional circumstances approved by the Chief Executive, or Head of Legal and Democratic Services or the Head of Finance all accommodation must always be booked in advance by the Council to obtain:-
 - Discount
 - VAT
 - Best Value

In these circumstances there is no question of reimbursement.

- (c) Where meals are included in the accommodation or courses/conferences those cannot be claimed for separately, except in exceptional circumstances as approved by the Chief Executive, or Head of Legal and Democratic Services or Head of Finance.
- (d) Where accommodation is booked other than by the Council, reimbursement will only be made upon production of appropriately detailed receipts.

AND

up to a maximum of £150.00 per overnight stay in London

up to a maximum of £120 per overnight stay in Cardiff
or £95.00 for overnight stay elsewhere in UK.

AND

the Council obtaining better value by this arrangement or this arrangement being the only practicable one in the circumstances.