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Gareth Owens LL.B Barrister/Bargyfreithiwr
Chief Officer (Governance)
Prif Swyddog (Llywodraethu)



To: ALL MEMBERS OF THE COUNCIL

CS/NG

6 May 2015

Nicola Gittins on 01352 702345
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Dear Sir / Madam

A meeting of the **FLINTSHIRE COUNTY COUNCIL** will be held in the **COUNCIL CHAMBER, COUNTY HALL, MOLD CH7 6NA** on **TUESDAY, 12TH MAY, 2015** at **11.00 AM** to consider the following items.

Yours faithfully

Democracy & Governance Manager

A G E N D A

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATIONS OF INTEREST**
To receive any declarations of interests from Members.
- 3 **CHAIR'S REVIEW OF THE YEAR 2014/15**
- 4 **APPOINTMENT OF CHAIRMAN OF THE COUNCIL FOR THE MUNICIPAL YEAR 2015/16, INVESTITURE OF CHAIN OF OFFICE AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**
- 5 **APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR THE MUNICIPAL YEAR 2014/15, INVESTITURE OF CHAIN OF OFFICE AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

- 6 **APPOINTMENT OF LEADER OF THE COUNTY COUNCIL**
To appoint a Leader of the Council for 2015/16

- 7 **APPOINTMENT OF THE CABINET BY THE LEADER**
To receive and note the Leader of the Council's choice of Deputy Leader and other Councillors to serve on the Cabinet

- 8 **OVERVIEW & SCRUTINY STRUCTURE** (Pages 3 - 16)
Report of Chief Officer (Governance) enclosed

- 9 **CONSTITUTIONAL MATTERS: COMMITTEES AND OUTSIDE BODIES**
(Pages 17 - 24)
Report of Chief Officer (Governance) enclosed

- 10 **SCHEDULE OF MEMBER REMUNERATION** (Pages 25 - 44)
Report of Chief Officer (Governance) enclosed

- 11 **NEW MODEL CONSTITUTION** (Pages 45 - 48)
Report of Chief Officer (Governance) enclosed

- 12 **COUNTY COUNCIL DIARY OF MEETINGS 2015/16** (Pages 49 - 64)
Report of Chief Executive enclosed

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **FLINTSHIRE COUNTY COUNCIL**

DATE: **TUESDAY, 12 MAY 2015**

REPORT BY: **CHIEF OFFICER, GOVERNANCE**

SUBJECT: **OVERVIEW & SCRUTINY COMMITTEE STRUCTURE**

1.00 PURPOSE OF REPORT

1.01 To consider the recommendation from the Constitution Committee for a new Overview & Scrutiny Committee structure.

2.00 BACKGROUND

2.01 At the Annual Meeting last year, it was resolved that there was a need for a review of the Council's Overview & Scrutiny committees and that the Chief Executive should prepare a scoping report for the Constitution Committee.

2.02 The scoping report, which contained a series of suggested design principles for a new structure, was considered by the committee at its meeting on 15th October. It was agreed that a range of options, observing those design principles should be prepared for the 28th January meeting.

2.03 Following initial consideration of the options by the committee at that meeting, a politically balanced working group comprising Councillors Aaron Shotton, Bernie Attridge, Marion Bateman, Clive Carver, Robin Guest, Ron Hampson, Tim Newhouse and Mike Peers was established. This was to consider the issues and make recommendations to a future meeting of the committee.

2.04 The working group met on 4th March and after identifying a preferred model, invited the officers to prepare draft terms of reference for the committees within the proposed new structure. A further report, containing the preferred model, together with terms of reference for the six committees within that structure, was then considered by the Constitution Committee at its meeting on 15th April.

3.00 CONSIDERATIONS

- 3.01 The model which the working group had identified as its preferred option is at Appendix 1. It was approved by the Constitution Committee for recommendation to the Council. This model was preferred because it reflects the Council's current operating model, includes an Organisational Change Overview & Scrutiny Committee and removes the inefficient reporting lines which had occurred since the adoption of the new operating model.
- 3.02 The proposed terms of reference are attached as Appendix 2 to this report. These were approved unanimously by the Constitution Committee for recommendation to the Council.

4.00 RECOMMENDATIONS

- 4.01 That the Overview & Scrutiny committee structure at Appendix 1 be adopted with immediate effect.
- 4.02 That the terms of reference which are contained in Appendix 2 be approved.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The proposals are cost neutral.

6.00 ANTI POVERTY IMPACT

- 6.01 None arising directly from this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 There will still be a specific committee which covers environmental issues.

8.00 EQUALITIES IMPACT

- 8.01 None arising directly from this report.

9.00 PERSONNEL IMPLICATIONS

- 9.01 The new structure will require the same staffing levels as that which it is to replace.

10.00 CONSULTATION REQUIRED

- 10.01 No further consultation is required.

11.00 CONSULTATION UNDERTAKEN

11.01 Throughout this process, consultation has been carried out with the Constitution committee, group leaders, the Constitution Committee working group members, the Chief officer team and senior officers.

12.00 APPENDICES

Appendix 1 – Proposed new Overview & Scrutiny structure.

Appendix 2- Terms of reference for the proposed new Overview & Scrutiny committees.

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS

1. Report to the Constitution Committee – Scoping the Review of the Overview & Scrutiny Structure – 15th October 2014 and resultant minute.
2. Report to the Constitution Committee – Overview & Scrutiny Committee Structure – 28th January 2015 and resultant minute.
3. Report to the Constitution Committee – Overview & Scrutiny Committee Structure – 15th April 2105 and resultant minute.

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Appendix 1 to the Overview & Scrutiny Structures report to Flintshire County Council 12 May 2015

Committee	Corporate	Education & Youth	Social Care & Health	Community & Enterprise	Environment	Organisational Change
Cabinet Members attending	Leader /Finance, Corporate Management	Education	Social Services	Housing Economic Development	Deputy/ Environment Waste, PP and LS	Leader Others as required
Chief Officer Team Members Attending (or others from the portfolio)	Chief Executive, Chief Officer Governance Chief Officer People & Resources	Chief Officer Education & Youth	Chief Officer Social Services	Chief Officer Community & Enterprise	Chief Officer Planning & Environment Chief Officer Streetscene & Transportation	Chief Executive Chief Officer Organisational Change Chief Officer Organisational Change

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Article 6 – Overview & Scrutiny Committees

6.01 Terms of Reference

The Council will appoint the Overview & 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.

Overview & Scrutiny Committee	Scope
<p>Corporate Resources</p> <p>15 Elected Members</p> <p>(Statutory crime & disorder committee)</p>	<p>To fulfil all of the functions of an Overview & Scrutiny committee as they relate to the following:</p> <p>Corporate Management and Governance Council strategic and improvement planning Council performance and performance systems Customer Services Crime and Disorder Civil Contingencies and Emergency Planning Alternative delivery models (shared responsibility with Organisational Change)</p> <p>Finance Strategy Revenue and capital strategic planning Revenue and capital budget monitoring</p> <p>Clwyd Pension Fund</p> <p>ICT Strategy</p> <p>People Strategy People Strategy Organisational Design & Change Programme (shared responsibility with the Organisational Change O&SC)</p> <p>Corporate Services Corporate Communications Financial services ICT Services Information and Business Services Procurement HR Business Partnering</p>

	<p>Occupational Health and Wellbeing Employment Services Legal Services Democratic Services Electoral registration and elections</p> <p>Strategic and Partnership Working Partnership and collaborative working frameworks Local Service Board Strategic need assessment and Community Strategy Community Safety Partnership Voluntary Sector Compact The County Forum and the Joint Community Charter with Town and Community Councils</p> <p>Main External Partner Organisations Flintshire Local Voluntary Council North Wales Fire & Rescue Authority & Service North Wales Police & Crime Commissioner North Wales Police Service North Wales Probation Service Welsh Local Government Association</p>
<p>Education & Youth</p> <p>15 Elected Members</p> <p>5 Statutory co-opted members</p>	<p>To fulfil all of the functions of an Overview & Scrutiny committee as they relate to following:</p> <p>Schools School organisation and management School Improvement and modernisation School Access, planning and provision Primary and Early years Secondary and 14-19 education Schools Performance Monitoring</p> <p>Continuing Education Adult and community learning</p> <p>Special Education Inclusion service</p> <p>Support to Families and Young People</p> <p>Families First Youth Services Youth Justice Service</p>

	<p>Partnership Working & Strategies</p> <p>Children and Young People’s Partnership (shared responsibility with the Social & Health Care Overview & Scrutiny Committee)</p> <p>Performance, Improvement and Policy Development</p> <p>Performance and Improvement Plan monitoring Policy development.</p> <p>Main External Partner Organisations</p> <p>Coleg Cambria Glyndwr University GwE DCELLS Estyn</p>
<p>Social & Health Care</p> <p>15 Elected Members</p>	<p>To fulfil all of the functions of an Overview & Scrutiny committee as they relate to the following:</p> <p>Adult Services</p> <p>First contact and localities Adult safeguarding Adult Independence and support services</p> <p>Children’s Services</p> <p>Fieldwork Resources Safeguarding Early Years and Family support</p> <p>Disability, Progression and Recovery Services</p> <p>Partnership Working, Commissioning & Strategies Children and Young People’s Partnership (jointly with the Education & Youth Overview & Scrutiny Committee) Social & Health Care Strategy Development Health Social Care and Well-being partnership and the Good Health Good Care Strategy Dementia Commissioning Plan Mental Health Commissioning Plan Learning Disability Commissioning Plan</p> <p>Performance, Improvement and Policy Development</p> <p>Policy and Performance development Performance and Improvement Plan Monitoring</p>

	<p>Main External Partner Organisations Betsi Cadwaladr University Health Board (BCUHB) Ambulance Trust Community Health Council</p>
<p>Community & Enterprise</p> <p>15 Elected Members</p>	<p>To fulfil all of the functions of an Overview & Scrutiny committee as they relate to the following: (Note Customer Services is within the remit of the Corporate Resources O&SC)</p> <p>Community Community support services Welfare reform</p> <p>Public Housing Housing Strategy Neighbourhood Housing Housing Asset management</p> <p>Private Housing Housing renewal</p> <p>Revenues & Benefits</p> <p>Regeneration Communities First, Economic Development and Tourism Enterprise Regeneration Partnership</p> <p>Performance, Improvement and Policy Development Performance and Improvement Plan Monitoring Policy and Performance development</p> <p>Partnership Working and Strategies Housing Strategy Housing Asset Management Strategy Rural Development Plan Housing Revenue Account Business Plan</p> <p>Main External Partner Organisations NEW Homes Limited Registered Social Landlords Visit Wales</p>

<p>Environment</p> <p>15 Elected Members</p>	<p>To fulfil all of the functions of an Overview & Scrutiny committee as they relate to following:</p> <p>Planning planning and environmental strategy, development management and control, conservation, minerals and waste planning, countryside and the environment Greenfield Valley Heritage Park Public rights of way Drainage advisory/Flood Water Management Act Energy Services</p> <p>Public Protection Community protection health protection environmental protection, bereavement services</p> <p>Streetscene Services, environmental and waste management, neighbourhood services, maintenance of the public realm Environmental enforcement Vehicle fleet</p> <p>Transportation Highway Strategy and Development Control Traffic Services Transport Services Road Safety Education, Training and Publicity</p> <p>Performance, Improvement and Policy Development Performance and Improvement Plan Monitoring and Policy and Performance development within Streetscene and Transportation and Planning and Environment</p> <p>Strategic and Partnership Working Local Development Plan Flood management Strategy North Wales Residual Waste Treatment Partnership</p> <p>Main External Partner Organisations Natural Resources Wales Planning Inspectorate Wales</p>
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<p>Organisational Change</p> <p>15 Elected Members</p>	<p>To fulfil all of the functions of an Overview & Scrutiny committee as they relate to the services within Organisational Change and, in particular, but not limited to:</p> <p>Strategic</p> <p>Alternative delivery models (shared responsibility with Corporate Resources O&SC)</p> <p>Overview of the Organisational Design & Change programme (shared responsibility with Corporate Resources O&SC)</p> <p>Community Asset Transfer Programme</p> <p>Service Delivery</p> <p>Engineering Services Property and Design Consultancy Valuation and Estates Facilities Services Community Assets Clwyd Theatr Cymru Libraries, Culture and Heritage including archives and museums Leisure Services, including leisure and sports centres, swimming pools and recreational facilities/activities</p> <p>Performance, Improvement and Policy Development</p> <p>Performance and Improvement Plan Monitoring and Policy and Performance development within Organisational Change</p> <p>Main External Partner Organisations</p> <p>Arts Council for Wales</p>
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In addition to the above Overview & Scrutiny committees, the following terms of reference relating to Overview & Scrutiny have been given by the Council to the Constitution Committee.

<p>Constitution (as it relates to Overview & Scrutiny)</p> <p>21 Elected Members</p>	<p>Allocating, co-ordinating and prioritising the work of the Overview & Scrutiny committees where necessary. Dealing with matters of common interest to Overview & 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 & Scrutiny function to ensure maximum opportunity for non-Cabinet member engagement. Liaison with and responding to the Welsh Government on emerging legislation relevant to Overview & Scrutiny.</p>
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6.02 General role

Within their terms of reference, Overview and Scrutiny Committees have the power to:

- i) Review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's or Cabinet's functions;
- ii) Make reports and/or recommendations to the full Council and/or the Cabinet; 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 Cabinet.
- v) Promote high performance, efficiency and organisational change.

6.03 Specific functions

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

- i) support and assist the Council and the Cabinet 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 Cabinet 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 Cabinet 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 Cabinet 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 Cabinet 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 Constitution 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: **FLINTSHIRE COUNTY COUNCIL**

DATE: **TUESDAY, 12 MAY 2015**

REPORT BY: **CHIEF OFFICER (GOVERNANCE)**

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)-(xiv). Those matters are set out in separate paragraphs.

2.00 APPOINTMENT OF COMMITTEES

2.01 The Constitution presently provides for the appointment of the following committees:-

1. Audit
2. Clwyd Pension Fund Committee
3. Constitution Committee
4. Democratic Services Committee
5. Licensing Committee
6. Planning and Development Control
7. Standards Committee

Plus six Overview and Scrutiny Committees (OSC's) which will be as shown in Column A of the table below if the earlier report on this agenda was approved or Column B if it was not.

Column A	Column B
(Proposed OSC's)	(Previous OSC's)
Corporate Resources	Corporate Resources
Community and Enterprise	Housing
Education and Youth	Lifelong Learning
Environment	Environment
Organisational Change	Community Profile and Partnerships
Social and Health Care	Social and Health Care

2.02 **IT IS RECOMMENDED THAT COUNCIL APPOINT THE FOLLOWING COMMITTEES:**

- Audit

- Clwyd Pension Fund
- Constitution
- Democratic Services
- Licensing
- Planning and Development
- Standards
- The Six Overview and Scrutiny Committees shown in either Column A or Column B

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:-

Audit Committee	7
Constitution Committee	21
Democratic Services Committee	21
Licensing Committee	12
Each of the Overview & Scrutiny Committees	15
Pensions Committee*	5
(*please note in addition to the places listed there are 4 places for co-optees)	
Planning & Development Control Committee	21

3.02 **IT IS RECOMMENDED THAT THE SIZE OF EACH COMMITTEE SHOULD BE AS SET OUT IN PARAGRAPH 3.01**

4.00 TERMS OF REFERENCE OF COMMITTEES AND PENSION DELEGATIONS

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 Part 2 of the Constitution.

N.B. If the earlier report on reviewing the OSC's was approved then it takes immediate effect. So, a resolution for approval of the terms of reference within the Constitution will include the changes made in that report as well.

4.02 **IT IS RECOMMENDED THAT THE TERMS OF REFERENCE FOR EACH COMMITTEE IN PART 2 OF THE CONSTITUTION SHOULD BE APPROVED**

5.00 POLITICAL BALANCE

5.01 The Council is required at, or as soon as practicable after the Annual Meeting, 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. At the time of writing this report, the results of the by election in the Caergwrle Ward are not known. A recommended allocation of seats will be circulated after the election but before the meeting.
- 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 Cabinet Members on each committee to a maximum of one who can not be the Leader. At a meeting of the Audit Committee it was of the view there should be no Cabinet Members on it.
- 5.05 **IT IS RECOMMENDED THAT SEATS BE ALLOCATED IN ACCORDANCE WITH THE REQUIREMENTS OF POLITICAL BALANCE**

6.00 APPOINTMENT OF CHAIRS OF STANDING COMMITTEES

6.01 The committee chairs are appointed by different bodies and some are subject to restrictions. A table showing which body appoints which chair and what restrictions (if any) apply is set out below:

Committee	Who Appoints the Chair?	Any Restrictions?
Audit Committee	Audit Committee	Cannot be a member of a group represented on the Cabinet (Local Government Wales Measure 2011)
Clwyd Pension Fund Committee	Council	The Chair and Vice Chair must be a Flintshire County Councillor
Democratic Services Committee	Council	Cannot be a Cabinet Member (LGW Measure 2011)
Constitution Committee	Council	None
Overview & Scrutiny Committees	Council decides from which group the chair comes	Council must allocate chairs based on the size of each group (LGW Measure 2011)
Licensing Committee	Council	None
Planning & Development Control	Council	None
Standards Committee	Standards Committee	Must be an independent member (Standards Committees (Wales) Regulations 2001)

6.02 **IT IS RECOMMENDED THAT COUNCIL APPOINTS THE CHAIR OF THE FOLLOWING COMMITTEES (NOTING ANY RESTRICTIONS ON ELIGIBILITY):**

- **Clwyd Pension Fund**
- **Constitution**
- **Democratic Services**
- **Licensing**
- **Planning and Development**

6.03 The chairs of Overview and Scrutiny are chosen by the political

groups based on the strength of the various groups and which have seats on the Cabinet. The outcome of the by election in the Caergwrle Ward could have an impact on the entitlement of each group to be allocated a chair. Therefore, a suggested allocation of chairs will be circulated once the result of the by election is known.

6.04 **IT IS RECOMMENDED THAT COUNCIL DECIDES WHICH GROUP WILL CHAIR EACH OVERVIEW AND SCRUTINY COMMITTEE.**

7.00 LOCAL CHOICE FUNCTIONS

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 Cabinet 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.

7.02 **IT IS RECOMMENDED THAT LOCAL CHOICE FUNCTIONS AS SET OUT IN THE CONSTITUTION ARE APPROVED.**

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 Cabinet 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 **IT IS RECOMMENDED THAT THE MAKE UP OF THE APPOINTMENTS COMMITTEE BE APPROVED**

9.00 NOMINATIONS TO OUTSIDE BODIES

9.01 Appendix 3 contains the outside bodies to which the Council makes appointments and the current appointments. The Council is recommended to delegate to the Chief Executive in consultation with Group Leaders and non aligned Members any changes to these appointments to these bodies.

9.02 **IT IS RECOMMENDED THAT THE CHIEF EXECUTIVE IS AUTHORISED TO MAKE APPOINTMENTS TO OUTSIDE BODIES IN CONSULTATION WITH GROUP LEADERS**

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 Cabinet Members. The three members were appointed at the last AGM for 4 years.

10.02 **IT IS RECOMMENDED THAT THE 3 COUNCILLORS ON THE STANDARDS COMMITTEE BE NOTED.**

11.00 RECOMMENDATIONS

- 11.01 (a) that the Council appoint the following Committees:
- Audit
 - Clwyd Pension Fund
 - Constitution
 - Democratic Services
 - Licensing
 - Planning and Development
 - Standards
 - The Six Overview and Scrutiny Committees shown in either Column A or Column B
- (b) that the size Of each Committee should be as set out in paragraph 3.01
- (c) that seats be allocated in accordance with the requirements of political balance
- (d) that Council appoints the Chair of the following Committees (Noting any restrictions on eligibility):
- Clwyd Pension Fund
 - Constitution
 - Democratic Services
 - Licensing
 - Planning and Development
- (e) that Council decides which group will Chair each Overview and Scrutiny Committee.
- (f) that Local Choice Functions as set out in the Constitution are approved.
- (g) that the make up of the Appointments Committee be approved
- (h) that the chief Executive is authorised to make appointments to outside bodies in consultation with Group Leaders
- (i) that the 3 Councillors on the Standards Committee be noted

12.00 FINANCIAL IMPLICATIONS

12.01 None as a result of this report.

13.00 ANTI POVERTY IMPACT

13.01 Not applicable.

14.00 ENVIRONMENTAL IMPACT

14.01 Not applicable.

15.00 EQUALITIES IMPACT

15.01 Not applicable.

16.00 PERSONNEL IMPLICATIONS

16.01 Not applicable.

17.00 CONSULTATION REQUIRED

17.01 Constitution Committee.

18.00 CONSULTATION UNDERTAKEN

18.01 Constitution Committee.

19.00 APPENDICES

None.

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

The Council's Constitution

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **FLINTSHIRE COUNTY COUNCIL**

DATE: **TUESDAY, 12 MAY 2015**

REPORT BY: **CHIEF OFFICER, GOVERNANCE**

SUBJECT: **SCHEDULE OF MEMBER REMUNERATION**

1.00 PURPOSE OF REPORT

1.01 The purpose of the report is to approve the Council's Schedule of Member Remuneration for the Council year 2015/16.

2.00 BACKGROUND

2.01 In February 2015 the Independent Remuneration Panel for Wales (IRPW) issued its annual report. That report determines what payments can be paid to Members and co-opted members for the Council year 2015/16. Flintshire must implement the report from the date of its annual meeting. A copy of the IRPW report has been placed in the Members' library and in the group rooms.

3.00 CONSIDERATIONS

3.01 The IRPW has decided for 2015/16 there should be no changes to any of the amounts of payments. The basic allowance payable to all elected Members remains at £13,300 p.a. Appendix 1 shows the additional amounts payable to those Members who have additional responsibilities resulting from posts they hold.

3.02 In relation to payments to the Civic Head and Deputy the IRPW gives local choice to Councils as to which of three bands it wishes to apply as indicated below. Last year the Council determined that the middle band was the appropriate one for Flintshire.

Remuneration of Civic Heads and Deputy Civic Heads (includes "basic salary" of £13,300 p.a.)		
	Civic Heads	Deputy Civic Heads
a)	£24,000	£18,000
b)	£21,500	£16,000
c)	£19,000	£14,000

- 3.03 One decision the IRPW has made in this year's report is requiring each authority, through its Democratic Services Committee, to ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. It goes on to state that all elected Members should be provided with adequate telephone and e-mail facilities and electronic access to appropriate information without any cost to the individual Member. This will be the subject of a report to the next meeting of the Democratic Services Committee.
- 3.04 The IRPW have recently issued a suggested proforma for use when drafting schedules of Member remuneration. Whilst not mandatory Councils are encouraged to use the proforma amended to suit the authority's particular circumstances. Whilst a schedule must be produced no later than 4 weeks after the annual meeting it may be amended at any time during the year. It is recommended that at the annual meeting the Council approves the existing format of the schedule of Member remuneration, merely changing the Council year to which it relates. There will then be a report to the July Democratic Services Committee on the IRPW's suggested proforma adapted to suit Flintshire's particular circumstances. If agreed by Democratic Services Committee this could then be adopted at the subsequent Council meeting to replace the existing format.

4.00 RECOMMENDATIONS

- 4.01 For Council to decide which of the three bands of payments should be chosen for payment to the Council Chair and Vice Chair (see paragraph 3.02 above).
- 4.02 For Council to approve the schedule of Member remuneration shown in Appendix 2 updated to apply to 2015/16.
- 4.03 To agree the further reports to Democratic Services Committee referred to in paragraphs 3.03 and 3.04 above.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The payments can be accommodated within the budget provision for Members Allowances.

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 With political Group Leaders.

11.00 CONSULTATION UNDERTAKEN

11.01 With political Group Leaders.

12.00 APPENDICES

12.01 Appendix 1 – Additional Payments to Members
Appendix 2 – Schedule of Member Remuneration

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

IRPW's annual report for 2015/16

Contact Officer: Peter Evans
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APPENDIX 1

Band 1 **Amount**

Leader	£34,700
Deputy Leader	£20,200

Band 2

Cabinet Members	£15,700
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Band 3

Committee Chairs for:- Planning & Development Control Committee Audit Committee, Licensing Committee 6 Overview & Scrutiny Committees	£8,700
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Band 4

Leader of the largest group not represented on the Cabinet	£8,700
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Note: A maximum of 18 senior salaries can be paid by Flintshire.

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

Civic Allowances

Council Chair	£8,200
Council Vice Chair	£2,700

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**SCHEDULE OF MEMBER REMUNERATION
FOR THE COUNCIL YEAR 2015/2016
PURSUANT TO COUNCIL DECISION OF THE 20 MAY 2014**



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 3 of the annual report issued by IRPW in February 2014 requires that the schedule of Member remuneration contain certain information and this document contains the information required by Annex 3.
- 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 £13,300 p.a.
- 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 £13,300 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 £21,500 p.a. and the Vice Chair of the Council a civic allowance of £16,000 p.a. These include the basic allowance of £13,300 p.a. Appendix 2 names the Members entitled to civic allowances.
- 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). No more than 15 full days or 30 half days will be paid during the year.

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 whether 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. Any annual reports prepared by Councillors are published on the Council's website. Records are not kept of Councillor activity.

5.02 Such part of a salary, 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 Chief Officer, Governance 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 Chief Officer, Governance provided all Members, co-opted Members and the IRPW are informed promptly of any such changes.

List of Councillors

Councillors:-

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

APPENDIX 2

<u>Band 1</u>	<u>Amount</u> [including Basic Allowance (Salary) of £13,300]
Leader (Councillor Aaron Shotton)	£48,000
Deputy Leader (Councillor Bernie Attridge)	£33,500

Band 2

Cabinet Members	£29,000
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Councillors:-
Billy Mullin
Christine Jones
Helen Brown
Kevin Jones
Chris Bithell
Derek Butler

Band 3

Committee Chairs for:- Planning & Development Control Committee (Councillor D Wisinger) Audit Committee (Councillor Tim Newhouse) Licensing Committee (Councillor L A Sharps) 6 Overview & Scrutiny Committees (Councillors R Hampson, C Ellis, I Roberts, B Dunn, D Roney and H Isherwood)	£22,000
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Band 4

Leader of the largest group not represented on the Cabinet (Councillor Mike Peers)	£22,000
---	---------

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

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

Civic Allowances

Council Chair (Councillor Glenys Diskin)	£21,500
Council Vice Chair (Councillor Ray Hughes)	£16,000

Note: These amounts include Basic Allowance of £13,300 paid to all Members.

Co-opted Members

Standards Committee:-

Mr Robert Dewey
Mrs Phillipa Ann Earlam
Mr Jonathan Duggan-Keen
Mr Edward Michael Hughes
Mr Kenneth Harry Molyneux

Lifelong Learning:-

Mrs Rebecca Stark
Mrs Rita Price
Mr David Hytch
The Venerable John Thelwell
Mrs Janine Beggan

Audit Committee:-

Mr Paul Williams

Pensions Committee:-

Mr S Hibbert
Councillor S Wilson
Councillor H L Jones
Councillor A Rutherford

TRAVEL & SUBSISTENCE ALLOWANCES

Any claim for travel or subsistence allowance must be made on the appropriate claim form and submitted on a monthly basis 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 Corporate Finance Manager 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 Corporate Finance Manager.
- 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 45p 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.

(c) Motor cycle reimbursement at the rate of 24p per mile.

(d) Bicycles reimbursement at the rate of 20p per mile.

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 £25 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.

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 Corporate Finance Manager 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 Corporate Finance Manager.
- (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
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.

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **FLINTSHIRE COUNTY COUNCIL**
DATE: **TUESDAY, 12 MAY 2015**
REPORT BY: **CHIEF OFFICER (GOVERNANCE)**
SUBJECT: **NEW MODEL CONSTITUTION**

1.00 PURPOSE OF REPORT

1.01 For Council to accept a recommendation from the Constitution Committee to adopt a new format of Constitution.

2.00 BACKGROUND

2.01 Section 37 of the Local Government Act 2000 requires Welsh County Councils to prepare and keep up-to-date a written constitution containing such information as Welsh Ministers may direct, including a copy of the authority's standing orders, a copy of the authority's code of conduct for Members and such other information as the authority considers appropriate.

2.02 The current Council constitution is based on a national model with a modular format. This format does mean that, for example, not all information about Cabinet or Overview & Scrutiny Committees are in the same parts of the constitution.

2.03 The Monitoring Officers in Wales in consultation with interested parties last year commissioned a firm of solicitors to produce a new format for Constitutions. The new model produced simplifies the structure of the Constitution by putting all the provisions for each topic area in the same place. It is also written in a style that is easier for the public to understand. County Councils in Wales are considering the new model Constitution.

2.04 In the report on constitutional matters submitted to the last annual meeting it was explained that proposals would be brought forward to assess the differences between our current Constitution and the new model Constitution and to assess those differences before deciding whether the Council should adopt the new model.

2.05 At the Constitution Committee's meeting on the 28 January 2015 it agreed in principle to adopting the new model Constitution subject to a review of its provisions. It also agreed to establish a Member Working Group to consider the differences between the detailed provisions of

the new model and Flintshire's existing Constitution and make representations as to which detailed provisions to adopt.

- 2.06 Following a meeting of the Member Constitution Working Group on the 2 April 2015 its recommendations were considered by the Constitution Committee at its meeting on the 15 April 2015.

3.00 CONSIDERATIONS

- 3.01 The first recommendation the Working Group made to the Constitution Committee related to a comparison of the structure and format of the new model Constitution compared with the structure and format of the existing Constitution. The Working Group recommended the structure and format of the new model Constitution was preferable as it was easier for Members, officers and the public to follow. The Constitution Committee accepted this recommendation.

- 3.02 The Working Group then proceeded to consider the local Flintshire documents contained in Flintshire's current Constitution but understandably not included in the model. These comprise:-

- The Local Resolution Procedure
- Social Media Protocol
- The Protocol on Councillor Newsletters
- The Protocol on Members Dealing with Contractors
- The Protocol on Members' Rights of Access to Information
- Standing Orders relating to Family Absence for Members
- Members Confidential Reporting Procedure
- Schedule of Member Remuneration
- Code of Corporate Governance
- Audit Procedures
- The Council's Prosecution Policy

The Working Group agreed that with the exception of the Prosecution Policy all the other documents listed above should be transferred to the model Constitution at the appropriate section of it. The Prosecution Policy is the only policy contained in the Constitution and the Working Group agreed with officers that policies should not be included in the Constitution. These recommendations were agreed by the Constitution Committee.

- 3.03 The Working Group then considered two matters that are contained in the model Constitution but not in the Council's current Constitution. Firstly, the new model Constitution contains in Section 2.2 definitions of phrases used in it. The Working Group agreed that this should be retained and this recommendation was agreed by the Constitution Committee. Secondly, Section 23 of the model contains various Member role descriptions and person specifications. The Working Group agreed that it would leave it to the Constitution Committee to

decide whether these should be included in the new Constitution. The Constitution Committee decided against included these documents in the Constitution.

3.04 The Working Group then considered a list of detailed differences between the wording in the current Constitution and in the new model Constitution. The Working Group recommended that these detailed points were best considered by future meetings of the Working Group after the annual meeting. In the interim the wording in such situations to remain the wording in the current Constitution. This recommendation was agreed by the Constitution Committee.

3.05 The Constitution Committee resolved that the Chief Officer, Governance should prepare for the annual meeting a new Constitution in the format of the new model Constitution to reflect the above decisions of the committee. A copy of the new Constitution has been prepared and placed in Member Services. If approved the new Constitution will also be made available on the Infonet and website.

4.00 RECOMMENDATIONS

4.01 That the Council agrees to adopt the new format of the Constitution as recommended by the Constitution Committee.

5.00 FINANCIAL IMPLICATIONS

5.01 There will be a cost of translating certain sections into Welsh for which there is a budget provision.

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 Member Constitution Working Group and Constitution Committee.

11.00 CONSULTATION UNDERTAKEN

11.01 Member Constitution Working Group and Constitution Committee.

12.00 APPENDICES

12.01 None

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

Contact Officer: Peter Evans
Telephone: 01352 702304
Email: peter.j.evans@flintshire.gov.uk

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **FLINTSHIRE COUNTY COUNCIL**

DATE: **TUESDAY, 12 MAY 2015**

REPORT BY: **CHIEF EXECUTIVE**

SUBJECT: **COUNTY COUNCIL DIARY OF MEETINGS 2015/16**

1.00 PURPOSE OF REPORT

1.01 To consider the draft diary of meetings for 2015/16 as set out in the appendix to this report.

2.00 BACKGROUND

2.01 Following a decision of County Council in March 2010, the diary of meetings is based on an approximate 10 week cycle.

3.00 CONSIDERATIONS

3.01 In addition to the County Council meetings in the 10 weekly cycle there are additional meetings scheduled for the Statement of Accounts, Annual Performance Report, HRA and the Budget, Council Tax Setting and the Annual Meeting. In total, there are 8 meetings of County Council scheduled throughout the diary.

3.02 There are also 4 reserved slots in the diary should any special meetings need to be called.

3.03 Overview and Scrutiny Committees are scheduled to meet approximately twice in the 10 week cycle. This enables timely reporting for budget and performance reports.

3.04 The newly named Overview & Scrutiny Committees, as considered at Constitution Committee on 15 April 2015 and recommended to this meeting, are reflected in the diary and are listed below:

1. **Corporate Resources OSC** (previously Corporate Resources OSC with the crime and disorder role from Community Profile and Partnerships OSC)
2. **Environment OSC** (previously Environment OSC without regeneration / economic development)
3. **Community and Enterprise OSC** (previously Housing OSC and includes housing, regeneration, revenues and benefits)
4. **Education and Youth OSC** (previously Lifelong Learning OSC)

without leisure)

5. **Social and Health Care OSC** (previously Social and Health Care OSC – no changes)
6. **Organisational Change OSC** (previously Community Profile and Partnerships and includes leisure)

4.00 RECOMMENDATIONS

4.01 That the draft diary of meetings for 2015/16 be approved.

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 Chief Officer Team, Policy, Performance & Partnerships Team, Overview & Scrutiny Team, Corporate Finance Manager, Internal Audit Manager, Development Manager, Group Leaders and Chairs and Vice-Chairs of Committees.

12.00 APPENDICES

12.01 Draft diary of meetings 2015/16

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS

None.

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Email: nicola.gittins@flintshire.gov.uk

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DIARY 2015/16

DAY / DATE	10.00AM	2.00PM
Monday 31 August 2015	SCHOOLS CLOSED BANK HOLIDAY	
Tuesday 1 September 2015		
Wednesday 2 September 2015	Community and Enterprise OSC	
Thursday 3 September 2015		Planning Strategy Group
Friday 4 September 2015		
Monday 7 September 2015	Planning Site Visits	Standards Committee (6.30pm)
Tuesday 8 September 2015		
Wednesday 9 September 2015		Planning & Development Control Committee (1pm)
Thursday 10 September 2015	Corporate Resources OSC	
Friday 11 September 2015		
Monday 14 September 2015		
Tuesday 15 September 2015	Cabinet (9.30am)	
Wednesday 16 September 2015	Environment OSC	Children's Services Forum (4.30pm)
Thursday 17 September 2015		Education & Youth OSC
Friday 18 September 2015		
Monday 21 September 2015		
Tuesday 22 September 2015	Social & Health Care OSC	
Wednesday 23 September 2015	Clwyd Pension Fund Committee	
Thursday 24 September 2015	Audit Committee	County Council (Statement of Accounts)
Friday 25 September 2015		
Monday 28 September 2015	Organisational Change OSC	

Tuesday 29 September 2015		
Wednesday 30 September 2015		
Thursday 1 October 2015		
Friday 2 October 2015		
Monday 5 October 2015		Standards Committee (6.30pm)
Tuesday 6 October 2015		
Wednesday 7 October 2015	Community & Enterprise OSC	Constitution Committee Democratic Services Committee (3.30pm)
Thursday 8 October 2015	Corporate Resources OSC	Planning Strategy Group
Friday 9 October 2015		
Monday 12 October 2015	Planning Site Visits	
Tuesday 13 October 2015	Cabinet (9.30am)	
Wednesday 14 October 2015		Planning & Development Control Committee (1pm)
Thursday 15 October 2015		
Friday 16 October 2015		
Monday 19 October 2015		
Tuesday 20 October 2015		County Council (Annual Performance Report)
Wednesday 21 October 2015	Environment OSC	SACRE
Thursday 22 October 2015		Education & Youth OSC
Friday 23 October 2015		
Monday 26 October 2015	SCHOOLS CLOSED	
Tuesday 27 October 2015	SCHOOLS CLOSED	
Wednesday 28 October 2015	SCHOOLS CLOSED	
Thursday 29 October 2015	SCHOOLS CLOSED	

Friday 30 October 2015	SCHOOLS CLOSED	
Monday 2 November 2015	Organisational Change OSC	Standards Committee (6.30pm)
Tuesday 3 November 2015		
Wednesday 4 November 2015	Community & Enterprise OSC	Education Consultative Committee
Thursday 5 November 2015		Social and Health Care OSC
Friday 6 November 2015		
Monday 9 November 2015		
Tuesday 10 November 2015		RESERVED SLOT
Wednesday 11 November 2015	KEEP FREE	KEEP FREE
Thursday 12 November 2015	Corporate Resources OSC	Planning Strategy Group
Friday 13 November 2015		
Monday 16 November 2015	Planning Site Visits	
Tuesday 17 November 2015	Cabinet (9.30am)	
Wednesday 18 November 2015		Planning & Development Control Committee (1pm)
Thursday 19 November 2015	Licensing Committee	
Friday 20 November 2015		
Monday 23 November 2015		
Tuesday 24 November 2015		
Wednesday 25 November 2015		Children's Services Forum (4.30pm)
Thursday 26 November 2015	Clwyd Pension Fund Committee	
Friday 27 November 2015		
Monday 30 November 2015		

Tuesday 1 December 2015		
Wednesday 2 December 2015		
Thursday 3 December 2015	Environment OSC	Education & Youth OSC
Friday 4 December 2015		
Monday 7 December 2015	Organisational Change OSC	Standards Committee (6.30pm)
Tuesday 8 December 2015	OSC budget meeting	County Council
Wednesday 9 December 2015		Community & Enterprise OSC
Thursday 10 December 2015	Corporate Resources OSC	Planning Strategy Group
Friday 11 December 2015	OSC budget meeting	OSC budget meeting
Monday 14 December 2015	Planning Site Visits	
Tuesday 15 December 2015	Cabinet (9.30am)	OSC budget meeting
Wednesday 16 December 2015		Planning & Development Control Committee (1pm)
Thursday 17 December 2015	Social and Health Care OSC	OSC budget meeting
Friday 18 December 2015	OSC budget meeting	OSC budget meeting
	CHRISTMAS RECESS	
Monday 28 December 2015	SCHOOLS CLOSED BANK HOLIDAY	
Tuesday 29 December 2015	SCHOOLS CLOSED	
Wednesday 30 December 2015	SCHOOLS CLOSED	
Thursday 31 December 2015	SCHOOLS CLOSED	
Friday 1 January 2016	SCHOOLS CLOSED BANK HOLIDAY	
Monday 4 January 2016		
Tuesday 5 January 2016		

Wednesday 6 January 2016		
Thursday 7 January 2016		
Friday 8 January 2016		
Monday 11 January 2015	Organisational Change OSC	Standards Committee (6.30pm)
Tuesday 12 January 2016	Community & Enterprise OSC	
Wednesday 13 January 2016	Environment OSC	Children's Services Forum (4.30pm)
Thursday 14 January 2016	Corporate Resources OSC	Education & Youth OSC
Friday 15 January 2016	OSC budget meeting	OSC budget meeting
Monday 18 January 2016	Planning Site Visits	
Tuesday 19 January 2016	Cabinet (9.30am)	OSC budget meeting
Wednesday 20 January 2016		Planning & Development Control Committee (1pm)
Thursday 21 January 2016	Planning Strategy Group	Social and Health Care OSC
Friday 22 January 2016	OSC budget meeting	OSC budget meeting
Monday 25 January 2016	OSC budget meeting	OSC budget meeting
Tuesday 26 January 2016		County Council
Wednesday 27 January 2016	Audit Committee	Constitution Committee Democratic Services Committee (3.30pm)
Thursday 28 January 2016	OSC budget meeting	OSC budget meeting
Friday 29 January 2016	OSC budget meeting	OSC budget meeting
Monday 1 February 2016		
Tuesday 2 February 2016		
Wednesday 3 February 2016		SACRE
Thursday 4 February 2016	Licensing Committee	
Friday 5 February 2016		

Monday 8 February 2016		Standards Committee (6.30pm)
Tuesday 9 February 2016		Environment OSC
Wednesday 10 February 2016	Community & Enterprise OSC	Education Consultative Committee
Thursday 11 February 2016	Corporate Resources OSC	
Friday 12 February 2016		
Monday 15 February 2016	SCHOOLS CLOSED Organisational Change OSC	
Tuesday 16 February 2016	SCHOOLS CLOSED Cabinet (9.30am)	County Council (Budget/HRA)
Wednesday 17 February 2016	SCHOOLS CLOSED	
Thursday 18 February 2016	SCHOOLS CLOSED	
Friday 19 February 2016	SCHOOLS CLOSED	
Monday 22 February 2016	Planning Site Visits	
Tuesday 23 February 2016	Clwyd Pension Fund Committee	RESERVED SLOT (for budget)
Wednesday 24 February 2016		Planning & Development Control Committee (1pm)
Thursday 25 February 2016	Planning Strategy Group	Education & Youth OSC
Friday 26 February 2016		
Monday 29 February 2016		
Tuesday 1 March 2016		County Council (Council Tax setting)
Wednesday 2 March 2016		
Thursday 3 March 2016	Social and Health Care OSC	
Friday 4 March 2016		
Monday 7 March 2016		Standards Committee (6.30pm)
Tuesday 8 March 2016		

Wednesday 9 March 2016		Children's Services Forum (4.30pm)
Thursday 10 March 2016		
Friday 11 March 2016		
Monday 14 March 2016	Organisational Change OSC	
Tuesday 15 March 2016		
Wednesday 16 March 2016	Audit Committee	Community & Enterprise OSC
Thursday 17 March 2016	Corporate Resources OSC	Environment OSC
Friday 18 March 2016		
Monday 21 March 2016	Planning Site Visits	
Tuesday 22 March 2016	Cabinet (9.30am)	Clwyd Pension Fund Committee (Special)
Wednesday 23 March 2016		Planning & Development Control Committee (1pm)
Thursday 24 March 2016	Planning Strategy Group	Education & Youth OSC
Friday 25 March 2016	SCHOOLS CLOSED BANK HOLIDAY	
Monday 28 March 2016	SCHOOLS CLOSED BANK HOLIDAY	
Tuesday 29 March 2016	SCHOOLS CLOSED	
Wednesday 30 March 2016	SCHOOLS CLOSED	
Thursday 31 March 2016	SCHOOLS CLOSED	
Friday 1 April 2016	SCHOOLS CLOSED	
Monday 4 April 2016	SCHOOLS CLOSED	
Tuesday 5 April 2016	SCHOOLS CLOSED	
Wednesday 6 April 2016	SCHOOLS CLOSED	
Thursday 7 April 2016	SCHOOLS CLOSED	
Friday 8 April 2016	SCHOOLS CLOSED	

Monday 11 April 2016	Organisational Change OSC	Standards Committee (6.30pm)
Tuesday 12 April 2016		RESERVED SLOT
Wednesday 13 April 2016		Environment OSC
Thursday 14 April 2016	Corporate Resources OSC	Social and Health Care OSC
Friday 15 April 2016		
Monday 18 April 2016	Planning Site Visits	
Tuesday 19 April 2016	Cabinet (9.30am)	
Wednesday 20 April 2016		Planning & Development Control Committee (1pm)
Thursday 21 April 2016		Planning Strategy Group
Friday 22 April 2016		
Monday 25 April 2016		
Tuesday 26 April 2016		
Wednesday 27 April 2016	Community & Enterprise OSC	Constitution Committee Democratic Services Committee (3.30pm)
Thursday 28 April 2016		Education & Youth OSC
Friday 29 April 2016		
Monday 2 May 2016	SCHOOLS CLOSED BANK HOLIDAY	
Tuesday 3 May 2016		
Wednesday 4 May 2016		
Thursday 5 May 2016	NATIONAL ASSEMBLY FOR WALES AND POLICE & CRIME COMMISSIONER ELECTIONS	NATIONAL ASSEMBLY FOR WALES AND POLICE & CRIME COMMISSIONER ELECTIONS
Friday 6 May 2016		

Monday 9 May 2016		Standards Committee (6.30pm)
Tuesday 10 May 2016	County Council (AGM) (11am)	
Wednesday 11 May 2016		Children's Services Forum (4.30pm)
Thursday 12 May 2016	Corporate Resources OSC	
Friday 13 May 2016		
Monday 16 May 2016	Organisational Change OSC	
Tuesday 17 May 2016	Cabinet (9.30am)	
Wednesday 18 May 2016		Environment OSC
Thursday 19 May 2016	Planning Strategy Group	Social and Health Care OSC
Friday 20 May 2016		
Monday 23 May 2016	Planning Site Visits	
Tuesday 24 May 2016	Clwyd Pension Fund Committee	
Wednesday 25 May 2016		Planning & Development Control Committee (1pm)
Thursday 26 May 2016	Licensing Committee	
Friday 27 May 2016		
Monday 30 May 2016	SCHOOLS CLOSED BANK HOLIDAY	
Tuesday 31 May 2016	SCHOOLS CLOSED	
Wednesday 1 June 2016	SCHOOLS CLOSED	
Thursday 2 June 2016	SCHOOLS CLOSED	
Friday 3 June 2016	SCHOOLS CLOSED	
Monday 6 June 2016		Standards Committee (6.30pm)
Tuesday 7 June 2016		
Wednesday 8 June 2016		Community & Enterprise OSC

Thursday 9 June 2016		Education & Youth OSC
Friday 10 June 2016		
Monday 13 June 2016	Organisational Change OSC	
Tuesday 14 June 2016		RESERVED SLOT
Wednesday 15 June 2016	Environment OSC	Education Consultative Committee
Thursday 16 June 2016	Corporate Resources OSC	Planning Strategy Group
Friday 17 June 2016		
Monday 20 June 2016	Planning Site Visits	
Tuesday 21 June 2016	Cabinet (9.30am)	
Wednesday 22 June 2016		Planning & Development Control Committee (1pm)
Thursday 23 June 2016	Social and Health Care OSC	
Friday 24 June 2016		
Monday 27 June 2016		
Tuesday 28 June 2016		
Wednesday 29 June 2016	Constitution Committee Democratic Services Committee (11.30am)	SACRE
Thursday 30 June 2016		
Friday 1 July 2016		
Monday 4 July 2016		Standards (6.30pm)
Tuesday 5 July 2016		
Wednesday 6 July 2016		Children's Services Forum (4.30pm)
Thursday 7 July 2016	Licensing Committee	Education & Youth OSC
Friday 8 July 2016		

Monday 11 July 2016	Organisational Change OSC	
Tuesday 12 July 2016		County Council
Wednesday 13 July 2016	Audit Committee	Community & Enterprise OSC
Thursday 14 July 2016	Corporate Resources OSC	Planning Strategy Group
Friday 15 July 2016		
Monday 18 July 2016	Planning Site Visits	
Tuesday 19 July 2016	Cabinet (9.30am)	Environment OSC
Wednesday 20 July 2016		Planning & Development Control Committee (1pm)
Thursday 21 July 2016	SCHOOLS CLOSED	Social and Health Care OSC
Friday 22 July 2016	SCHOOLS CLOSED	
Monday 25 July 2016	SCHOOLS CLOSED	
Tuesday 26 July 2016	SCHOOLS CLOSED	
Wednesday 27 July 2016	SCHOOLS CLOSED	
Thursday 28 July 2016	SCHOOLS CLOSED	
Friday 29 July 2016	SCHOOLS CLOSED	
	AUGUST RECESS SCHOOLS CLOSED	

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