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Head of Legal and Democratic Services
Pennaeth Gwasanaethau Cyfreithiol a Democraataidd



To: Members of the Community Profile &
Partnerships Overview & Scrutiny Committee

CS/NG

Political Balance

22 May 2012

Chairman – B. Dunn

Labour – 7

Liberal Democrats – 2

Conservative – 1

Independent Alliance – 1

Independent -1

New Independents – 1

Non Aligned – H.D. Hutchinson

The Membership of the Committee will be read out
at the start of the meeting

Maureen Potter 01352 702322
maureen.potter@flintshire.gov.uk

Dear Sir / Madam

A meeting of the **COMMUNITY PROFILE & PARTNERSHIPS OVERVIEW & SCRUTINY COMMITTEE** will be held in the **DELYN COMMITTEE ROOM, COUNTY HALL, MOLD CH7 6NA** on **MONDAY, 28TH MAY, 2012** at **10.00 AM** to consider the following items.

Yours faithfully

Democracy & Governance Manager

AGENDA

1 **APOLOGIES**

2 **APPOINTMENT OF VICE-CHAIR**

Nominations will be sought for a Vice-Chair for the Committee.

County Hall, Mold. CH7 6NA
Tel. 01352 702400 DX 708591 Mold 4
www.flintshire.gov.uk
Neuadd y Sir, Yr Wyddgrug. CH7 6NR
Ffôn 01352 702400 DX 708591 Mold 4
www.siryfflint.gov.uk

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

3 **MINUTES** (Pages 1 - 6)

To confirm as a correct record the minutes of the last meeting.

4 **DECLARATIONS ON INTEREST (INCLUDING WHIPPING DECLARATIONS)**

5 **OVERVIEW & SCRUTINY COMMITTEES' TERMS OF REFERENCE** (Pages 7 - 14)

Report of Member Engagement Manager

6 **WORK PROGRAMME FOR THE COMMITTEE** (Pages 15 - 22)

Report of Member Engagement Manager

**COMMUNITY PROFILE AND PARTNERSHIPS
OVERVIEW AND SCRUTINY COMMITTEE
5 MARCH 2012**

Minutes of the meeting of the Community Profile and Partnerships Overview and Scrutiny Committee of the Flintshire County Council held at County Hall, Mold on Monday, 5 March 2012

PRESENT: Councillor D. McFarlane (Chairman)

Councillors: S.R. Baker, A.J. Davies-Cooke, F. Gillmore, R.J.T. Guest, R.P. Macfarlane and D.I. Mackie

APOLOGIES:

Councillors: Eng. K. Armstrong-Braun, R. Hughes, D.L. Mackie and E.W. Owen

CONTRIBUTORS:

Geographic Information Services Manager and Information Analyst (for minute number 52)

Policy, Performance and Partnerships Manager (for minute number 53)

IN ATTENDANCE:

Member Engagement Manager and Committee Officer

48. DECLARATIONS OF INTEREST

No declarations of interest were made.

49. CLWYD THEATR CYMRU – AGENDA ITEM 4

The Member Engagement Manager explained that this item on Clwyd Theatr Cymru had been withdrawn due to unforeseen circumstances for which he apologised. It was suggested that the issue be commended to the successor Committee under the new Council.

50. VARIATION IN ORDER OF BUSINESS

The Member Engagement Manager indicated that there would be a slight change in the order of business to bring forward the item on Digital Mapping and this would be considered after the minutes.

51. MINUTES

The minutes of the meeting of the Committee held on 30 January 2012 had been circulated to Members with the agenda.

Matters Arising

The Member Engagement Manager referred to the second paragraph on page 6 and advised that the visit to the control room at Mold Police Station

had been cancelled. He explained the reasons for this and said that another visit would be arranged after the Election.

RESOLVED:

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

52. DIGITAL MAPPING

The Chairman welcomed Andy Brown, the Geographic Information Services Manager and Ashley Dymont, Information Analyst, to the meeting.

The Geographic Information Services Manager provided a detailed demonstration of Infomap, the Council's intranet mapping product. He explained that it had been launched in 2008 and he provided full details of how Members and officers could use the facility. The Infomap covered a variety of items which could be viewed based on predefined geo-sets and the Geographic Information Services Manager used trees covered by tree preservation orders as an example to show the information that could be viewed. Planning applications from 2006 to the current date were included and the Infomap was updated daily. He explained that users could find areas by using addresses or postcodes, facilitated by the Council's Local Land and Property Gazetteer (LLPG), and demonstrated this to the Committee.

The Chairman asked if this had been provided to the Planning Committee as training and in response the Geographic Information Services Manager said that it had not, but that this could be considered. Following a question from Councillor R.J.T. Guest about whether the LLPG was used by the Planning Department, he said that their current system used an Ordnance Survey address system but the use by them of the LLPG addressing system was being considered. He also explained about the public facing side of the service which was available through the Flintshire County Council website. The Information Analyst headed up the Local Land and Property Gazetteer for the Authority and in 2011 it had achieved a gold standard for matches of 99.95% against the Council Tax addressing system and a 99.50% match against National Non Domestic Rates addresses.

On the issue of benefit claimants, which was one of the predefined geo-sets, the Geographic Information Services Manager explained that the system did not identify individual claimants but was able to indicate the numbers of claimants within wards. However, he added that by using a secure log in system, sensitive information could be viewed by those with appropriate access.

Councillor R.P. Macfarlane asked about the section on the website on digital mapping and was advised that the public section was called 'Stratus' and the Geographic Information Services Manager detailed the view which could be seen by the public and how they would use the system. He added that information was being gathered on an ongoing basis and that if a request

was received to include particular information, then this would be considered and gave an example of listed buildings which had been requested recently. In response to a question from Councillor D.I. Mackie, the Geographic Information Services Manager said that if Members required information in the form of a report, they should contact him detailing the required parameters.

Councillor Mackie raised concern that there was a separate planning system which was being updated separately as he felt that all of the data on this issue should be held centrally.

RESOLVED:

- (a) That the demonstration be received; and
- (b) That the suggestion that the demonstration be used as part of Planning Committee training be forwarded to the Head of Planning.

53. 'SHARED PURPOSE – SHARED DELIVERY' – WELSH GOVERNMENT CONSULTATION ON INTEGRATING PLANS AND PARTNERSHIPS

The Policy, Performance and Partnerships Manager introduced the report to provide an overview of the consultation on the proposed statutory guidance produced by the Welsh Government (WG) on integrating plans and partnerships, 'Shared Purpose – Shared Delivery'.

The proposals to produce a single plan to replace four plans currently in place were mainly well supported and included good practices already being undertaken such as a reduction in the number of partnerships. It was reported that the expectation was that the single plan would be based on a comprehensive single needs assessment, use an outcomes based methodology and would pay attention to the needs of the whole population in the local area but with a specific focus on groups who were disadvantaged, vulnerable or at risk of becoming vulnerable. One area that officers disagreed with was that the Local Service Board (LSB) would be the accountable body to carry out the requirements of the Welsh Government's Programme for Government as it was felt that local priorities should be the main consideration. The Policy, Performance and Partnerships Manager explained that any comments from this Committee could be included as part of the response of Flintshire County Council which was to be presented to Executive on 27 March 2012.

In response to a question from Councillor D.I. Mackie, the Policy, Performance and Partnerships Manager said that statutory partnerships could comprise of local leads and they would be accountable for the delivery of the service. Councillor R.J.T. Guest expressed concern about how Overview & Scrutiny Committees would scrutinise collaborative working following the introduction of the Local Government (Wales) Measure 2011. In response, the Policy, Performance and Partnerships Manager agreed that there was some confusing terminology in the document and it was not clear what the intentions of WG were.

Councillor Mackie asked how the visions of Flintshire County Council would fit in with that of partner agencies such as Betsi Cadwaladr University Health Board. The Policy, Performance & Partnerships Manager said that when the Improvement Plan was being developed, consultation was undertaken with partner agencies and they had agreed with the strategic intent as identified by the Authority. Councillor R.P. Macfarlane asked about the future of local administration in Wales and said that the document created confusion.

RESOLVED:

- (a) That the report be noted; and
- (b) That the comments of the committee be included in the response of Flintshire County Council which was being considered by Executive on 27 March 2012.

54. FORWARD WORK PROGRAMME

The Member Engagement Manager introduced the report to consider the Forward Work Programme for the Committee.

He explained that a Forward Work Programme was not attached to the report as this was the last meeting of the committee prior to the Elections. He asked whether Members had any suggestions of items to be commended to the successor committee and highlighted paragraph 3.02 and the request from Councillor Eng. K. Armstrong-Braun. He also suggested that the Statutory Crime and Disorder role of the committee could be considered at a future meeting.

Councillor S.R. Baker spoke of issue of Flintshire residents receiving hospital treatments in England and asked whether this could be considered. In response the Member Engagement Manager said that this was in the remit of the Social and Health Overview & Scrutiny committee and that he would pass the suggestion on to the Learning and Social Care Overview & Scrutiny Facilitator.

Following a discussion on the presentations from partner organisations which had been received by the committee, the Member Engagement Manager asked for suggestions of items for future presentations. In response to a comment from the Chairman on Royal Mail and the proposed increase in the price of stamps, Councillor R.J.T. Guest explained that a Post Office Users Council used to operate but he did not know if it still existed. The Member Engagement Manager said that he could find out and would put the issue on the Forward Work Programme as a topic for consideration by the successor committee.

RESOLVED:

That the Forward Work Programme be amended to reflect the above suggestions.

55. DURATION OF MEETING

The meeting commenced at 10.00 a.m. and ended at 11.05 a.m.

56. MEMBERS OF THE PUBLIC AND PRESS IN ATTENDANCE

There were no members of the public and one member of the press in attendance.

.....
Chairman

SUMMARY OF DECLARATIONS MADE BY MEMBERS
IN ACCORDANCE WITH FLINTSHIRE COUNTY COUNCIL'S
CODE OF CONDUCT

COMMUNITY PROFILE AND PARTNERSHIPS OVERVIEW AND SCRUTINY COMMITTEE	DATE: 5 MARCH 2012
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MEMBER	ITEM	MIN. NO. REFERS
NO DECLARATIONS WERE MADE		

FLINTSHIRE COUNTY COUNCIL

REPORT TO: COMMUNITY PROFILE AND PARTNERSHIPS
OVERVIEW AND SCRUTINY COMMITTEE

DATE: MONDAY, 28 MAY 2012

REPORT BY: MEMBER ENGAGEMENT MANAGER

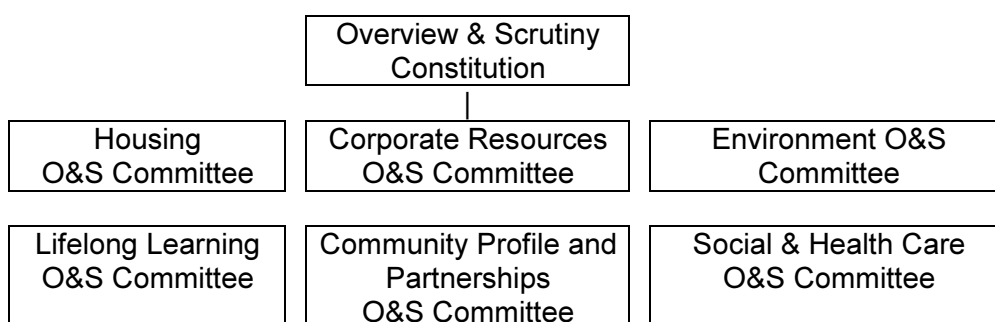
SUBJECT: OVERVIEW & SCRUTINY COMMITTEES' TERMS OF
REFERENCE

1.00 **PURPOSE OF REPORT**

To inform the Committee of its Terms of Reference, set in the context of Terms of Reference of all of the Overview & Scrutiny committees.

2.00 **BACKGROUND**

2.01 The Council now has a Constitution Committee and six functional Overview & Scrutiny Committees, as follows:



2.02 **The role and functions of Overview & Scrutiny Committees**

Article 6 of the Constitution sets out the powers of Overview & Scrutiny Committees within Flintshire. The following extract is particularly apposite.

6.02 **General role**

Within their terms of reference, Overview and Scrutiny Committees will:

- i) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's or Executive's functions;
- ii) make reports and/or recommendations to the full Council and/or the Executive; and/or any joint Committee.

- iii) consider any matter affecting the Council area or its inhabitants; and
- iv) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive.

6.03 **Specific functions**

(a) **Policy development and review.** Overview and Scrutiny Committees may:

- i) assist the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues;
- ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- iv) question members of the Executive and/or Committees and Chief Officers about their views on issues and proposals affecting the area; and
- v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(b) **Scrutiny.** Overview and Scrutiny Committees may:

- i) review and scrutinise the decisions made by and performance of the Executive and/or Committees and Council officers both in relation to individual decisions and over time;
- ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- iii) question members of the Executive and/or Committees and chief officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;

- iv) make recommendations to the Executive and/or appropriate Committee and/or Council arising from the outcome of the Scrutiny process;
 - v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Committee and local people about their activities and performance; and
 - vi) question and gather evidence from any person (with their consent).
- (c) **Finance.** Overview and Scrutiny Committees may exercise overall responsibility for the finances made available to them.
- (d) **Annual report.** Overview & Scrutiny Committees must report annually to full Council through the Overview & Scrutiny Constitution Committee on their workings and make recommendations for future work programmes and amended working methods if appropriate.
- (e) **Officers.** Overview & Scrutiny Committees may exercise overall responsibility for the work programme of the officers employed to support their work.

6.04 **Proceedings of Overview & Scrutiny Committees**

Overview & Scrutiny Committees will conduct their proceedings in accordance with the Overview & Scrutiny Procedure Rules set out in Part 4 of the Constitution.

2.03 Specific Overview & Scrutiny training sessions will be held on 22 May, 6 and 7 June, to which all Members of the Council have been invited. There will be plenty of opportunities for Members to ask questions during the training, but if any Member requires information or wants to ask questions, please do not hesitate to contact a member of the Overview & Scrutiny team. The contact details were published in the packs available at the 'Your Council' event. Otherwise, the contact details of the Head of Overview & Scrutiny are at the end of this report.

3.00 CONSIDERATIONS

3.01 The terms of reference of the Committees are attached at **Appendix 1**. The Committee is asked to note its terms of reference and those of the other Overview & Scrutiny Committees, and make

any observations which are pertinent for onward transmission to the Constitution Committee.

4.00 RECOMMENDATIONS

That the report be noted.

5.00 FINANCIAL IMPLICATIONS

Not applicable.

6.00 ANTI POVERTY IMPACT

Not applicable.

7.00 ENVIRONMENTAL IMPACT

Not applicable.

8.00 EQUALITIES IMPACT

Not applicable.

9.00 PERSONNEL IMPLICATIONS

Not applicable.

10.00 CONSULTATION REQUIRED

Not applicable.

11.00 CONSULTATION UNDERTAKEN

Publication of this report constitutes consultation.

12.00 APPENDICES

Overview & Scrutiny Committees' Terms of Reference

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

None

Contact Officer: Robert Robins

Telephone: 01352 702320

Email: Robert.robins@flintshire.gov.uk

Article 6 – Overview and Scrutiny Committees

OVERVIEW AND SCRUTINY AND CO-ORDINATION COMMITTEE

6.01 Terms of reference

The Council will appoint the Overview and Scrutiny Committees set out in the left hand column of the table below to discharge the functions conferred by section 21 of the Local Government Act 2000 in relation to the matters set out in the right hand column of the same table.

Committee	Scope
Constitution (as it relates Overview & Scrutiny) 15 Elected Members	Allocating, co-ordinating and prioritising the work of the Overview & Scrutiny Committees where necessary. Dealing with matters of common interest to overview and scrutiny. Identification/allocation of appropriate Scrutiny Chair for consent/consultation purposes. The examination and development of good scrutiny practice. The promotion, effective development and maintenance of a high profile Overview and Scrutiny Function to ensure maximum opportunity for non-executive member engagement. Liaison with and responding to the Welsh Assembly Government on emerging legislation relevant to O&S.
Corporate Resources 15 Elected Members	Corporate Management and Governance, organisational design/Flintshire Futures Programme, monitoring finance but not specific control issues which are within the remit of the Audit Committee, Revenue and Capital Budget monitoring, Asset Management, Strategy and Planning, People Strategy and Single Status, Strategic Assessment of Risks and Challenges, Overview and Coordination of the Performance Management, Performance and Policy development for all 4 Corporate Services: HR and OD, ICT and Customer Services, Finance, Legal & Democratic Services.
Community Profile & Partnerships 15 Elected (Statutory Crime & Disorder Committee)	Community Strategy and Leadership initiatives. All external and regional collaboration and partnership working with other public service bodies. Local Service Board. Community Safety Partnership. Statutory Crime & Disorder Committee, thus relationship with the Police, Fire, Probation etc, Voluntary Sector compact, Clwyd Theatre Cymru, Cross Cutting Policy issues, the Outcome Agreement, but excluding issues specifically remitted to another committee (eg. NWRWTP, TAITH or DCELLS)
Environment 15 Elected Members	All services provided by the Environment Directorate including: Assets & Transportation, including TAITH, highways, engineering and energy issues but not valuation/estates which are specifically remitted to the Corporate Resources OSC. Planning, including planning and environmental strategy,

	<p>development control, minerals and waste planning, countryside and the environment.</p> <p>Public Protection, including community, health protection and environmental protection.</p> <p>Regeneration, including Communities First, economic development & tourism, enterprise and the Regeneration Partnership.</p> <p>Street Scene Services, including AD Waste, environmental and waste management, neighbourhood services and the vehicle fleet.</p> <p>Performance and Policy.</p> <p>Development within the Environment Directorate.</p>
<p>Housing</p> <p>15 Elected Members</p>	<p>All housing services provided by the relevant divisions of the Community Services Directorate eg. Housing Management, Housing Strategy, Stock Ballot progress and ongoing work relating to the future of the housing stock.</p> <p>Neighbourhood housing renewal areas.</p> <p>Performance and policy development for the Housing Service.</p>
<p>Lifelong Learning</p> <p>15 Elected Members</p> <p>(5 Statutory Co-Opted Members)</p>	<p>All services provided by the Lifelong Learning Directorate:</p> <p>Education – school organisation, School Improvement, Early Years, Special Educational needs.</p> <p>Adult and Community Learning, Youth Services</p> <p>Libraries, Culture and Heritage including archives, records management and museums.</p> <p>Leisure Services, including leisure and sports centres, swimming pools and recreational facilities/activities.</p> <p>Relations with external education providers/partners – Deeside College, Glyndwr University etc on service specific issues.</p> <p>Relations with DCELLS, Children and Young People’s Partnership (jointly with S & HC O&S).</p> <p>Performance and policy development for services within the Lifelong Learning Directorate.</p>
<p>Social and Health Care</p> <p>15 Elected Members</p>	<p>Services provided by the Community Services Directorate relating to:</p> <p>Social Services to Adults, Social Services to Children, Social & Health Care Strategy Development, Children and Young People’s Partnership (jointly with Lifelong Learning O&S).</p> <p>Monitoring service delivery by the Health Services Providers and Voluntary sector including the relationship with Betsi Cadwaladr UHB.</p> <p>Health Social Care and Well-being partnership and the Good Health Good Care Strategy.</p> <p>Policy and Performance development within the Social Care and Development and Resources Division of the Community Services Directorate.</p>

6.02 General role

Within their terms of reference, Overview and Scrutiny Committees will:

- i) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's or Executive's functions;
- ii) make reports and/or recommendations to the full Council and/or the Executive; and/or any joint Committee.
- iii) consider any matter affecting the Council area or its inhabitants; and
- iv) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive.

6.03 Specific functions

(a) **Policy development and review.** Overview and Scrutiny Committees may:

- i) assist the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues;
- ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- iv) question members of the Executive and/or Committees and Chief Officers about their views on issues and proposals affecting the area; and
- v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(b) **Scrutiny.** Overview and Scrutiny Committees may:

- i) review and scrutinise the decisions made by and performance of the Executive and/or Committees and Council officers both in relation to individual decisions and over time;
- ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- iii) question members of the Executive and/or Committees and chief officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- iv) make recommendations to the Executive and/or appropriate Committee and/or Council arising from the outcome of the Scrutiny process;
- v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Committee and local people about their activities and performance; and

vi) question and gather evidence from any person (with their consent).

(c) **Finance.** Overview and Scrutiny Committees may exercise overall responsibility for the finances made available to them.

(d) **Annual report.** Overview and Scrutiny Committees must report annually to full Council through the Overview and Scrutiny Co-ordinating Committee on their workings and make recommendations for future work programmes and amended working methods if appropriate.

(e) **Officers.** Overview and Scrutiny Committees may exercise overall responsibility for the work programme of the officers employed to support their work.

6.04 Proceedings of Overview and Scrutiny Committees

Overview and Scrutiny Committees will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution.

FLINTSHIRE COUNTY COUNCIL

REPORT TO: COMMUNITY PROFILE & PARTNERSHIPS
OVERVIEW & SCRUTINY COMMITTEE

DATE: MONDAY, 28 MAY 2012

REPORT BY: MEMBER ENGAGEMENT MANAGER

SUBJECT: WORK PROGRAMME FOR THE COMMITTEE

1.00 PURPOSE OF REPORT

The purpose of the report is to identify a work programme through the identification of appropriate topics from within the Terms of Reference

2.00 BACKGROUND

This Committee was originally formed in September 2010 following a review of the Overview & Scrutiny committee structure and in response to the need of the organisation to have a Scrutiny Committee which was able to engage with public service providers, embrace the new powers of external scrutiny in the Local Government Measure 2011 and provide a focus of the ongoing work with our external partners.

The Committee is the Authority's designated statutory Crime & Disorder Committee which is a requirement of the Crime & Disorder (Overview & Scrutiny Regulations) 2009.

The Terms of Reference of the Committee area as follows:-

- Community Strategy & Leadership Initiatives
- All External and Regional Collaboration and Partnership working with other Public Service Bodies
- The Local Service Board
- The Regional Safer Communities Board
- Statutory Crime & Disorder Committee
- Voluntary Sector Compact
- Cross Cutting Policy issues
- The Outcome Agreement

It should be noted that the Terms of Reference do not include issues specifically remitted to other Committees e.g. North Wales Regional Waste Treatment, TAITH etc.

In dealing with the above issues it is envisaged that the Committee will have strong internal working links with the Leader, Deputy

Leader, the Executive Member for Corporate Management, the Chief Executive, the Directors and many of the Heads of Service. This does not mean that all of those identified would be expected to attend every meeting: it is suggested that key contributors be invited to attend specific meetings.

3.00 CONSIDERATIONS

Following on from the last 18 months experience, externally there will be links with the North Wales Police Authority, the North Wales Police, the Fire and Rescue Authority, Glyndwr University, Deeside College, Betsi Cadwaladr University Health Board (in relation to public health issues) and many other public bodies.

A protocol on the topics to be considered by Council was approved by Group Leaders in the Autumn of 2009. The purpose of the protocol is to ensure that presentations are made to the appropriate part of the organisation and will assist us in managing both some of the external relationships and the time available for Council meetings. This means that some presentations which were in the past being made to Council would naturally fall to this Committee. A copy of that protocol is attached as Appendix A.

The dates on which the Committee has been scheduled to meet during the current municipal year are as follows:-

Monday 28th May 2012 at 10.00 am
Monday 25th June 2012 at 10.00 am
Monday 16th July 2012 at 10.00 am
Thursday 6th September 2012 at 10.00 am
Monday 15th October 2012 at 10.00 am
Monday 26th November 2012 at 10.00 am
Monday 7th January 2013 at 10.00 am
Monday 4th February 2013 at 10.00 am
Monday 11th March 2013 at 10.00 am
Monday 22nd April 2013 at 10.00 am
Monday 20th May 2013 at 10.00 am

The scheduling of a meeting does not mean that a meeting has to be held on that occasion; sometimes because of the specific needs of an external organisation, it will be necessary to hold special meetings, and thus scheduled meetings may not need to be held.

The organisation of such meetings has previously been remitted to the Chair and Vice Chair of the Committee together with the Member Engagement Manager and it is suggested that this approach be continued.

There are 15 elected Members on the Committee, but it is also recommended that those Members who represent Flintshire on either the Police Authority (for the time being) and subsequently the Police and Crime Panel, and the Fire and Rescue Authority, and who are not already named Members of the Committee be co-opted for meetings when Crime and Disorder issues are considered. This would continue a practice adopted by the former Committee.

The Local Government (Wales) Measure 2011 has opened the way for Local Authorities to external scrutiny on a statutory basis (Section 59 “scrutinising designated persons”). However Guidance as to designated persons has not yet been issued. The Committee has previously utilised more general powers available to it under the Local Government Act 2000 (Section 21 (ii) (e)) A mutually beneficial relationship between the Committee and those external bodies has been established.

We are now at the start of a five year term for the Council, and it is suggested that in the first few months of this Committee’s life it would be beneficial to renew knowledge of and relationships with our key partners. This could be achieved by inviting a partner to attend each meeting to provide the key notes item.

By adopting such an approach, Members would be able to consider the issues which they would wish to explore with the partners later on and thus frame questions for them. As a matter of good practice, when engaging with external partners, Members would be asked to formulate questions in advance which can be forwarded to that external partner to give them “a feel” of the Committee’s interests and thus be able to tailor any presentation or information which they put forward. Obviously Members would be able to ask supplementary questions at Committees.

Thus the Committee is invited to consider whether it would like the Member Engagement Manager to approach the North Wales Police Force, the Fire and Rescue Service and Fire and Rescue Authority, Glyndwr University, Deeside College and the Flintshire Voluntary Services Council to attend future meetings.

Members will probably be aware that items on scrutiny agendas are from a number of sources; individual member requests, Committee decisions, organisational needs – such as consultations on policy development – and through Officer suggestions. Therefore it is suggested that as in the practice with the other Overview & Scrutiny Committees the work programme be submitted to each future meeting.

4.00 RECOMMENDATIONS

That the approach for developing the Committee's work programme, outlined above, be approved with the Chair and Vice Chair along with the Member Engagement Manager being authorised to act between meetings to develop it further.

5.00 FINANCIAL IMPLICATIONS

None directly from this report.

6.00 ANTI POVERTY IMPACT

None directly from this report.

7.00 ENVIRONMENTAL IMPACT

None directly from this report.

8.00 EQUALITIES IMPACT

None directly from this report.

9.00 PERSONNEL IMPLICATIONS

None directly from this report.

10.00 CONSULTATION REQUIRED

To be determined

11.00 CONSULTATION UNDERTAKEN

Publication of this report initiates consultation

12.00 APPENDICES

Protocol

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

Contact Officer: Robert Robins
Telephone: 01352 702320
Email: Robert.robins@flintshire.gov.uk

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A protocol for presentations to County Council, Executive and Overview & Scrutiny by partners and other outside bodies

1. Summary

- **Most external presentations should go to the appropriate scrutiny committee, not to County Council**
- **When a presentation is made to County Council, it must be on the understanding that it is limited to ten minutes presentation, using around ten slides and with ten minutes for questions.**

2. Background

2.1 We often have presentations to Members in formal sessions. Most of those are from our own officers, imparting information, seeking inter-action and contributing to policy and service development. From time to time, we also receive requests from outside bodies, some of whom, but not all, are our partners in service delivery to make a presentation to County Council. These may not be service delivery related but fall within our community leadership role. This protocol covers how we deal with external presentations to the Council, the Executive and the Overview & Scrutiny committees.

2.2 For clarity, 'external presentation' through this protocol means 'where an external body gives a presentation to Members to improve their understanding of a topic'.

3. Considerations

3.1 Following on from the Local Government Act 2000, which introduced 'executive' and 'overview & scrutiny' arrangements into local authorities, it should be noted that most functions are now executive functions. This means that requests to make presentations to the Council may not be strictly relevant. However, it should be also be appreciated that most people outside local government still think of a council and its committees, rather than the structure which we have had for the last ten years.

3.2 With most services being provided from within executive functions, the logical place for a presentation to be made is to the appropriate overview & scrutiny committee. We have six functional committees which cover everything we do and the members of those committees are there because they have a particular interest in the subject matter. Therefore, there should be a presumption, when we are approached to make a presentation, that those making the request be directed towards the relevant scrutiny committee. There needs to be some sort of screening

RJR – external presentations protocol

arrangement for such requests: bearing in mind the need for most things to be steered to Overview & Scrutiny, applying a test of reasonableness should not be onerous.

3.3 There are, of course, going to be some exceptions. Sometimes, the regulators will need to make a presentation to the Executive or to Council, but those are effectively governance issues rather than imparting information and thus fall outside this protocol.

3.4 Where an external organisation needs to make a presentation, we need to offer firm guidance as to what is acceptable in terms of time. Given the volume of business which often has to be transacted and the tendency to over-discuss early items, it is suggested that

- Presenters be told that there is a strictly enforced ten minute slot for giving a presentation
- No more than ten slides should be used, with an advance copy being made available to us to provide paper copies to Members
- A ten minute question and answer session will then take place
- The Chairman will be reminded of the protocol during the briefing and the advising officer will reinforce this during the meeting.

4. Recommendation

4.1 That the above become the protocol for external presentations.