

# Public Document Pack



Contact Officer:  
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To: Cllr Rita Johnson (Chair)

Councillors: Glyn Banks, Marion Bateman, Chris Bithell, Clive Carver, Bob Connah, Jean Davies, Rob Davies, Ian Dunbar, David Healey, Joe Johnson, Ted Palmer, Mike Peers, Michelle Perfect, Neville Phillips, Paul Shotton, Ian Smith, David Williams, David Wisinger and Arnold Woolley  
(+ 1 vacancy Independent group)

19 October 2017

Dear Councillor

You are invited to attend a meeting of the Constitution and Democratic Services Committee which will be held at 2.00 pm on Wednesday, 25th October, 2017 in the Delyn Committee Room, County Hall, Mold CH7 6NA to consider the following items

## A G E N D A

### 1 **APOLOGIES**

**Purpose:** To receive any apologies.

### 2 **DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)**

**Purpose:** To receive any Declarations and advise Members accordingly.

### 3 **MINUTES** (Pages 3 - 4)

**Purpose:** To confirm as a correct record the minutes of the meeting held on 21 June 2017.

### 4 **INDUCTION REPORT** (Pages 5 - 12)

**Purpose:** To inform the committee of the progress made and proposals for future member development.

### 5 **MEMBER SURVEY ON MEETING TIMES** (Pages 13 - 18)

**Purpose:** To consult the committee on the survey form and approach to be used.

6 **SHARING INFORMATION WITHIN THE COUNCIL** (Pages 19 - 22)

**Purpose:** To scope out and discuss the plan to develop a set of clear rules on what members can ask for.

7 **OVERVIEW & SCRUTINY ANNUAL REPORT** (Pages 23 - 56)

**Purpose:** To consult the committee on the draft Overview & Scrutiny Annual Report prior to submission to Council.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Robert Robins', with a horizontal line extending to the right.

Robert Robins  
Democratic Services Manager

## **CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE** **21 JUNE 2017**

Minutes of the meeting of the Constitution and Democratic Services Committee of Flintshire County Council held in County Hall, Mold, on Wednesday, 21 June 2017.

### **PRESENT: Councillor Rita Johnson (Chair)**

Councillors: Glyn Banks, Marion Bateman, Chris Bithell, Clive Carver, Bob Connah, Jean Davies, Rob Davies, Ian Dunbar, David Healey, Patrick Heesom, Joe Johnson, Ted Palmer, Mike Peers, Michelle Perfect, Neville Phillips, Ian Smith, David Wisinger and Arnold Woolley

**SUBSTITUTION:** Councillor Andy Dunbobbin (for Paul Shotton)

**ALSO PRESENT:** Councillor Bernie Attridge, Deputy Leader and Cabinet Member for Housing

**IN ATTENDANCE:** Democratic Services Manager and Committee Officer

### **1. APPOINTMENT OF CHAIR**

Nominations were sought for the appointment of a Chair for the Committee.

Councillor Ian Dunbar nominated Councillor Rita Johnson and this was duly seconded.

Councillor Jean Davies nominated Councillor Clive Carver and this was seconded.

On being put to the vote Councillor Rita Johnson was appointed Chair of the Committee.

### **RESOLVED:**

That Councillor Rita Johnson be appointed Chair of the Committee.

(From this point, Councillor Rita Johnson chaired the remainder of the meeting)

### **2. APPOINTMENT OF VICE-CHAIR**

Councillor Joe Johnson nominated Councillor Marion Bateman as Vice-Chair of the Committee and this was duly seconded.

Councillor Mike Peers nominated Councillor Clive Carver and this was seconded.

On being put to the vote Councillor Marion Bateman was appointed Vice-Chair of the Committee.

**RESOLVED:**

That Councillor Marion Bateman be appointed Vice-Chair of the Committee.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. MINUTES**

- (i) The minutes of the meeting of the Constitution Committee held on 1 February 2017 were submitted.
- (ii) The minutes of the meeting of the Democratic Services Committee held on 1 February 2017 were submitted.

**RESOLVED:**

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

**5. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE**

There were no members of the press or public in attendance.

(The meeting commenced at 10.00 am and finished at 10.07 am.)

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Chairman



## CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Wednesday, 25 October 2017
<b>Report Subject</b>	Induction Report
<b>Cabinet Member</b>	Cabinet Member for Corporate Management & Assets
<b>Report Author</b>	Democratic Services Manager
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

As part of our preparations for the county council elections and the arrangements for a new council, the former Democratic Services Committee received regular progress reports on the development of proposed Member Induction programme.

This report gives details of the induction which was carried out in the first three months of the Council and proposals for continuing member development over the next year.

### RECOMMENDATIONS

1	That the committee is invited to comment on the Member Induction programme held after the elections
2	The committee considers and supports the approach to Member Development for the rest of the municipal year, as detailed in appendix A.

## REPORT DETAILS

1.00	EXPLAINING THE MEMBER INDUCTION PROGRAMME
1.01	The design of the 2017 Member Induction programme had benefitted from feedback after the 2012 elections. Thus for 2017, the number of topics was reduced, as was the duration of induction sessions, from three to two hours as they had previously been.
1.02	Each session was delivered in three slots: morning, afternoon and evening, to give both new and returning Members the opportunity to attend. Where possible, one of the three sessions was in the following week, recognising that newly elected members may have had prearranged commitments.
1.03	<p>Formal sessions were delivered by Council officers on the following:</p> <ul style="list-style-type: none"> <li>Introduction to Council</li> <li>Safety First for Councillors (Code of Conduct and Ethics; Data Protection ; Freedom of Information; Use of Social Media and Health and Safety)</li> <li>Strategic Finance &amp; Resources</li> <li>Constitutional Matters (including participation at meetings)</li> <li>Planning for non-Planning members</li> <li>Planning Committee member training</li> <li>Audit committee training</li> <li>Clwyd Pension fund Committee training</li> <li>Individual committee training for Overview &amp; Scrutiny, Licensing and Constitution &amp; Democratic services Committee members.</li> </ul>
1.04	Before the Annual Meeting, there was a half hour session on meeting conduct, web-casting and use of the microphones. After the Annual Meeting, we held the 'Your Council' event at the theatre, which was well attended by new and returning Members. Verbal feedback from Members was very positive.
1.05	An Induction satisfaction survey was sent to new members. Whilst few responses were received, those which were showed a high degree of satisfaction. In addition, the verbal feedback given to the officers was excellent.
1.06	The emphasis now is on Member Development briefings where the focus is on providing specific skills and knowledge for the various roles which Members have, rather than the generic sessions offered during Induction. Where possible, use is being made of half hour sessions before Overview & scrutiny meetings. Training for Planning committee Members is, by its nature, more highly specialised and so those sessions are two hour slots, with each topic being offered in two sessions. Some evenings have been included. The details are attached as appendix A for the committee's consideration and comment. This is not a complete document, as it will be added to during the year. It is the intention to provide an update to each meeting of this committee.

1.07	The Welsh Local Government Association are putting on a series of regional development events for <b>new</b> Members. The North Wales event will be held at the Conwy Business Centre on Friday, 3 <sup>rd</sup> November: a number of our new Members have indicated that they will be attending.
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<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
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2.01	Providing development sessions which are linked to Members coming in for other meetings is intended to be as 'time effective' as possible, both for Members and officers. Where possible, development is being provided by the council's own officers, supplemented by external specialists as required.
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<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
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3.01	This report has been prepared to consult the Constitution & Democratic Services Committee on the approach being taken to continuing Member development
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<b>4.00</b>	<b>RISK MANAGEMENT</b>
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4.01	The Member Induction Programme was designed to mitigate risk by providing councillors with the knowledge and skills to carry out their roles effectively; it is intended that the Member Development Programme will maintain build on those skills.
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<b>5.00</b>	<b>APPENDICES</b>
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5.01	<b><u>Appendix A:</u></b> Flintshire County Council 2017/18 Member Development Briefings following Induction
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<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
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6.01	Member Induction reports made to the Democratic services committee during 2016/17  <b>Contact Officer:</b> Robert Robins, Democratic Services Manager <b>Telephone:</b> 01352 702320 <b>E-mail:</b> robert.robins@flintshire.gov.uk
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7.00	<b>GLOSSARY OF TERMS</b>
7.01	<b><u>Municipal Year</u></b> : the 'council year' which runs from one Annual Meeting to the next. The current municipal year started on 18 <sup>th</sup> May 2017 and finishes on 30 <sup>th</sup> April 2018. The 2018 Annual meeting will be at 11.00 on Tuesday, 1 <sup>st</sup> May.

## Flintshire County Council 2017/18 Member Development Briefings following Induction

This programme of Member briefings builds on the Induction which took place in May – July. The emphasis now is providing specific skills and knowledge for the various roles which Members have, rather than the generic sessions offered during Induction. Where possible, use is being made of half hour sessions before Overview & scrutiny meetings.

Training for Planning committee Members is, by its nature, more highly specialised and so those sessions are two hour slots, with each topic being offered in two sessions. Some evenings have been included.

	Topic	Identified by	Focus	Dates	Other comments
1	Local Development Plan (LDP)	Members and Officers through PSG.	Current position on the LDP prior to release for consultation in 2017	20 <sup>th</sup> July, 6pm – 8pm 21 <sup>st</sup> July, 10am-12pm	Members of the Planning committee should attend 75% of the training arranged over a period of two years (now counted from 18 <sup>th</sup> May 2017)  Holding one session of each during the evening being trialled.
2	Use of planning conditions and Legal agreements	Members and Officers through PSG.	An understanding of the use of planning conditions and legal agreements such as those made under section 106 is integral to the ability of Planning committee members to discharge the responsibilities of their role effectively.	Dates identified for Planning training at PSG on 29 <sup>th</sup> June are as follows, actual topics to be determined subsequently: 4 <sup>th</sup> September, 6pm 18 <sup>th</sup> September, 2pm 7 <sup>th</sup> December, 6pm 18 <sup>th</sup> December, 2pm 12 <sup>th</sup> March 10am 27 <sup>th</sup> March 2pm	See 1 above

	Topic	Identified by	Focus	Dates	Other comments
3	Role of planning enforcement	Members and Officers through PSG.	Role of planning enforcement following a review of the service and how it will be provided	See dates for 2 above	See 1 above
4	Delivery of affordable housing	Members and Officers through PSG.	An informed understanding of the use of planning conditions and legal agreements to deliver affordable housing within the county is integral to the ability of Planning committee members to discharge the responsibilities of their role effectively.	See dates for 2 above	See 1 above
5.	Treasury management	S 151 officer	Treasury management training is always offered to members of the Audit Committee and wider membership	Autumn	This is delivered by FCC officers and external speakers
6.	Introduction to Equalities and Welsh Language	Members and officers during stage 1 induction	Ensuring that all members have a good awareness of their role and responsibilities in promoting equalities and the Welsh language	Autumn	To be delivered by FCC officers
7.	Corporate Parenting	Members and officers during stage 1 induction and subsequently at S&HC O&SC	Ensuring that all members have a good awareness of their role and responsibilities as corporate parents	Autumn	To be delivered by FCC officers

	Topic	Identified by	Focus	Dates	Other comments
8.	Health & Safety	Officers during development of the First stage of induction	The 'safety first for Councillors' session in Phase 1 Induction touched on this: we need to ensure that all members have a good awareness of their role and responsibilities.	Autumn	To be delivered by FCC officers
9.	Corporate Safeguarding	Members and officers during stage 1 induction and subsequently at S&HC O&SC	Ensuring that all members have a good awareness of their role and responsibilities	Audit 22/11 C&E 15/11 CROSC 16/11 E&Y 21/12 OC27/11 S&H 16/11 Environment 17/04/18	Jane Davies and Jayne Belton to deliver half hour sessions
10.	How the Housing Revenue Account works	Officers	The HRA is 'ring-fenced'. New, and some returning members may not be aware that HRA needs to operate separately from General fund spending.		To be delivered by FCC officers: should be of particular interest to members of CRO&SC and C&E O&SC. Half hour session immediately prior to a committee meeting?
11.	Clwyd Pension Fund Committee	Officers prior to First stage induction	Ensuring that the Members of the Clwyd Pension fund committee have the necessary knowledge to make a meaningful contribution in their role.	Only one session delivered so far, on 19 <sup>th</sup> July further sessions required.	Pension specialists and FCC officers.
12	Wellbeing of	Officers prior to	Introduction to the WFB Act and its	Work shop 2pm -5pm on 8/2/18	Karen Armstrong

	Topic	Identified by	Focus	Dates	Other comments
	Future Generations (Wales) Act 2015	First Stage induction. Some members have subsequently asked for information	implications for FCC and the communities which we serve.	– the Wellbeing of Future Generations (Wales) Act and FCC's response to it and its implementation will be the focus of a report to a special meeting of Council on 24 <sup>th</sup> April 2018.	
13	Rota Visits and Dementia training		Specifically for members of the Social & Health Overview & Scrutiny Committee and other members who are involved/want to become involved in rota visits.	12 <sup>th</sup> September 2pm- 4pm 19 <sup>th</sup> September 4.30pm,-6pm	Officers from social Services
14	Environment O&SC 'half hour sessions		Contaminated land programme  Development session from the Food Safety Team.  Greenfield Valley Museum Heritage Park visit and presentation.  Fly tipping on Public & private Land	17 <sup>th</sup> October  12 <sup>th</sup> December  16 <sup>th</sup> January 2018 (meeting to be held in the School Room)  13 <sup>th</sup> March 2018	



## CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Wednesday, 25 October 2017
<b>Report Subject</b>	Member Survey on Meeting Times
<b>Cabinet Member</b>	Cabinet Member for Corporate Management & Assets
<b>Report Author</b>	Democratic Services Manager
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

At the Annual Meeting of Council, on Thursday 18<sup>th</sup> May, the Schedule of Meetings for the current municipal year was considered and approved. This was based on the previous year's Schedule.

It was recognised that the 'new' Council should make its own decision on when meetings should be held, and it was agreed that a survey of Members would be conducted after the August recess.

A suggested survey form is attached: this is based on the one used during a similar exercise in 2015/16.

### RECOMMENDATIONS

1	That the Committee consider and comment on the proposed approach to conducting a survey and the survey form to be used.
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### REPORT DETAILS

<b>1.00</b>	<b>Explaining the Schedule of Meetings</b>
1.01	Following a decision which was made by Council in March 2010, the Schedule of Meetings of Council, Cabinet and committees has been based on an approximately 10 weeks' cycle.

1.02	In 2016 an electronic survey of Member opinion on the timings of meetings was conducted using 'Survey Monkey' computer software. A copy of the proposed survey form for 2017 is attached as appendix A. It allows both elected and co-opted Members to express opinions as to whether meetings should be held as currently, or in a number of combinations, which would include evening meetings. The results would be published anonymously, although names are requested at survey stage in case anything requires clarification.
1.03	It is intended, subject to comments and observations received at the meeting of the Constitution & Democratic services Committee meeting, to use the same survey 'Survey Monkey' approach this time. Paper copies will be provided for the small number of Members who do not use electronic communications.
1.04	The results of the survey will be reported back to a future meeting of the Constitution & Democratic Services committee, to allow any proposed changes to be incorporated into the Schedule of Meetings for 2018/19. That Schedule will then go to the next Annual Meeting which is to be held on 1 <sup>st</sup> May 2018 for consideration.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The holding of evening meetings would increase costs as it would be necessary to keep County Hall, or other buildings where formal meetings are held open later than the current 7pm close.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	This report is being submitted to initiate consultation with Members.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	It has previously been acknowledged that expanding the range of meeting times may encourage a more diverse range of candidates to stand for election. Our conducting a survey fulfils our responsibility under the WLGA Member Development Charter to seek Members' views on when we hold our meetings. Should the Welsh Ministers decide to issue guidance to local authorities under section 6 of the Local Government (Wales) Measure 2011 in the near future, Flintshire would be able to use the result of the proposed survey as evidence of appropriate consultation having already been carried out.
4.02	Our holding meetings in the evening may cause problems to current members because of clashes with community and town council meetings and other community based responsibilities as well as home life.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Proposed survey form

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>Report to the 2017 Annual Meeting</p> <p><b>Contact Officer:</b> Robert Robins, Democratic Services Manager  <b>Telephone:</b> 01352 702320  <b>E-mail:</b> <a href="mailto:robert.robins@flintshire.gov.uk">robert.robins@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<b>Welsh Local Government Association (WLGA):</b> body which represents the interests of the 22 Welsh local authorities together with the three national park authorities and the three Fire & Rescue Authorities.

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## Timing of Meetings Survey

At the Annual Meeting, it was agreed that after the August recess, a survey should be carried out amongst Members, to find out their preferences for when meetings should be held.

The current meeting slots are shown in the second column of the table below.

Please indicate when you would prefer the meetings to be held. Columns three, four and five are to indicate a preference for morning, afternoon and evening meetings respectively. 'Rotating' committees would meet first in the morning, the second time in the afternoon and the third time in the evening, repeating that sequence through the year.

Any special meetings would be put in where needed, following consultation with the respective Chair.

Meeting	Current Meeting Slot	Please tick preferred option					Stay with Current arrangements
		Morning 9.30 or 10am	Afternoon 2pm	Evening 6pm	Rotate AM/ PM	Rotate AM/PM Evening	
Audit	Wednesday AM						
Cabinet	Tuesday AM						
Citywyd Pension Fund	Alternates Wednesday AM/PM						
Council	Mostly Tuesday PM						
Community & Enterprise O&S	Wednesday AM/PM						
Constitution & Democratic Services Committee	Mostly Wednesday PM						
Corporate Resources O&S	Thursday AM						
Education & Youth O&S	Thursday PM						
Environment O&S	Wednesday AM/PM						
Licensing	Thursday AM						

Meeting	Current Meeting Slot	Please tick preferred option					Stay with Current arrangements
		Morning 9.30 or 10am	Afternoon 2pm	Evening 6pm	Rotate AM/PM	Rotate AM/PM Evening	
Licensing Sub-committee	Varies, depending on availability of Members and timescales						
Organisational Change O&S	Monday AM						
Planning	Wednesday 1pm						
Social & Healthcare O&S	Alternates Thursday AM/PM						
Standards	First Monday in month 6.30pm						

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Have you any comments which you wish to add?

Signed:.....



## CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Wednesday, 25 October 2017
<b>Report Subject</b>	Sharing Information within the Council
<b>Cabinet Member</b>	Cabinet Member for Corporate Management & Assets
<b>Report Author</b>	Chief Officer (Governance)

### EXECUTIVE SUMMARY

The Council is subject to competing legal demands with regards to sharing information which affect only what officers can share with members, what members share with each other and what officers share with each other.

In summary, the Council is not allowed to share personal information unless it is absolutely necessary (under the Data Protection Act). Yet it needs to keep members sufficiently informed that they can fulfil their roles. Neither the current nor the previous rules (in the Constitution) give sufficiently clear and practical guidance on this.

Where information does need to be shared, then practice within the Council (both members and officers) could be more consistent in terms of appropriately highlighting its sensitivity. So, for example, we need to be more consistent in marking emails that contain personal data “confidential” etc.

It is suggested that a member working group be set up to help re-write the current rules within the Constitution.

### RECOMMENDATIONS

1	That a working group be established to re-write the rules for officers and members contained within the Constitution on how information is shared inside the Council.
2	That the working group should consist of up to 8 members including the Chair or Vice Chair of the Committee, Cabinet Members for Education, Housing and Social Services (whose portfolios handle the most sensitive personal data) plus 1 member from each of the other political groups.

3	That the working group be asked to report to the Constitution and Democratic Services Committee in time for it to make recommendations to the Annual Meeting of Council in May 2018.
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## **REPORT DETAILS**

<b>1.00</b>	<b>INFORMATION TO MEMBERS</b>
1.01	Under the Data Protection Act 1998 (shortly to be replaced by the General Data Protection Regulation) the Council is obliged to handle personal data in accordance with 8 data protection principles. It is also subject to other requirements such as the common law obligation of confidence to respect the privacy of certain information. Those duties sometimes create tension with the need to keep members properly informed.
1.02	The Constitution currently sets out rules on supplying information to members that do not give sufficient detail on what should be provided. This is in contrast to the “old” rules that were overly detailed. I believe that it is possible to create a clearer set of guidance that would cover not only information sharing between officers and members but also officer to officer and member to member.
1.03	It is not sufficient, however, to describe what can be shared because the method of sharing can be equally important. Given the penalties for failing to follow the Data Protection Act 1998 etc, it is important to clearly identify the status of information that is “confidential” and then to establish procedures for appropriate labelling and more secure handling. Again these are rules that will need to apply equally to officers and members alike.
1.04	The Constitution and Democratic Services Committee has key responsibility for changing the Constitution and the provision of support to members. It should therefore be the lead body. However, Cabinet Members, in particular, sometimes need and are privy to detailed information. Areas such as education, housing and social services are most likely to deal with the most sensitive personal data and so those Cabinet Members should be involved in the process as well.
1.05	Given the complexity of the issues involved and the wide range of circumstances to be covered, this will not be a task that should be rushed. The working group will need time to understand the legal constraints and the needs of the Council before making suggestions for others to comment. There should be extensive consultation to make sure the rules “work” for everyone that needs to implement them. The group should therefore aim to report back by the end of the calendar year to allow time for consultation/consideration. I would suggest the new rules be formally adopted at next year’s annual meeting.
1.06	So that the rules meet the needs of all councillors as well as the legislation it is suggested that the working group should be cross party. The chair or vice chair of the committee should lead the group. The cabinet members for social services, housing and education are asked for and given the

	most sensitive data and so they should also be included. In addition, it is suggested that there should be one representative from each of the other groups.
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<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	This piece of work can be accommodated within existing resources.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	<p>Group Leaders and Cabinet have been consulted on establishing the working group.</p> <p>As discussed within the report consultation on revised rules will be quite wide with draft proposals being considered at Cabinet, Audit and by officers prior to approval at Council.</p>

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	Fines under the Data Protection Act 198 can be high (eg. Gloucester and Hampshire each fined £100K) and under the GDPR they will be higher still. Clarity around what is appropriate to share and how will help to reduce the risk of non-compliance.

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

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p><b>Contact Officer: Gareth Owens, Chief Officer, Governance</b>  <b>Telephone: 012352 702344</b>  <b>E-mail: <a href="mailto:gareth.legal@flintshire.gov.uk">gareth.legal@flintshire.gov.uk</a></b></p>

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## CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Wednesday, 25 October 2017
<b>Report Subject</b>	Overview & Scrutiny Annual Report
<b>Cabinet Member</b>	Cabinet Member for Corporate Management & Assets
<b>Report Author</b>	Democratic Services Manager
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

The Overview & Scrutiny Annual report is drafted by the officer team in consultation with the relevant committee chairs.

### RECOMMENDATIONS

1	That the committee considers and comments on the draft Overview & Scrutiny Annual Report for 2016/17: those comments will be used to provide the foreword to the Annual Report.
2	That if the committee is minded to approve the report that it be submitted to Council at the next meeting.

### REPORT DETAILS

<b>1.00</b>	<b>THE DRAFT OVERVIEW &amp; SCRUTINY ANNUAL REPORT</b>
1.01	Under section 7.4.5 of the Constitution, 'the Overview & Scrutiny Committees must report annually to the Full Council on their workings with recommendations for their future work programme and amended working methods if appropriate'.
1.02	Membership of the six Overview & Scrutiny committees is open to all 62 non- executive members of the council. In addition, the Education & Youth Overview & Scrutiny committee has five statutory co-optees as voting Members. These are:

	(a) One representative of the Church in Wales (b) One representative of the Roman Catholic Church (c) Three representatives of parent governors.
1.03	The work programmes for Overview & Scrutiny committees are considered and amended where necessary at each ordinary meeting of each of the committees. Any updates are then included in the corporate forward work programme which is published with the agenda for the monthly meeting of the Cabinet
1.04	When the 2014/15 Annual Report was considered by Council (20 <sup>th</sup> October 2015) a request was made for details of the call in process. An appropriate article was included in the 2015/16 Annual Report and this practice continued for 2016/17.
1.05	As last year, the foreword to the Annual Report has not been prepared: it is suggested that this be done to reflect the committee's consideration of the Annual Report and be inserted before submission to Council

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	There are no resource implications arising specifically from this report.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	The Overview & Scrutiny Chairs for the 2016/17 municipal year have been consulted on aspects of the report which relate to their respective committees.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	No risks were identified during the preparation of the report. Production of the report fulfils a constitutional requirement.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Draft Overview & Scrutiny Annual Report for 2016/17.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>Overview &amp; Scrutiny Annual Report for 2015/16, together with the relevant minute of the Constitution committee on 5th October 2016 and Council on 19<sup>th</sup> October 2016.</p> <p><b>Contact Officer:</b> Robert Robins, Democratic Services Manager  <b>Telephone:</b> 01352 702320  <b>E-mail:</b> <a href="mailto:robert.robins@flintshire.gov.uk">robert.robins@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	None of the terms used within this report are 'technical' in nature and no acronyms have been used.

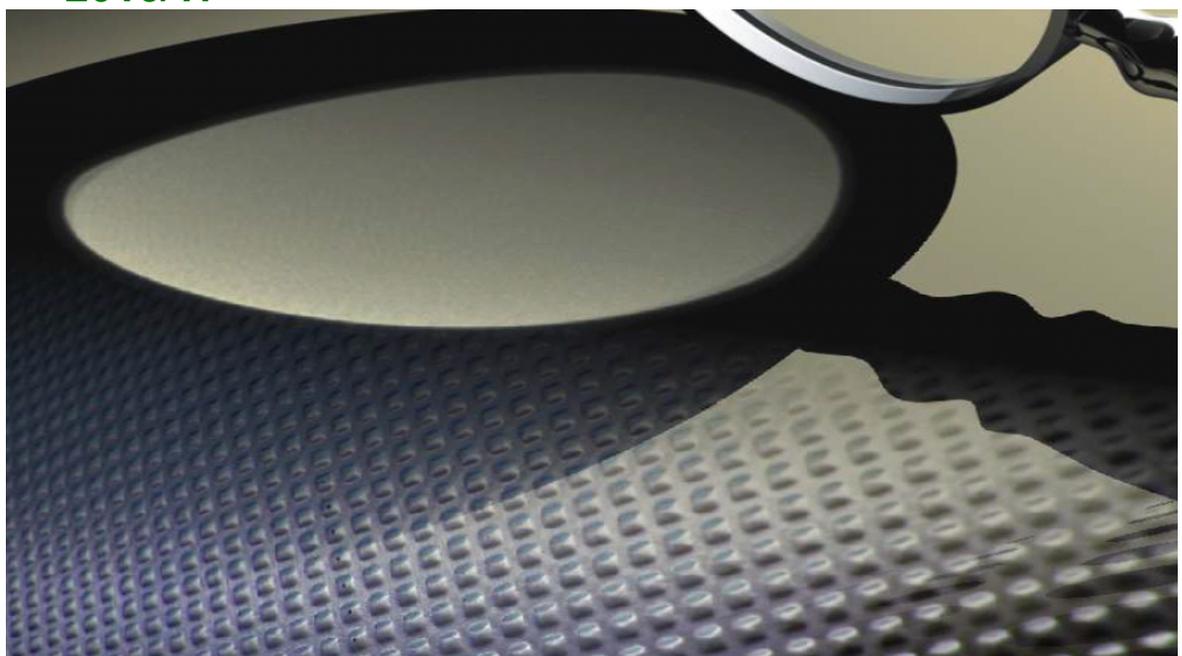
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Overview & Scrutiny

Annual Report

2016/17



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# **Foreword from the Constitution & Democratic Services Committee**

To be inserted following the Constitution & Democratic Services Committee meeting

## **OVERVIEW & SCRUTINY – A CABINET PERSPECTIVE**



Within Flintshire, a fundamental part of the Council's culture is a belief in the need for an effective and efficient Overview & Scrutiny function as an integral part of good governance.

The Cabinet is held to account by the six Overview & Scrutiny committees which we have, but as importantly, the Members of those committees are providing their support to our executive arrangements as both critical and challenging friends.

The Council's Overview & Scrutiny committees are engaged in pre-decision scrutiny: commenting on reports and emerging policies before they are considered formally by the Cabinet is invaluable to us. That way, the Cabinet is able to benefit from the collective knowledge and wisdom of a wider cross-section of the Council's membership.

During the last year of the life of the 2012-17 Council, we have seen the reviewed and refreshed Overview & Scrutiny committees in operation. They have shown that the time and effort which we put into the review has paid off. The structure which we now have in place will offer the new council a good starting point for its corporate governance.

In my capacity as Leader and portfolio holder for finance, my closest working relationship is with the Corporate Resources Overview & Scrutiny committee. That committee meets on the Thursday before Cabinet and considers and comments on the monthly budget monitoring reports. If there are issues of concern, these are flagged up and brought to the attention of the Cabinet.

Traditionally, I conclude my 'Cabinet perspective' feature in the Overview & Scrutiny Annual Report by thanking everyone who is involved in Overview & Scrutiny here; whether they be the Committee Chairs and Members; the Cabinet Members and Chief and senior officers who attend as contributors at the meetings, as well as the support staff. I would like to express my continued thanks to all involved: we continue to place a lot of reliance on you all, in your respective roles, to make Overview & Scrutiny and thus our entire governance structure work effectively.

**Councillor Aaron Shotton,**  
Leader of the Council

## **THE NEED FOR EFFECTIVE OVERVIEW & SCRUTINY -**

## COLIN EVERETT, CHIEF EXECUTIVE



From our 2017 induction programme, both new and returning Members will be aware that Overview & Scrutiny, as part of our executive arrangements, has been operating in Flintshire since 2002. There is a good track record of achievement, and it is clear that Overview & Scrutiny has made a difference to how we do things: the benefits to the organisation in having a robust and effective critical friend to provide challenge to the Cabinet has improved the quality of decision making.

The Annual Report for 2016-17 gives an indication of scrutiny activity in the last year; another year in which we faced unprecedented cuts. Members will already be aware from the workshops which we have held on our Medium Term Financial Strategy and the Budget that we will be facing similar huge challenges again this autumn.

The need for all of Flintshire's members, whether Members of the Cabinet, the six Overview & Scrutiny committee or the regulatory committees to play an active part in seeking to make the further budget reductions has never been more important.

I am confident that at the heart of all discussions will be our desire to protect the services and local community facilities which are critical to community life. Last year, local communities played their part in stepping forward to work with us in new venture such as Community Asset Transfers and Alternative Delivery Models.

The next year, the first year of a new council will be challenging. We must maintain our strength of purpose so that we can continue to modernise the Council and find better and more efficient ways of doing things whilst maintaining our position as a well governed, high performing and progressive Council.

**Colin Everett,**  
Chief Executive

## **The use of Call in of a Cabinet decision and how the procedure works.**

### **1. Background**

Following a request from Members, the Overview & Scrutiny Annual Report for 2015/16 included a feature on the use of Call In. As there were two Calls in during 2016/17, and as the use of call in has been referred to during the Induction Programme, it was considered useful to include details in this annual report.

### **2. The Arrangements**

The arrangements for calling in a decision are to be found in paragraph 16 of the Overview & Scrutiny Procedure Rules contained within the Council's Constitution. The legal authority is derived from section 21 (3) of the Local Government Act 2000.

The ability to call in a Cabinet decision is a significant power for non-executive members. It is not something which should be considered unless there is no alternative: if the power is over-used, or used in such a way as to be thought of as frivolous, its significance or importance would be lost.

### **3. Decisions of the Cabinet**

Following a meeting of the Cabinet, the record of the decisions which it made is published within two days. Copies are available at County Hall, and are sent to all Members of the County Council.

The decision record gives the date when it was published and specifies that the decision will come into force, and may then be implemented, on the expiry of five working days after the publication of the decision, unless it is called in within those five working days after the publication of the decision

### **4. Calling in a Decision**

If the Chief Officer (Governance) or Democratic Services Manager receives a request from the Chair of an Overview & Scrutiny committee or at least four members of the Council, (for the avoidance of doubt such a request should be on a call in notice form, giving the reason for the call-in, and signed by all parties) a call in meeting is arranged.

Either the Democratic Services Manager or one of the Overview & Scrutiny Facilitators notifies the decision takers (the relevant Cabinet members and Chief Officers) of the call-in, and then arranges a meeting of the appropriate committee within seven working days of the decision to call-in

## **5. The Call-in Meeting**

By their nature, call-in meetings tend to be held at short notice (i.e. within seven working days of the call-in decision) and generally the only item of business to be transacted would be to deal with the call-in. However, from time to time it is expedient to consider a call in at a meeting which has already been convened.

There is a suggested procedure for dealing with a call in. This is intended to make the meeting as simple and transparent as possible.

The Chair asks the advising officer to briefly outline the call-in procedure for Members of the Committee, explaining the time constraints within the Constitution.

The initiators of the call-in (those who have signed the call in form) are then invited to explain and clarify their reasons for calling in the decision. This can be by means of a spokesman, or by several Members contributing.

The decision makers (the relevant Cabinet Members and Chief/senior officers) then have the opportunity to respond to the issues raised by the initiators and provide further information if they believe that it will assist the committee's understanding of the decision.

Once this had taken place, the Chair invites questions from Members, and the decision-makers and call-in initiators are invited to respond as appropriate. At the end of Members' questions, the Chair will ask the initiators and the decision makers to sum up their respective cases.

The advising officer then explains the Committee's options for decision, as detailed in the Constitution. The decision should include one of the four options given below.

### Option 1

Satisfaction with the explanation(s) received. The decision can be implemented immediately.

### Option 2

'No longer concerned', the explanations are accepted, but the decision is not endorsed by the committee. The decision can be implemented immediately.

### Option 3

Still concerned about the issues: the decision is referred back to the Cabinet for reconsideration, giving the reasons why. The Cabinet must reconsider the decision at the earliest scheduled meeting, amending the decision or not, before adopting a final decision.

### Option 4

Still concerned about the issues: the decision is to refer the matter to full Council. If it is apparent that the Committee is minded to take this approach, the advising officer will remind the Committee that 'executive functions' are solely within the remit of the Cabinet. The Council are able to consider the issue, but not change the decision: it can only recommend to Cabinet that the decision be reconsidered. If referred to full Council, the meeting must be held within 10 working days unless there is a scheduled meeting of the full Council at which the matter may be considered within the expiry of a further 5 working days.

## **7. Reporting Back**

After a call in meeting, there is always a report back to the next Cabinet explaining the decision which the Overview & Scrutiny Committee has made.

## **8. Call in during 2016/17**

During the last municipal year there were two Cabinet decision called in. These were:

Call in of Cabinet decision 3255, School Modernisation – School standards and Reorganisation act 2015 – Ysgol Maes Edwin, Flint Mountain. This was considered by Council on 10<sup>th</sup> May 2016. This was the first time that a call in decision has been considered by Council, rather than the decision being accepted as implementable or referred back to Cabinet. This call in was originally heard by the Education & Youth Overview & Scrutiny Committee at a meeting on 28<sup>th</sup> April.

The Council raised no objection to the Cabinet's decision to close Ysgol Maes Edwin with effect from 31<sup>st</sup> August 2016.

On 8<sup>th</sup> March 2017, the Community & Enterprise Overview & Scrutiny Committee considered the Call in of Cabinet decision no 3358, the Deeside plan. The signatories were keen to ensure the appropriate spread of investment across Flintshire and raised concerns around the consultation process in developing the Plan.

This was an interesting debate which prompted a high number of questions from Members of the Committee who were also seeking an assurance that the Deeside Plan would not detract investment and benefits from Town Centres across Flintshire.

Following the debate, the Committee resolved to accept but not endorse the explanations.

## **COMMUNITY & ENTERPRISE OVERVIEW & SCRUTINY COMMITTEE**



**Chair**  
**Cllr Ron Hampson**



**Vice-Chair**  
**Cllr George Hardcastle**

The Committee has continued to undertake pre-decision scrutiny and has been consulted on a number of initiatives, including, the Approval of Lending to New Homes to fund a Development of 62 Affordable New Homes on The Walks, Flint; Discretionary Rate Relief Policy; Hardship Rate Relief Policy; Buy Back of Council Right to Buy (RTB) Properties and Commuted Sums and Shared Equity Redemption Payments Policy.

In November 2016, the Committee also took part in a tour of the Custom House Lane development in Connah's Quay, following the meeting held in November 2016. Members were given the opportunity to walk around the newly built Council properties and were very pleased with the development and the consideration that had been given to providing high quality homes for Flintshire tenants.

Below is a summary of some of the topics the committee have considered over the last 12 months.

### **Growth Vision and Strategy for the Economy of North Wales**

In October 2016 the Committee considered a report which set out regional ambitions on infrastructure development, skills and employment and business growth. The Committee also received the 'Growth Track 360' prospectus on rail improvement across North Wales and the Mersey Dee area, which had been developed with various key partners.

The Committee supported the 'Growth Vision for the Economy of North Wales' and the benefits to local industry but outlined the need for improved infrastructure and ensuring all areas of the County received investment to ensure all young people were able to access employment. The Committee also requested a short workshop to outline the key areas of work being undertaken by the Council to maintain the economic success of Flintshire. This area of scrutiny was relatively new to many Members of the Committee and therefore it was felt that a workshop would assist the Committee in ensuring greater understating of the regeneration functions.

### **Buy Back of Council Right to Buy (RTB) Properties**

In December 2016, the Committee welcomed a report which set out the Council's approach to the strategic acquisition of properties that became available on the open market and proposed a new policy to include the option to purchase ex-Council properties sold under the Right to Buy Scheme. I was very pleased to be considering this report and the introduction of the new Policy was endorsed by the Committee, who has for some time had been discussing and debating on options to assist with the shortfall of available homes across the County.

### **Welfare Reform – Universal Credit Roll Out**

The Committee have continued throughout the year to receive regular update reports on the impact of Welfare Reform to seek an assurance that the actions being taken by the Council help and support Flintshire tenants.

As Chair, I have been keen to ensure that we continue to receive the regular updates which has allowed the Committee to monitor the level of rent arrears and also to be kept up to date on information being provided to Flintshire tenants so that Members could assist in directing tenants to the most appropriate support available.

### **Councillor Ron Hampson**

Chair of the Housing Overview & Scrutiny Committee

## **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE**



**Chair**  
**Cllr Clive Carver**



**Vice-Chair**  
**Cllr Arnold Woolley**

Following on from the Overview & Scrutiny structural review, the Committee's remit has been expanded to incorporate partnership working and has also become the statutory crime & disorder scrutiny committee.

### **Budget Monitoring**

This has always been one of the salient features of the Committee's work: at our monthly meetings, we consider the budget monitoring reports before they go to Cabinet the following week. When we make observations or recommendations they are formally reported to the Cabinet as part of the presentation of the report. We also refer items to one of the other Overview & Scrutiny Committee if we feel that an item within their remit, such as a service overspending, requires further investigation.

### **Medium Term Financial Strategy and Plan**

Given the importance of this issue, it was reported on at each meeting during the autumn, with a written report in May 2016 and verbal updates at other meetings. The use of verbal reports on such topics means that the Committee is provided with the most up to date information, which is invaluable.

### **Budget consultation**

The approach to budget consultation has improved year on year, providing for greater Member engagement and transparency in the process.

In September the Council Fund Revenue Budget 2017/18 Stage One was brought to Committee

Stage 2 – 2017/18 Council Fund Budget was brought to the Special meeting of the Committee on the 30<sup>th</sup> November

In January the Budget meeting received reports on the Council Fund Budget Report 2017/18 – Part 3 Closing Strategy and Development of the 2017/18 to 2019/20 Capital Programme

Corporate Resources, as the lead Overview & Scrutiny Committee for finance and resources issues held 'All Member' meetings, which ensure that those Members who are not currently on an Overview & Scrutiny Committee are able to have meaningful participation in the budget consultation process.

### **Crime & Disorder issues**

Fulfilling our responsibilities as the Council's statutory crime & disorder committee under the Crime & Disorder Act 1998 and the Crime & Disorder (Overview & Scrutiny) Regulations 2009, we held three meetings at which crime & disorder issues were considered. The first was the Community Safety Partnership Annual Report and review. In December the Police & Crime Commissioner for North Wales, Mr Arfon Jones gave a presentation following which he answered questions from Members. The third was held in March and linked into the second meeting with a presentation on Cyber Crime by Sergeant Peter Jones of the North Wales Cyber Crime Unit. These presentations were invaluable to the Committee's understanding of the issues.

### **External scrutiny**

In November the North Wales Fire & Rescue Service and Authority attended Committee to provide a presentation on the public consultation document 'Affordable Fire and Rescue Services for North Wales'. This presentation provided detailed information to the counties which are part of the Fire & Rescue Authority, the services they provide, costs and outlined the four strategic objectives for 2017-18. Committee Members agreed that the four proposed strategic objectives within the consultation document be supported, with the proviso that there should be greater explanation on the thinking behind Objective 4 'Exploring how we can do more things for our communities'

### **Flintshire Public Services Board (PSB)**

The Flintshire PSB is made up of senior leaders from a number of public and voluntary organisations. The Board has a membership made up of both statutory members (i.e. prescribed by law) and invited members as listed below. The statutory members are shown with an \*:

- Flintshire County Council\*
- Betsi Cadwaladr University Health Board\*
- North Wales Fire and Rescue Service\*
- Natural Resources Wales\*
- North Wales Police
- North Wales Police and Crime Commissioner
- National Probation Service (Wales)
- Wales Community Rehabilitation Company
- Flintshire Local Voluntary Council
- Coleg Cambria
- Glyndwr University
- Public Health Wales
- Welsh Government

Members of the Committee were asked to support the role and responsibilities of the Flintshire Public Services Board, support the priorities for 2016/17 and the pilot work being undertaken around the CAMMS performance management system.

**Councillor Clive Carver**

Chair of the Corporate Resources Overview & Scrutiny Committee

## **EDUCATION & YOUTH OVERVIEW & SCRUTINY COMMITTEE**



**Chair**  
**Cllr Ian Roberts**



**Vice-Chair**  
**Mr. David Hytch**

Following the review of the Overview & Scrutiny Terms of Reference, the Committee has continued to focus solely on Education & Youth Service issues. The Committee has received regular updates on the School Modernisation Strategy following its extensive consideration of proposals for John Summers High School, Ysgol Maes Edwin and Ysgol Llanfynydd and will continue to monitor transition arrangements following the closure of the schools.

The Committee has held a number of its Committee meetings outside of County Hall, with meetings being held at Ysgol Treffynnon, Coleg Cambria and Hawarden High School. The Committee were very pleased to be able to have a tour of both the newly built Ysgol Treffynnon, the Deeside Sixth at Coleg Cambria and to have a school meal at Hawarden High School prior to the start of the Committee meeting.

Below is a summary of the work undertaken by the Committee over the last 12 months:-

### **Regional School Effectiveness and Improvement Service (GwE)**

In July 2016, the Committee received a presentation from Ashely Jones, Chief Officer, Regional School Effectiveness and Improvement Service (GwE) on the service for North Wales. The Committee welcomed the presentation as a number of concerns had been raised around school improvements for children who received school meals and how interventions by GwE were being managed. The Committee recommended to receive a further update on the development and delivery of GwE's two integrated core programmes - the Challenge and Support Programme and Development Programme.

In March 2017, the Committee received a report on the core programmes and invited the Senior Challenge and Support Advisor and Assistant Challenge and Support Adviser to the meeting to introduce the report. The Committee asked a number of challenging and robust questions around the progress being achieved in schools across Flintshire since the introduction of GwE and around the importance of maintaining continuity of Challenge Advisors in schools. The meeting was extremely positive in terms of scrutinising GwE to ensure the best outcomes for children across Flintshire.

The Committee will continue to scrutinise and receive regular update from GwE moving forward with specific focus around secondary education.

## **Person Centred Planning**

In November 2016, the Committee considered a report on the process for Person Centred Planning and an update on the training being offered to prepare the schools and pupil referral units in Flintshire. The Committee were pleased to have Rachel Molyneux, Headteacher at St. Mary's Catholic Primary School and Christine Wineyard, Teacher in Charge of the Learning Centre (Pupil Referral Unit) in attendance to provide a detailed overview of how Person Centred Planning was applied in the classroom. The Committee found this to be extremely informative and expressed its support for the initiative.

The Committee resolved that Members continue to promote the use of Person Centred Planning through their links with schools and the portfolio pupil referral units.

## **School Meal Service**

In December 2016 the Committee held its meeting at Hawarden High School. The Committee was due to consider a report on the School Meal Service and Members and Officers were given the opportunity to enjoy a school meal similar to those which the school children had been offered earlier in the day and thanked the catering staff for this opportunity.

Prior to the start of the meeting, three pupils from the School Council gave a short presentation on their views of the School Meal Service following a survey they had undertaken with other school children. This was very interesting and I wrote to the pupils, on behalf of the Committee, following the meeting to thank them for such an informative presentation.

Following consideration of the School Meal Service report, the Committee supported the creation of a Local Authority Trading Company (LATC) for Catering and Cleaning Services. Continued monitoring of this would now fall under the remit of the Organisational Change Overview & Scrutiny Committee.

## **Skilled Education Workforce Shortage**

In February 2017, the Committee considered a report on the availability of suitably skilled personnel to positions in schools and the challenges in recruiting to vacant posts.

The report was presented to the Committee following a request from Councillor David Mackie at a previous meeting. The report detailed feedback from a small number of schools across Flintshire which highlighted difficulties in the recruitment of specialist teachers in core subjects. During debate, a number of concerns were raised around the need for a measured approach to introducing curriculum changes, the costs associated with engaging temporary teaching staff and challenges in teacher retention.

The Committee asked the Facilitator to prepare a letter to Mrs. Kirsty Williams, Cabinet Secretary for Education at the Welsh Government, on behalf of the Committee, to request

additional resources into schools in Wales in order to achieve the significant aims being set and to reflect the issues raised by the Committee. A response was received and the Committee will continue to monitor this challenge.

**Councillor Ian Roberts**

Chair of the Education & Youth Overview & Scrutiny

## **ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE**



**Chair**  
**Cllr Raymond Hughes**



**Vice-Chair**  
**Cllr David Evans**

The Environment Overview & Scrutiny Committee has had another busy year scrutinising a wide range of topics as listed in Appendix 1 of the report. We have continued to be proactive in carrying our pre-decision scrutiny work in advance of key decisions being taken by the Cabinet driven by the significant cuts to budgets across the authority and the ongoing difficult decisions on funding priorities.

At the May meeting, we received a report considering the future provision of Household Recycling Centre sites in Flintshire following publication of the Welsh Government review. The Committee challenged the findings of the review which had concluded that the optimum solution for Flintshire would be just three HRC sites, with each site offering good access and excellent recycling facilities. The Committee emphasised the need for more localised provision and the Cabinet Member for Waste agreed to consider other options, including an option put forward by Cllr David Evans, our Vice-Chair who proposed two additional 'super sites'. We received a further report at the July meeting updating the Committee on the progress made with the review and requested a full report on the preferred location and individual site layouts in the autumn.

In October we held a workshop on Waste and recycling to give all Members of the Council an opportunity to consider the options for Household Recycling Centres, the range and type of recycling, and how best to communicate with the public. We also were able to see one of the new collection vehicles that had been brought to County Hall and have a go at depositing recycling in the different compartments. The Wales Audit Office have recognised that the robust input from the Environment Overview & Scrutiny Committee prompted the Council to reconsider and amend its proposals to rationalise the style and location of household waste recycling centres in Flintshire.

At the November meeting we received an update on the progress made with the Renewable Energy Action Plan. The Plan has been developed to maximize the social, environmental and economic opportunities of low carbon and renewable energy generation on Council owned land. Following the meeting, the committee went on a site visit to the Standard Landfill Site to view Solar Photovoltaic (PV) installations. Members were told of the substantial savings to be gained from the connection to the Brookhill Site to provide electricity to the Alltami Depot and potentially to the proposed electric vehicle fleet. We were also advised of the opportunities to develop areas of biomass through grant funding. Members were pleased that the challenges with both projects had been overcome.

The Committee also continues to receive quarterly performance reports to monitor the Council Improvement plan enabling the committee to fulfil their scrutiny role in relation to performance monitoring. One of the areas of concern raised by the Committee has been the lack of progress relating to the Mold Flood Defence Scheme and the possible impact of the changes to the Single Environment Grant from the Welsh Government.

As a Committee we have been reviewing the impact of service changes following the implementation of new operating models and reviews of team resources in line with the Council's organizational design principles and modernized service delivery. The committee were actively involved in the budget planning process with Member Workshops and drop-in sessions being held prior to consideration at our budget meeting in January. Some of the areas that have been considered included: - the 12 month review of the Council's Car Parking Strategy, the revised Highways and Car Park Inspection Policy, the final stage of the Review of Existing Speed Limit Orders on the Council's Highway Networks and proposed process improvements for any future changes to speed limit orders.

The Dog DNA Task & Finish group put forward proposals regarding a pilot dog DNA scheme and the introduction of Dog Control Public Spaces Protection Orders. All Members were invited to a Scrutiny workshop on the 5<sup>th</sup> of January 2017 to obtain Members' views prior to consideration at Scrutiny on the 11<sup>th</sup> of January. Whilst the Committee recognized the work of the Dog DNA Task and Finish Group, they did not recommend that the Authority proceeded with a Dog DNA Scheme in Flintshire at the present time. The committee welcomed the proposed implementation of Dog Control Public Space Protection Orders for specific offences on designated classifications of open space and recommended that Cabinet progress the implementation prior to October 2017.

Updates on progress with the North Wales Residual Waste Treatment Project have been provided and following Welsh Government approval of the final business case, operations were on target to start in 2018/19.

**Councillor Raymond Hughes**

Chair of the Environment Overview & Scrutiny Committee



**Chair**  
**Cllr Brian Dunn**



**Vice-Chair**  
**Cllr Chris Dolphin**

### **Terms of reference and ways of working**

The focus of the Organisational Change Overview & Scrutiny Committee is the need for fundamental changes to how the Authority carries out some of its functions. During the year, the work of the Committee has been concentrated on Community Asset Transfers (CAT) and the creation of Alternative Delivery Models (ADM). As well as meeting at County Hall, the Committee has held meetings at Holywell Leisure Centre, Deeside Leisure Centre and Cambrian Aquatics, the former Connah's Quay Swimming Pool.

### **Community Asset Transfers**

The Council has engaged with communities to make budget efficiencies through community asset transfers. The CATs have ranged from local libraries to major facilities such as Connah's Quay Swimming Pool (which has become Cambrian Aquatics) and Holywell Leisure Centre.

Successful pieces of work include the following:

The Community Asset Transfer (CAT) of Mancot library;  
The CAT of Mynydd Isa Community Centre and Library to Café Isa;  
The CAT of Hope Library to Castell Alun School and the Friends of Hope Community Library;  
The re-location of book stock and computers in Saltney to the youth and community centre.

Projects of this size have seen the Committee considering financial estimates, appraising the effectiveness of engagement and consultation with staff, information on the pension scheme and communications with town & community councils. As part of asset rationalisation, the library at Holywell has been moved into the Leisure Centre before transfer and so rental income is paid to the Leisure Centre. The Committee was also pleased to note the degree of collaboration with Holywell Town Council during this process. The Committee looks forward to continued work with the Leisure Centre trustees.

Throughout the process of the transfer of Connah's Quay Swimming Pool to Cambrian Aquatics, the Committee was keenly involved (this was the first major CAT). The committee received and commented on progress reports. There has been solid progress in the new operation with a recruitment programme for the staff required, links with primary schools

being established, community targets set and been exceeded. Whilst it is recognised that overall there are still challenges ahead, the service is growing and has new vitality. The Committee held a meeting at Cambrian Aquatics, after which Members were shown round the facility.

### **Alternative Delivery Models**

Social Care - Learning Disability Day Care and Work Opportunities - A light touch procurement process was designed, involving a range of stakeholders in the process. It was anticipated implementation will be on time with a start date of April 2017. The Committee noted progress made and commented on the planned procurement process and stakeholder engagement.

The re-location of library services to a new library at Deeside Leisure Centre funded by Welsh Government grant aid is another example of 'alternate delivery'. This replaced the former libraries which were at Hawarden, Mancot and Queensferry. The new library has benefitted from longer opening hours (outside 'staffed hours' library users are able to use the self-service facility).

### **Bailey Hill – Heritage Lottery Fund Developments**

The Committee learnt that this is a significant project to improve the heritage environment of the Motte & Bailey Castle at Bailey Hill in Mold in partnership with Mold Town Council and the Friends of Bailey Hill Group. A successful stage 1 development application for £0.044m was completed in July 2016 and following extensive works at the site the stage 2 application is envisaged to be submitted at the start of 2018. This work is ongoing with match funding key to its success and will protect this local heritage site for future generations of Mold.

### **Councillor Brian Dunn**

Chair of the Organisational Change Overview & Scrutiny Committee

## **SOCIAL & HEALTH CARE OVERVIEW & SCRUTINY COMMITTEE**



**Chair**  
**Cllr Carol Ellis**



**Vice-Chair**  
**Cllr Andy Dunbobbin**

The Committee has had another busy year and has scrutinised a wide range of topics. Performance monitoring continues to be an integral part of our work and we are pleased that we have welcomed representatives from Betsi Cadwaladr University Health Board, The Ambulance Service and the Flintshire Local Voluntary Council to our Overview and Scrutiny Committee meetings. Here is a flavour of some of the topics considered over the last 12 months. A full list of topics is contained within Appendix 1 of the report.

### **MENTAL HEALTH SUPPORT SERVICES AND SUBSTANCE MISUSE SERVICES IN FLINTSHIRE**

We were delighted to hear that Rhian Evans, a Team Manager in Mental Health Services, had been recognised for showcasing extraordinary leadership by winning the "Leadership in the Public Sector" award, sponsored by Academi Wales at the Leading Wales Awards, in association with Cardiff Metropolitan University. Rhian developed and managed the transition of Double Click from being run by Flintshire to becoming an independent Social Enterprise that provides employment for people managing mental health issues. The Committee have taken an active role in the transition and were delighted to hear that the judges had praised Rhian for being an 'incredible example of talent and leadership that has made a real contribution to the Welsh economy'.

Officers gave an update on the three main strands of the Mental Health Support Services - the Intensive Support Team, Community Living and Medium Support Team and the Occupation and Employment Team. They demonstrated how the three areas support the recovery of individuals with mental health problems to help them build meaningful lives for themselves and feel valued. Members of the Committee were pleased to hear that in 2015/16 individual support goals had been fully or partly met for the vast majority of people supported by the service.

#### **Comments, Compliments and Complaints**

We received an update on the number of complaints received by Adult and Children's Social Services, the services complained about, and the outcomes and lessons learned. As Chair I requested that information be provided to the Committee on the number of service users within Adult and Children's Social Services to determine the ratio of complaints received in relation to the number of service users. The Committee welcomed the report

and suggested that compliments should be given a higher profile in future reports. The Complaints Officer agreed to provide an additional appendix to future reports to provide more information about the compliments received. All complaints are reviewed to bring together information about the overall quality of services to identify any trends and actions required including any lessons learned to avoid similar issues arising again. This approach provides Members with an assurance that the quality of service provided to Flintshire residents remains good.

### **Betsi Cadwaladr University Health Board**

At the June meeting, we had invited representatives from Betsi Cadwaladr University Health Board Trust and The Welsh Ambulance Services NHS Trust to provide us with updates. Geoff Lang, Executive Director of Strategy for BCUHB reported that there was work ongoing in relation to the special measures reported and a number of new appointments had been made at a senior level at the Trust. The Committee was introduced to Mr Rob Smith the Area Director (East) to give an update on local health services provision for Flintshire residents. He emphasised the need to focus on the development of community health services and referred to the partnership work taking place in Flintshire. He also referred to the need to ensure that people were not admitted to hospital unnecessarily or stayed longer than necessary and advised that the problems of capacity and demand on hospital services. He said there was a need for high quality care and greater access to GP services and commented on the general improvement in primary care. Karl Hughes provided an update from the Welsh Ambulance Services perspective concerning special measures. He reported that 3 new vehicles had been purchased recently. We were advised that the emphasis is on quality and consistency of care for people when they require it.

### **Flintshire Local Voluntary Council**

The Committee welcomed Mrs Anne Woods, Chief Officer, Flintshire Local Voluntary Council (FLVC) who gave us an update on the social care activity currently being undertaken by Flintshire's third sector. She outlined the vital role of the voluntary and community sector in promoting health and wellbeing. She emphasised how Flintshire Local Voluntary Council were active partners in local partnerships including the Public Service Board and the Community Safety Partnership and how FLVC supported the learning and development of voluntary services and volunteers across Flintshire. The Committee welcomed the work undertaken by the third sector on behalf of Flintshire residents and agreed to review the social care activity within the third sector in Flintshire on an annual basis.

### **Dementia Services**

Luke Pickering-Jones, Planning and Development Officer explained the work taking place to help people live well with Dementia across Flintshire. He also emphasised the importance of supporting family members caring for loved ones with Dementia. We received an overview of the work being undertaken by colleagues in Betsi Cadwaladr University Health Board to improve the timeliness of diagnosis in Flintshire Memory Clinics, the improvements to in-patient care in Community Hospitals for people with dementia and the development of specialist pathways to services for people with different forms of dementia. We heard about the many community initiatives across Flintshire that are supporting those with

Dementia to stay safe and independent within their local communities and maintaining important social contacts and relationships. The creation of dementia friendly communities has proved positive by engaging with local residents and businesses.

The Committee emphasised the importance of the work carried out by volunteers and the significance of church and chapel communities in forming strong community hubs. Members welcomed the continued success of the Dementia Café initiatives across Flintshire.

### **Rota Visits**

Members of the Committee also undertake Rota Visits which gives an opportunity to visit social care establishments and are focused on the wellbeing of service users.

### **Councillor Carol Ellis**

Chair of the Social & Health Care Overview & Scrutiny Committee

**Appendix 1**  
**Membership of Overview & Scrutiny Committees 2016/17**

**Community & Enterprise**

**Councillor Ron Hampson (Chair)**

Councillor David Cox  
 Councillor Paul Cunningham  
 Councillor Peter Curtis  
 Councillor Ron Davies  
 Councillor Rosetta Dolphin  
 Councillor Ian Dunbar  
 Councillor Jim Falshaw (*from July to December*)  
 Councillor Alison Halford (*from May to July*)  
**Councillor George Hardcastle, (Vice-Chair)**  
 Councillor Ray Hughes  
 Councillor Hilary Isherwood (*from October to July*)  
 Councillor Sara Parker  
 Councillor Mike Reece  
 Councillor Gareth Roberts  
 Councillor David Roney

**Corporate Resources**

**Councillor Clive Carver (Chair)**

Councillor Marion Bateman  
 Councillor Paul Cunningham  
 Councillor Peter Curtis  
 Councillor Andy Dunbobbin  
 Councillor Robin Guest  
 Councillor Ron Hampson  
 Councillor Ray Hughes  
 Councillor Richard Jones  
 Councillor Brian Lloyd  
 Councillor Vicky Perfect,  
 Councillor Paul Shotton  
 Councillor Ian Smith  
 Councillor Nigel Steele-Mortimer  
**Councillor Arnold Woolley (Vice Chair)**

**Education & Youth Overview & Scrutiny Committee**

**Councillor Ian Roberts (Chair)**

Councillor Marion Bateman  
 Councillor Paul Cunningham  
 Councillor Peter Curtis  
 Councillor Adele Davies-Cooke  
 Councillor Andy Dunbobbin  
 Councillor David Healey  
 Councillor Colin Legg  
 Councillor Phil Lightfoot  
 Councillor Dave Mackie  
 Councillor Nancy Matthews  
 Councillor Vicky Perfect  
 Councillor Nigel Steele-Mortimer  
 Councillor Carolyn Thomas  
 Councillor David Williams

**Co-opted Members:**

Janine Beggan  
**David Hytch (Vice Chair)**  
 Rebecca Stark  
 Bernard Stuart  
 Rev. John Thelwell  
 Lynn Bartlett

**Environment**

**Councillor Raymond Hughes (Chair)**

Councillor Haydn Bateman  
 Councillor Glenys Diskin  
 Councillor Chris Dolphin  
 Councillor Ian Dunbar  
**Councillor David Evans (Vice Chair)**  
 Councillor Veronica Gay,  
 Councillor Alison Halford  
 Councillor Cindy Hinds  
 Councillor Colin Legg  
 Councillor Brian Lloyd  
 Councillor Richard Lloyd  
 Councillor Nancy Matthews (*from May to November*)  
 Councillor Ann Minshull  
 Councillor Sara Parker (*from November to May*)  
 Councillor Paul Shotton

<p><b><u>Organisational Change</u></b></p> <p><b>Councillor Brian Dunn (Chair)</b>  Councillor Clive Carver  Councillor Glenys Diskin  <b>Councillor Chris Dolphin (Vice Chair)</b>  Councillor Ian Dunbar (<i>from May to November</i>)  Councillor Andy Dunbobbin  Councillor Robin Guest  Councillor Ron Hampson  Councillor Brian Lloyd  Councillor Dave Mackie  Councillor Mike Reece  Councillor Tony Sharps  Councillor Paul Shotton  Councillor Nigel Steele-Mortimer  Councillor Carolyn Thomas  Councillor David Wisinger (<i>from November to May</i>)</p>	<p><b><u>Social &amp; Health Care</u></b></p> <p><b>Councillor Carol Ellis (Chair)</b>  Councillor Paul Cunningham (<i>from July</i>)  Councillor Adele Davies-Cooke  <b>Councillor Andy Dunbobbin (Vice-Chair)</b>  Councillor Veronica Gay  Councillor David Healey  Councillor Cindy Hinds  Councillor Ray Hughes (<i>from June</i>)  Councillor Hilary Isherwood (<i>from May to June</i>)  Councillor Brian Lloyd (<i>from May to June</i>)  Councillor Mike Lowe  Councillor David Mackie  Councillor Hilary McGuill  Councillor Mike Reece  Councillor Ian Smith  Councillor Carolyn Thomas (<i>from May to July</i>)  Councillor David Wisinger  Councillor Matt Wright (<i>from June</i>)</p>
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### **Workshops and Seminars**

**8 July 2016** - Member Briefing Session - Welfare Reform and Universal Credit

**12 & 13 September 2016**- Equality and Welsh Language Impact Assessments Training

**11<sup>th</sup> October 2016** - All Member workshop on Improvements to the Waste Recycling Service and update on Household Recycling Centres

**16<sup>th</sup> December 2016** – All Member workshop on Digital Strategy

**5<sup>th</sup> January 2017** – All Member workshop on Public Spaces Protection Orders, Dog Control, Dog Fouling and DNA

### **COMMUNITY & ENTERPRISE OVERVIEW & SCRUTINY COMMITTEE**

8<sup>th</sup> June 2016  
13<sup>th</sup> July, 2016  
19<sup>th</sup> October 2016  
23<sup>rd</sup> November 2016

15<sup>th</sup> December 2016  
23<sup>rd</sup> January 2017  
1<sup>st</sup> February 2017  
8<sup>th</sup> March 2017 (Call in)

Growth Vision and Strategy for the Economy of North Wales  
Quarterly Improvement Plan Monitoring Reports  
Council Tax Base Setting for 2017-18  
Regeneration Programmes

Buy Back of Council Right to Buy (RTB) Properties  
 Sheltered Housing Review  
 Draft Housing Revenue Account (HRA) Budget 2017/18 & Capital Programme 2017/18  
 Housing Rent Arrears  
 Commuted Sums and Shared Equity Redemption Payments Policy  
 Update on the Implementation of SARTH  
 New Homes Business Plan 2016-21  
 Deeside Plan (call in)

**CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE**

12th May, 2016	10 <sup>th</sup> November 2016
16th June, 2016	30th November, 2016 (Special meeting)
14th July, 2016	8 <sup>th</sup> December 2018
15th September, 2016	12 <sup>th</sup> January 2017
28th September, 2016	9 <sup>th</sup> February 2017
13 <sup>th</sup> October 2016	9 <sup>th</sup> March 2017

Community Endowment Fund - Annual Report  
 Improvement Plan 2016/17 Monitoring Reports  
 Medium Term Financial Strategy 2016/17- 2018/19 and the Council Fund Revenue Budget 2017/18  
 Use of Agency Workers  
 Monthly Revenue Budget Monitoring Reports  
 Council Fund Revenue Budget 2017/18  
 Project Closure on Review of Corporate Administration  
 Establishment Structure in Governance  
 Review of Corporate Administrative Functions  
 Performance Report 2015/16 and Improvement Plan 2015/16 Year-End Progress  
 Performance Appraisal  
 Community Safety Partnership Annual Review  
 Annual Improvement Report of the Auditor General for Wales  
 Council Fund Revenue Budget 2017/18 Stages One, Two & Three (Closing Strategy)  
 Flintshire Public Services Board  
 Quarterly Workforce Information Report - Quarter 1 2016/17  
 North Wales Fire & Rescue Authority  
 Procurement Strategy  
 Police & Crime Commissioner for North Wales (Presentation)  
 People Strategy 2016-2019  
 Digital Strategy  
 Development of the 2017/18 to 2019/20 Capital Programme  
 Corporate Safeguarding  
 Welsh Language Standards  
 North Wales Police - Cyber Crime Presentation  
 Customer Service Strategy  
 Council's Well-Being Objectives  
 Wales Audit Office Report on Financial Resilience: Savings Planning: Council Response

## EDUCATION & YOUTH OVERVIEW & SCRUTINY COMMITTEE

9th June, 2016  
7th July, 2016  
30th July, 2016  
13th October 2016  
17th November 2016

15th December 2016  
19th January 2017  
2nd February 2017  
16th March 2017

Learner Outcomes  
Skills for Life and Progression  
Regional School Effectiveness and Improvement Service (GWE)  
Education & Youth Portfolio Budget 2017/18  
Learning from the School Performance Monitoring Group  
Improvement Plan 2015/16 Year-End Progress  
Performance Report 2015/16  
School Modernisation Update  
School Balances  
Quarterly Improvement Plan Monitoring Reports 2016/17  
Person Centred Planning  
Welsh Advisory Service  
14-19 Progression  
School Meals Service  
Welsh in Education Strategic Plan  
Additional Learning Needs Bill  
Skilled Education Workforce Shortage  
Regional School Effectiveness and Improvement Service (GWE)  
Self-Evaluation of Education Services

## ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE

11th May, 2016  
15th June, 2016  
19th July, 2016  
14th September, 2016

2nd November 2016  
7th December 2016  
11th January 2017  
8th March 2017

The Improvement Plan 2016/17  
Planning Enforcement  
Environmental Enforcement  
Review of Waste Collection Policy  
Progress Report on the Clwydian Range and Dee Valley area of Outstanding Natural Beauty  
12 Month Review of the Council's Car Parking Strategy  
Update on North Wales Waste Project  
Council Fund Revenue Budget 2017/18  
Review of the Household Recycling Centre Provision  
Performance Reporting 2015/16  
Improvement Plan 2015/16 Year-End Progress

Highways and Car Park Inspection Policy  
 The Final Stage of the Review of Existing Speed Limit Orders on the Council's Highway Network and Proposed Process Improvements for any future Changes to Speed Limit Orders  
 Rights of Way Service Review  
 Renewable Energy Action Plan Update  
 Quarterly Improvement Plan Monitoring Reports 2016/17  
 Pilot Dog DNA Scheme and the Introduction of Dog Control Public Spaces Protection Orders  
 Trading Standards Collaborative Projects

**ORGANISATIONAL CHANGE OVERVIEW & SCRUTINY COMMITTEE**

11th May, 2016	2 <sup>nd</sup> November 2016
15th June, 2016	7th December 2016
19th July, 2016	11 <sup>th</sup> January 2017
14th September, 2016	8 <sup>th</sup> March 2017

Council Fund Revenue Budget 2017/18 (For Organisational Change)  
 Plans for Property, Estates and Facilities Management Services  
 Plans for Leisure, Libraries, and Cultural Services  
 Performance Reporting 2015/16  
 Improvement Plan 2015/16 Year-End Progress  
 Holywell Leisure Centre Community Asset Transfer  
 Alternative Delivery Models (Social Care, Day Care And Work Opportunities)  
 Community Resilience  
 Museums and Archives  
 Quarterly Improvement Plan Monitoring Reports  
 Alternative Delivery Models - Leisure and Libraries Business Plan Progress  
 Alternative Delivery Models - Facilities Management, Business Plan Progress  
 Community Asset Transfer – Progress Review of External Funding  
 An Alternative Delivery Model for Childcare Provision  
 Play Areas, Play Schemes and Strategic Play Forum Update  
 Welsh Public Library Standards : Review of Performance 2015/16  
 Bailey Hill - Heritage Lottery Fund Developments  
 Welsh Public Library Standards 6 Framework 2017-20: Summary of the Framework  
 Connah's Quay Swimming Pool: Cambrian Aquatics Business Plan 2016/18

**SOCIAL & HEALTH CARE OVERVIEW & SCRUTINY COMMITTEE**

19th May, 2016	20th October 2016
9th June, 2016	24th November 2016
27th June 2016	13th December, 2016
21st July 2016	26th January 2017
15th September 2016	2nd March 2017

The Improvement Plan 2016/17 (Social & Health Care)  
 Rota Visits

Betsi Cadwaladr University Health Board And Welsh Ambulance Service  
 Progress Report on the Development of the North Wales Safeguarding Boards April 2016  
 Mental Health Support Services and Substance Misuse Services in Flintshire  
 Council Fund Revenue Budget 2017/18  
 Annual Council Reporting Framework  
 Comments, Compliments and Complaints  
 Corporate Parenting and Fostering Strategy Update  
 Children's Service Update to Include Repeat Referrals in Child Services  
 Improvement Plan 2015/16 Year-End Progress  
 Performance Reporting 2015/16  
 Flintshire Local Voluntary Council  
 North Wales Regional Partnership Board  
 Quarterly Improvement Plan Monitoring Reports 2016/17  
 Dementia Services  
 Team around the Family  
 Betsi Cadwaladr University Health Board (Presentation)  
 The Function and Purpose of Flintshire Community Mental Health Teams  
 North Wales Population Needs Assessment Update Report  
 The Function and Process of Delayed Transfer of Care from a Hospital Setting  
 Double Click  
 Social Services Annual Report  
 Children's Services Quality Assurance Report

**Key:**

<b>C &amp; E</b>	=	Community & Enterprise Overview & Scrutiny Committee
<b>CR</b>	=	Corporate Resources Overview & Scrutiny Committee
<b>E &amp; Y</b>	=	Education & Youth Overview & Scrutiny Committee
<b>E</b>	=	Environment Overview & Scrutiny Committee
<b>OC</b>	=	Organisational Change Overview & Scrutiny Committee
<b>S&amp;HC</b>	=	Social and Health Care Overview & Scrutiny Committee

**OVERVIEW & SCRUTINY OFFICER SUPPORT**

The support which Overview & Scrutiny enjoys from officers across the Council is essential to ensure its smooth and effective running.

**OVERVIEW & SCRUTINY SUPPORT**

The Scrutiny Team are:-

- ❖ Robert Robins – Democratic Services Manager  
(principally supporting the Corporate Resources and Organisational Change Overview & Scrutiny Committees).
- ❖ Margaret Parry-Jones – Overview & Scrutiny Facilitator  
(principally supporting the Environment and Social & Health Care Overview & Scrutiny Committees)
- ❖ Ceri Shotton – Overview & Scrutiny Facilitator  
(principally supporting the Community & Enterprise and Education & Youth Overview & Scrutiny Committees).
- ❖ Janet Kelly – Overview & Scrutiny Support Officer  
(supporting the Overview & Scrutiny Team and task & finish groups)

The team are an independent resource supporting the scrutiny function and its members:

Advising on the strategic direction and development of the scrutiny function;

- Co-ordinating the work programmes for the six Overview & Scrutiny Committees;
- Advising, supporting and assisting in the development of scrutiny members;
- Undertaking research and information analysis to help inform reviews;
- Producing reports and presentations on behalf of Members;
- Offering independent advice and guidance in relation to policy development and performance management;
- Acting as a key contact point to Members, officers, external organisations and the public in relation to scrutiny matters; and facilitating task & finish groups