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To: All Members of the Council

30 April 2019

Dear Councillor

You are invited to attend a meeting of the Flintshire County Council which will be held at 10.00 am on Tuesday, 7th May, 2019 in the Council Chamber, County Hall, Mold CH7 6NA to consider the following items

*** Please note the start time for the meeting**

A G E N D A

1 APOLOGIES FOR ABSENCE

Purpose: To receive any apologies.

2 DECLARATIONS OF INTEREST

Purpose: To receive any Declarations and advise Members accordingly.

3 CHAIR'S REVIEW OF THE YEAR 2018/19

Purpose: To receive details of the Chair's review of the year.

4 ELECTION OF CHAIR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2019/20, INVESTITURE OF CHAIN OF OFFICE AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

5 APPOINTMENT OF VICE-CHAIR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2019/20, INVESTITURE OF CHAIN OF OFFICE AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

6 ELECTION OF THE LEADER OF THE COUNCIL

7 APPOINTMENT OF THE CABINET BY THE LEADER OF THE COUNCIL

8 CONSTITUTIONAL MATTERS: COMMITTEES (Pages 3 - 14)

Report of Chief Officer (Governance) -

Purpose: To deal with those matters which require decisions at the Annual Meeting of the County Council in accordance with Council Procedure Rule 1.1 (vii)-(xiii).

9 STANDARDS COMMITTEE INDEPENDENT MEMBERS (Pages 15 - 18)

Report of Chief Officer (Governance) -

Purpose: To consider appointing a Standards Committee Independent Member for a second term.

10 REFRESHING FLINTSHIRE COUNTY COUNCIL'S COMMITMENT TO THE ARMED FORCES COVENANT (Pages 19 - 36)

Purpose: To provide an overview of the Armed Forces Covenant and the Council's achievements and future ambitions, and to re-affirm the Council's commitments to the Armed Forces community by signing the updated Covenant at County Council.

11 SCHEDULE OF MEETINGS 2019/20 (Pages 37 - 50)

Report of Chief Officer (Governance) -

Purpose: To enable the Council to consider the draft schedule of meetings for 2019/20.

Yours sincerely



Robert Robins
Democratic Services Manager

WEBCASTING NOTICE

This meeting will be filmed for live broadcast on the Council's website. The whole of the meeting will be filmed, except where there are confidential or exempt items.

Generally the public seating areas are not filmed. However, by entering the Chamber you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and / or training purposes.

If you have any queries regarding this, please contact a member of the Democratic Services Team on 01352 702345.



FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday 7 th May 2019
Report Subject	Constitutional Matters: Committees
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

Every year the Council must agree what arrangements it will make to carry out its functions, such as its Committee structure and delegation to Officers. These matters are set out in Council Procedure Rule 1.1 (vii)-(xiv) and are determined at the Annual Meeting.

The report is split into sections, each one dealing with one decision that needs to be made and the relevant issues to consider. Each section will need to be considered and voted on in turn at the meeting.

RECOMMENDATIONS

1	<p>That Council appoints the following Committees:</p> <ul style="list-style-type: none"> • Audit • Clwyd Pension Fund • Constitution and Democratic Services Committee • Joint Governance Committee (for pensions) • Licensing • Planning • Standards • The Six Overview and Scrutiny Committees listed in paragraph 1.01 • Grievance Committee (appointed on 9 April 2019) • Investigation and Disciplinary Committee
2	<p>It is recommended that the terms of reference for each Committee in the Constitution should be approved with the addition of the Grievance Committee appointed at the last meeting and the Investigation and Disciplinary Committee as set out in this report.</p>

3	That the size of each Committee should be as set out in paragraph 1.03 and that an additional lay Member should be recruited to the Audit Committee as set out in this report.
4	That seats be allocated in accordance with political balance (and the rules on Membership of the Planning Committee) as set out in one of the options at Appendix 1.
5	That Council appoints the Chair of the following Committees (noting any restrictions on eligibility): <ul style="list-style-type: none"> • Clwyd Pension Fund • Constitution and Democratic Services • Licensing • Planning
6	That the Grievance Committee and Investigation & Disciplinary Committee should each appoint its own Chair from amongst its Membership.
7	That Council decides which group will chair each Overview and Scrutiny Committee.
8	That Local Choice Functions as set out in the Constitution be approved.
9	That the make-up of the Appointments Committee be approved.
10	That the composition and Membership of the Standards Committee be noted.
11	That Council notes that nominees to Outside Bodies have been appointed for the whole Council term and the Chief Executive's power to vary those nominations (in consultation with Group Leaders).

REPORT DETAILS

1.00	CONSTITUTIONAL MATTERS
	<u>APPOINTMENT OF COMMITTEES</u>
1.01	The Constitution presently provides for the appointment of the following Committees:- <ul style="list-style-type: none"> • Audit • Clwyd Pension Fund Committee • Constitution and Democratic Services Committee • Joint Governance Committee (for Pensions) • Licensing Committee • Planning and Development Control • Standards Committee

	<p>Plus six Overview and Scrutiny Committees (OSCs) which will be as shown below –</p> <ul style="list-style-type: none"> • Community and Enterprise • Corporate Resources • Education and Youth • Environment • Organisational Change • Social and Healthcare <p>In addition, the Council agreed at its meeting on 9 April 2019 to form a Grievance Committee.</p>
1.02	<p>As mentioned at the meeting on 9th April 2019 there is also a need to establish an Investigation and Disciplinary Committee now, not least because this is another standing committee recommended by the JNC Terms and Conditions for Chief Officers. Suggested terms of reference are set out below. It will be convened only if it is required.</p> <p>“To be the Disciplinary Committee in respect of the Head of Paid Service/Chief Executive, the Section 151 Officer, the Monitoring Officer and the Head of Democratic Services in accordance with Section 11.19 of the Officer Employment Rules.</p> <p>To be the Investigation Committee for the conduct of disciplinary matters relating to the Head of Paid Service/Chief Executive, the Section 151 Officer, the Monitoring Officer and the Head of Democratic Services in accordance with Section 11.19 of the Officer Employment Rules i.e. to consider any allegation of misconduct and decide whether it should be investigated further.”</p>
1.03	<p>It is recommended that Council appoint the following Committees:</p> <ul style="list-style-type: none"> • Audit • Clwyd Pension Fund • Constitution and Democratic Services Committee • Joint Governance Committee (for pensions) • Licensing • Planning • Standards • The six Overview and Scrutiny Committees listed above • The Grievance Committee (agreed 9th April 2019) • An Investigation and Disciplinary Committee

<u>DETERMINATION OF THE SIZE OF COMMITTEES</u>																					
1.04	<p>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:-</p> <table border="0"> <tr> <td>Audit Committee</td> <td style="text-align: right;">7</td> </tr> <tr> <td>Constitution and Democratic Services Committee</td> <td style="text-align: right;">21</td> </tr> <tr> <td>Joint Governance Committee (Pensions) (this is the Chair of the Pensions Committee)</td> <td style="text-align: right;">1 representative</td> </tr> <tr> <td>Licensing Committee</td> <td style="text-align: right;">12</td> </tr> <tr> <td>Each of the Overview & Scrutiny Committees</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Pensions Committee* (*please note in addition to the places listed there are 4 places for co-optees)</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Planning Committee (see below)</td> <td style="text-align: right;">21</td> </tr> <tr> <td>Standards Committee** (** there are 3 places for County Councillors plus 6 co-optees)</td> <td style="text-align: right;">9</td> </tr> <tr> <td>Grievance Committee</td> <td style="text-align: right;">11</td> </tr> <tr> <td>Investigation and Disciplinary Committee</td> <td style="text-align: right;">11</td> </tr> </table>	Audit Committee	7	Constitution and Democratic Services Committee	21	Joint Governance Committee (Pensions) (this is the Chair of the Pensions Committee)	1 representative	Licensing Committee	12	Each of the Overview & Scrutiny Committees	15	Pensions Committee* (*please note in addition to the places listed there are 4 places for co-optees)	5	Planning Committee (see below)	21	Standards Committee** (** there are 3 places for County Councillors plus 6 co-optees)	9	Grievance Committee	11	Investigation and Disciplinary Committee	11
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1.05	<p>The size and composition of the Planning Committee is regulated by legislation. The Planning Committee must be between 11 and 21 Members in size and no larger than 50% of the total Membership of the Council. The proposed (current) size of Committee meets these requirements.</p>																				
1.06	<p>At its meeting on 27 March 2019 the Audit Committee considered a report on the size of the Committee. It considered whether to increase its size. It considered that the number of seats available for Elected Members should not be increased but that the seat available to the smallest group(s) should be rotated so that within a Council term every group has the opportunity to serve on the Committee. This is reflected in the political balance table below.</p>																				
1.07	<p>The Audit Committee includes a lay Member who is recruited on the basis of their skills and experience. Both the current and previous lay Members have added greatly to the work of the Committee. The Committee therefore also resolved that it would seek an additional lay Member.</p>																				
1.08	<p>The criteria for lay Members were approved by Council in 2012 as follows:</p> <ul style="list-style-type: none"> • Experience and/or understanding of audit, accounting practice and/or financial procedures; 																				

	<ul style="list-style-type: none"> • Knowledge and/or experience of local government; • Perceived political and operational independence; • Has not been a councillor or officer of Flintshire County Council (or its predecessors); and • Has not been an officer or member of another council for at least 12 months. <p>It is proposed that advertisements be placed in the press (as required by the legislation) but also online and on social media. The applicants will be shortlisted by the s.151 Officer and Monitoring Officer prior to interview by a panel. I would recommend that the panel consist of:</p> <ul style="list-style-type: none"> • The Chair of Council; • The Cabinet Member with responsibility for Finance; • The Chair of the Audit Committee; • Plus 2 other Councillors (based on political balance).
1.09	It is recommended that the size of each Committee should be as set out in paragraph 1.03 and that an additional lay Member is recruited to the Audit Committee as set out in this report.
	<u>TERMS OF REFERENCE OF COMMITTEES</u>
1.10	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 the Constitution. The terms of reference for the Grievance Committee were agreed at the last Council meeting.
1.11	It is recommended that the terms of reference for each Committee in the Constitution should be approved with the addition of the Grievance Committee appointed at the last meeting and the Investigation and Disciplinary Committee as set out in this report.
	<u>POLITICAL BALANCE</u>
1.12	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. These rules do not apply to the Cabinet nor to the Standards Committee.
1.13	<p>The basis of the statutory requirement is that Committee seats should be allocated to political groups (so far as is practicable) in the same proportion as those groups have to the total Membership of the County Council.</p> <p>The allocation of seats on Committees to the political groups must recognise that:-</p> <ul style="list-style-type: none"> (i) There must be no Committees whereby only one group has all the seat; (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);

	<p>(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;</p> <p>(iv) Each Committee should (so far as is practicable) have the same proportional division between political groups as is represented upon the full Council.</p> <p>Thus if a group holds 25% of the total number of Councillors they should have 25% of the overall number of seats on the Council and 25% seats on each Committee.</p>
1.14	<p>The Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017 also require that a Planning Committee:</p> <ul style="list-style-type: none"> • Should not include any substitutes; and • Must have a quorum of 50% of the Members of Committee; • May only include 1 Member from a multiple Member ward. <p>In making nominations to the Planning Committee the groups will need to follow these rules. Where a multiple Member ward is represented by Councillors who are not in the same group (and both wish to be on the Planning Committee), then there will need to be a means of deciding which Councillor can take up the place. In the first instance the two respective Group Leaders should seek to reach agreement. If that is not possible then the first nomination received by the proper officer should be accepted.</p>
1.15	<p>For the Audit and the Constitution and Democratic Services Committees, the Local Government (Wales) Measure limits the number of Cabinet Members on each Committee to a maximum of one who cannot be the Leader. The Constitution has extended this so that no Cabinet Member may be a Member of the Audit Committee.</p>
1.16	<p>Section 11 of the Constitution requires that the Investigation and Disciplinary Committee should include at least 1 Cabinet Member. It also requires that Cabinet Members should make up no more than 50% of the Committee. So, it is proposed that in selecting the Members of his/her group to serve on this Committee, the Leader should appoint only 1 Cabinet Member.</p>

1.17 There are a total of 178 seats for Councillors across all of the Council Committees based on the current group Membership. Since the last Council meeting there has been a change in the size of groups which means that the allocation of seat to groups have changed. The entitlement of each group to seats is set out in the table below.

Group	Size of group	% of total Councillors	Entitlement to seats
Labour	34	48.57	87
Independent Alliance	13	18.57	33
Conservative	6	8.57	15
Independent	6	8.57	15
Liberal Democrats	6	8.57	15
New Independent	5	7.14	13
Total	70	100%	178

1.18 Those seats could be divided across the different Committees in a number of possible configurations. Allowing for the change in group Membership and assuming that Council would wish to rotate the seat on the Audit Committee a number of possible options have been circulated to Group Leaders prior to the meeting. These are attached at Appendix 1.

1.19 **It is recommended that seats be allocated in accordance with political balance (and the rules on Membership of the Planning Committee) as set out in one of the options at Appendix 1.**

APPOINTMENT OF CHAIRS OF STANDING COMMITTEES

1.20 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. It was resolved that the Grievance Committee would elect its own Chair from amongst its Members, and the same is recommended for the Investigation and Disciplinary Committee.

	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
	Constitution and Democratic Services Committee	Council	Cannot be a Cabinet Member (LGW Measure 2011)
	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 Committee	Council	None
	Standards Committee	Standards Committee	Must be an independent Member (Standards Committees (Wales) Regulations 2001)
1.21	<p>It is recommended that Council appoints the Chair of the following Committees (noting any restrictions on eligibility):</p> <ul style="list-style-type: none"> • Clwyd Pension Fund • Constitution and Democratic Services • Licensing • Planning 		
1.22	<p>It is recommended that the Grievance Committee and Investigation & Disciplinary Committee should each appoint its own Chair from amongst its Membership.</p>		
1.23	<p>Under the Local Government Measure 2011 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. Chairs are allocated to groups with a place on Cabinet first and any entitlement is rounded down to the nearest whole number. The remaining Chairs are then allocated to groups without a seat on Cabinet (rounding up to the nearest whole number).</p>		

1.24	Full Council appoints the Leader at the Annual General Meeting and the Leader will then announce the Cabinet. When the Membership of the Cabinet is known it will be possible to formally allocate the correct number of Chair(s) to each group. Possible allocations of Chairs are set out in Appendix 1 alongside the political balance calculations.
1.25	It is recommended that Council decides which group will chair each Overview and Scrutiny Committee.
	<u>LOCAL CHOICE FUNCTIONS</u>
1.26	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 the Constitution. Members are recommended to confirm or otherwise the existing Local Choice Functions.
1.27	It is recommended that local choice functions as set out in the Constitution are approved.
	<u>NOMINATIONS TO INTERNAL BODIES</u>
1.28	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.
1.29	It is recommended that the make-up of the Appointments Committee be approved.
	<u>STANDARDS COMMITTEE</u>
1.30	The Standards Committee includes five independent Members, a Town and Community Council representative and three Councillors (who cannot also be the Leader or Cabinet Members). The three Members (Cllrs Heesom, Johnson and Woolley) have been appointed for the whole term of this Council. There is a separate report about independent Members of the Committee on this agenda.
1.31	It is recommended that that the composition and Membership of the Standards Committee be noted.

	<u>APPOINTMENTS TO OUTSIDE BODIES</u>
1.32	At the Annual Meeting in 2017 Council appointed Members to outside bodies for the whole term of the Council. It also gave the Chief Executive, in consultation with Group Leaders, the power to make changes to those nominations as required.
1.33	It is recommended that Council notes that nominees to Outside Bodies have been appointed for the whole Council term and the Chief Executive's power to vary those nominations (in consultation with Group Leaders).

2.00	RESOURCE IMPLICATIONS
2.01	None as a result of this report.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Audit Committee.

4.00	RISK MANAGEMENT
4.01	None as a result of this report.

5.00	APPENDICES
5.01	Appendix 1 – Political Balance Allocation on Committees and Entitlement to Scrutiny Chairs

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None Contact Officer: Gareth Owens, Chief Officer (Governance) Telephone: 01352 702344 E-mail: gareth.legal@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	JNC Terms and Conditions for Chief Officers – conditions of employment negotiated nationally which are automatically incorporated into chief officers' contracts of employment.

POLITICAL BALANCE MAY 2019

Appendix 1

	Labour			Independent Alliance			Conservatives			Independents			Liberal Democrats			New Independents			Total Councillors
No. of councillors	34			13			6			6			6			5			70
% of councillors	48.57%			18.57%			8.57%			8.57%			8.57%			7.14%			Total Seats
Notional entitlement	86.46			33.06			15.26			15.26			15.26			12.71			
Allocation of seats	87			33			15			15			15			13			178.00
Community and Enterprise OSC	8	7.29	-0.71	3	2.79	-0.21	1	1.29	0.29	1	1.29	0.29	1	1.29	0.29	1	1.07	0.07	15
Corporate Resources OSC	8	7.29	-0.71	3	2.79	-0.21	1	1.29	0.29	1	1.29	0.29	1	1.29	0.29	1	1.07	0.07	15
Education and Youth OSC	7	7.29	0.29	3	2.79	-0.21	1	1.29	0.29	1	1.29	0.29	2	1.29	-0.71	1	1.07	0.07	15
Environment OSC	8	7.29	-0.71	3	2.79	-0.21	1	1.29	0.29	1	1.29	0.29	1	1.29	0.29	1	1.07	0.07	15
Organisational Change OSC	7	7.29	0.29	3	2.79	-0.21	1	1.29	0.29	1	1.29	0.29	1	1.29	0.29	2	1.07	-0.93	15
Social Services and Health OSC	8	7.29	-0.71	3	2.79	-0.21	1	1.29	0.29	1	1.29	0.29	1	1.29	0.29	1	1.07	0.07	15
Planning	10	10.20	0.20	4	3.90	-0.10	2	1.80	-0.20	2	1.80	-0.20	2	1.80	-0.20	1	1.50	0.50	21
Licensing	6	5.83	-0.17	2	2.23	0.23	1	1.03	0.03	1	1.03	0.03	1	1.03	0.03	1	0.86	-0.14	12
Audit	3	3.40	0.40	1	1.30	0.30	1	0.60	-0.40	1	0.60	-0.40	0	0.60	0.60	1	0.50	-0.50	7
Constitution and Democratic	10	10.20	0.20	4	3.90	-0.10	2	1.80	-0.20	2	1.80	-0.20	2	1.80	-0.20	1	1.50	0.50	21
Pensions	2	2.43	0.43	1	0.93	-0.07	1	0.43	-0.57	1	0.43	-0.57	1	0.43	-0.57	0	0.36	0.36	5
Joint Pensions	1	0.49	-0.51	0	0.19	0.19	0	0.09	0.09	0	0.09	0.09	0	0.09	0.09	0	0.07	0.07	1
Grievance Committee	5	5.34	0.34	2	2.04	0.04	1	0.94	-0.06	1	0.94	-0.06	1	0.94	-0.06	1	0.79	-0.21	11
Investigation and Disciplinary	4	4.86	0.86	2	1.86	-0.14	1	0.86	-0.14	1	0.86	-0.14	1	0.86	-0.14	1	0.71	-0.29	10
Total to Group	87	86.46	0.00	34	33.06	-1.00	15	15.26	0.00	15	15.26	0.00	15	15.26	0.00	13	12.71	0.00	178

	Labour			Independent Alliance			Conservatives			Independents			Liberal Democrats			New Independents		
Scrutiny chairs																		
Notional	2.91			1.11			0.51			0.51			0.51			0.43		
Actual	2			1			1			1			1			0		
	Round Down			Round Up														

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FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday 7th May 2019
Report Subject	Standards Committee Independent Members
Cabinet Member	Cabinet Member for Corporate Management
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

The Council must appoint people who are not Councillors to the Standards Committee. This is so that the Committee is seen to be more independent.

The term of office for two of those co-opted Members runs out in May. The Members are eligible to be reappointed for a further term. Thereafter, they must stand down, as a co-optee cannot serve more than two terms of office under the relevant legislation. In addition, the legislation relating to Standards Committees currently specifies that the second term of office can be a maximum of four years.

The co-optees have worked hard in their roles and have made a beneficial contribution to the governance of the Council. One of them is willing to serve a further term if reappointed, but the other wishes to step down due to work commitments.

RECOMMENDATIONS

1	That Council reappoints Phillipa Ann Earlam to the Standards Committee for four years and advertises the vacancy for the remaining position jointly with Wrexham County Borough Council.
2	That the Chair of the Council write to Edward Hughes thanking him for his hard work on the Committee during his term.

REPORT DETAILS

1.00	EXPLAINING THE REQUIREMENT TO APPOINT CO-OPTEEES
1.01	Under the Standards Committee (Wales) Regulations 2001 (as amended) the Committee must include a majority of co-optees (termed “independent members” within the legislation). Those co-optees must be recruited via advertisement at first but then can be reappointed for a second term without re-advertising the position.
1.02	The Council appointed a number of co-optees in 2013 following advert. They were appointed for varying terms so that their positions did not all fall vacant at the same time (resulting in a complete loss of their combined experience). The next terms of office to expire will be Edward Hughes and Phillipa Earlam whose terms come to an end in May 2019.
1.03	Phillipa Earlam is well regarded by the Committee and is willing to serve again. Edward Hughes is well regarded by the Committee but wishes to step down due to work commitments.
1.04	The Council will need to advertise at least one vacancy. To do so it will need to place adverts in the local press and constitute an interview panel. Wrexham County Borough Council will also be advertising soon and have indicated a willingness to share the recruitment process.
1.05	The Council will need to create an appointment panel and I would suggest that it should consist of the Chair of the Council, and the Chair of the Committee (himself a co-optee) plus the same from Wrexham. In addition, any panel to appoint a co-optee to the Standards Committee, must include a lay person who has themselves been recruited via advert. This would give the maximum allowed complement of 5.

2.00	RESOURCE IMPLICATIONS
2.01	If the Council does not reappoint the incumbent then it will need to advertise both of the vacancies in the local press. The adverts for a similar vacancy two years ago cost £3600.00 (though this cost may be shared with Wrexham County Borough Council).
2.02	The role descriptions and adverts used last time are still available. They have been updated and it would be possible to place an advert relatively quickly.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None.

4.00	RISK MANAGEMENT
4.01	The interview process includes a number of restrictions on candidates to ensure that only people who are truly independent of the Council may be appointed, and careful interviewing is used to ensure that candidates of the right calibre are selected.
4.02	Adverts would be placed bilingually in order to attract applications from Welsh speakers, and would be sent to local community groups representing people with disabilities to ensure that no potential candidate is accidentally excluded by the medium through which the vacancies are advertised.

5.00	APPENDICES
5.01	None.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Not relevant Contact Officer: Gareth Owens, Chief Officer Governance Telephone: 01352 702344 E-mail: Gareth.legal@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	Co-optee – the Council consists of a Chairman and 69 Members who are all elected. By contrast, legislation sometimes provides for a person to be appointed to a Committee without being elected through a process called co-option.

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Armed Forces Covenant
Flintshire County Council
7 May 2019

What will be covered

- Armed Forces Covenant – Flintshire’s commitment
- Achievements
- Looking forward to 2019 onwards
- Re-signing the Armed Forces Covenant

Flintshire Armed Forces Covenant

Page 21

The Armed Forces Covenant is a promise by the nation to ensure that those who serve, those who have served, and their families are treated fairly.

The purpose of the Flintshire Covenant is to:

- encourage support for the Armed Forces community working and residing in Flintshire
- to recognise and remember the sacrifices made by members of this Armed Forces community, particularly those who have given the most. This includes in-service and ex-service personnel, their families and widow(er)s in Flintshire
- to encourage local communities to support the service community in their area and promote understanding and awareness among the public of issues affecting the armed forces community

Flintshire Armed Forces Covenant

Flintshire County Council signed the Covenant in July 2013
Royal British Legion, Armed Forces organisations, 3rd sector organisations, NHS Trust, Department for Work and Pensions, Wales Probation, Coleg Cambria



North Wales Fire and Rescue Service – signed Flintshire’s Covenant in October 2017

An eventful year

- 2 Regional Armed Forces Liaison Officers appointed: Janette Williams and Stephen Townley (grant from MOD)
- June – Armed Forces Week: 21 June 2017 & 2018 – raised the Armed Forces Flag to celebrate Reserves Day: promoted support for Reservist employees
- November Remembrance Day: 2 minute silence plus Town and Community Councils ceremonial poppies

World War One – successful grant applications

- Dedication of commemorative stones: Victoria Cross awards – Frederick Birks V.C. (Buckley) and Harry Weale V.C. (Shotton)

Page 25



Remembering World War One



Page 26

- “Battles Over” initiative on 11 November – beacons lit over Flintshire as tributes to those who lost lives or were injured
- Plus four ‘Tommy’ silhouettes placed in Country Park areas

Employee Recognition Scheme



ARMED FORCES
COVENANT
LLUOEDD ARFOG
CYFAMOD

EMPLOYER
RECOGNITION SCHEME
CYNLLUN CYDNABOD
CYFLOGWYR

SILVER AWARD 2018
GWOBR ARIAN 2018

- Achieved the Silver Award
 - Policies to support employees who are reservists apply for jobs with the Council
 - Leave to support annual training programmes
 - Guaranteed interview if essential criteria is met
 - Promotion of the Armed Forces Covenant within the Council
 - Promotion and working alongside Armed Forces organisations and encouraging businesses to sign covenants



**ARMED FORCES
COVENANT**
LLUOEDD ARFOG
CYFAMOD

**EMPLOYER
RECOGNITION SCHEME**
CYNLLUN CYDNABOD
CYFLOGWYR

SILVER AWARD 2018
GWOBR ARIAN 2018

RAF Centenary - Raising the RAF Ensign



Page 29



Looking forward to 2019 onwards

- Going for Gold – Employee recognition award!!
- Understanding our customers – raising the profile
- Schools capturing data
- Building on Grant applications and awards



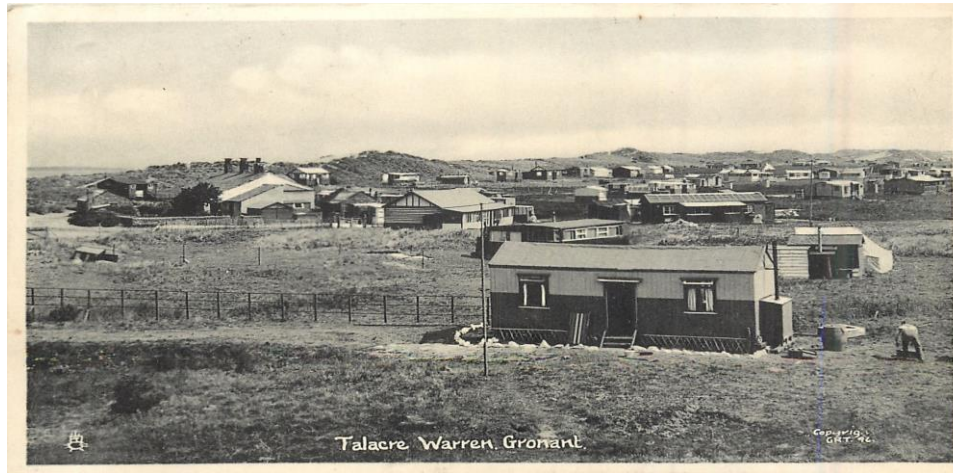
Looking forward to 2019 onwards

- Capturing Community Benefits / social value
- Community involvement – both civilian and armed forces
- Targeted training and awareness programmes
- Annual newsletter
- Centenary Fields

Events in 2019 (1)

“Planes Over Talacre” – main launch July

- Partnership event between FCC, Countryside Services and ENI



- £15,400 grant from the Armed Forces Covenant Fund Trust

Events in 2019 (2)



- Planes Over Talacre :
 - Remembering the relationship between the Royal Air Force and the people of Talacre (residents and visitors) during WW2, via stories and memories
 - Reconstruction of an eroding “Norcon pill box” on Talacre beach
 - Ongoing legacy through information panels, digitising memorabilia, developing education resources and capturing audio memories: “story shop” over Easter

Events in 2019 (3)

- D Day 75 celebrations – being planned for June
- Armed Forces Day, Reserves Day etc.





Page 35



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FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 7 th May 2019
Report Subject	Schedule of Meetings 2019/20
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

This report contains the proposed schedule of meetings for 2019/2020.

It also explains how the schedule was prepared and details the consultation process which was undertaken.

RECOMMENDATIONS

1	That the attached draft schedule of Meetings for 2019/20 be approved.
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REPORT DETAILS

1.00	EXPLAINING THE SCHEDULE OF MEETINGS FOR 2019/20
1.01	The Schedule of Meetings is produced on an annual basis and presented for approval to Members at the Annual Meeting. Following the County Council elections in 2017 the newly elected Council were invited to express their preferences about when meetings should be held. This was done on a Committee by Committee basis as agreed at the Constitution and Democratic Services Committee in October 2017.
1.02	All Committees resolved to continue with the previous meeting arrangements and this draft has been prepared on that basis.
1.03	It is the aim to avoid meetings being held in school holidays wherever possible. However, given the cycle of individual Committee meetings and when statutory reports are required to be approved by, this is not always possible.

2.00	RESOURCE IMPLICATIONS
2.01	None.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Officers from Finance, Audit, Planning, Policy and Performance and Overview and Scrutiny.
3.02	Chief Officer Team.
3.03	Group Leaders.

4.00	RISK MANAGEMENT
4.01	None.

5.00	APPENDICES
5.01	Draft Schedule of Meetings for 2019/20.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Report of the Democratic Services Manager on Timing of Meetings Survey at Constitution & Democratic Services Committee 25 th October 2017 and resultant minute.
6.02	Report of the Democratic Services Manager to the Constitution & Democratic Services Committee on Timings of meetings survey 31 st January 2018 and resultant minute. Contact: Nicola Gittins – Team Leader, Democratic Services Telephone: 01352 702345 Email: nicola.gittins@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
	None.

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SCHEDULE OF MEETINGS 2019/20

DAY / DATE	10.00AM	2.00PM
Monday 2 September 2019	Planning Site Visits	Standards (6.30pm)
Tuesday 3 September 2019	Environment OSC	
Wednesday 4 September 2019	Clwyd Pension Fund Cttee (9.30am)	Planning (1pm)
Thursday 5 September 2019		
Friday 6 September 2019		
Monday 9 September 2019	Organisational Change OSC	
Tuesday 10 September 2019	Informal Cabinet	
Wednesday 11 September 2019	Audit (Statement of Accounts)	FCC (Statement of Accounts)
Thursday 12 September 2019		
Friday 13 September 2019		
Monday 16 September 2019		
Tuesday 17 September 2019		
Wednesday 18 September 2019	Community & Enterprise OSC	Children's Services Forum (4.30pm)
Thursday 19 September 2019	Corporate Resources OSC	Planning Strategy Group
Friday 20 September 2019		
Monday 23 September 2019		
Tuesday 24 September 2019	Cabinet (9.30am)	
Wednesday 25 September 2019		
Thursday 26 September 2019	Schools Budget Forum (9.30am)	Education & Youth OSC
Friday 27 September 2019		
Monday 30 September 2019	Planning Site Visits	Standards (6.30pm)
Tuesday 1 October 2019		
Wednesday 2 October 2019		Planning (1pm)

Thursday 3 October 2019	Social & Health Care OSC	
Friday 4 October 2019		
Monday 7 October 2019		
Tuesday 8 October 2019	Informal Cabinet	
Wednesday 9 October 2019		SACRE
Thursday 10 October 2019	Licensing Cttee	
Friday 11 October 2019		
Monday 14 October 2019		
Tuesday 15 October 2019	Environment OSC	
Wednesday 16 October 2019		Constitution and Democratic Services
Thursday 17 October 2019	Corporate Resources OSC	Planning Strategy Group
Friday 18 October 2019		
Monday 21 October 2019	Organisational Change OSC	
Tuesday 22 October 2019	Cabinet (9.30am)	FCC (Annual Performance Report)
Wednesday 23 October 2019		
Thursday 24 October 2019		
Friday 25 October 2019		
Monday 28 October 2019	SCHOOL HOLIDAYS	
Tuesday 29 October 2019	SCHOOL HOLIDAYS	
Wednesday 30 October 2019	SCHOOL HOLIDAYS	
Thursday 31 October 2019	SCHOOL HOLIDAYS	
Friday 1 November 2019	SCHOOL HOLIDAYS	
Monday 4 November 2019	Planning Site Visits	Standards (6.30pm)
Tuesday 5 November 2019	Informal Cabinet	

Wednesday 6 November 2019	Community & Enterprise OSC	Planning (1pm)
Thursday 7 November 2019		Education & Youth OSC
Friday 8 November 2019		
Monday 11 November 2019		
Tuesday 12 November 2019		
Wednesday 13 November 2019		Children's Services Forum (4.30pm)
Thursday 14 November 2019	Corporate Resources OSC	Social & Health Care OSC
Friday 15 November 2019		
Monday 18 November 2019		
Tuesday 19 November 2019	Cabinet (9.30am)	RESERVED (FCC Budget)
Wednesday 20 November 2019	Audit	Education Consultative Committee
Thursday 21 November 2019	Planning Strategy Group	
Friday 22 November 2019		
Monday 25 November 2019		
Tuesday 26 November 2019	Environment OSC	
Wednesday 27 November 2019		
Thursday 28 November 2019	Clwyd Pension Fund Committee (9.30am)	
Friday 29 November 2019		
Monday 2 December 2019	Planning Site Visits	Standards (6.30pm)
Tuesday 3 December 2019	Informal Cabinet	
Wednesday 4 December 2019		Planning (1pm)
Thursday 5 December 2019		
Friday 6 December 2019		
Monday 9 December 2019	Organisational Change OSC	

Tuesday 10 December 2019		FCC
Wednesday 11 December 2019		
Thursday 12 December 2019	Corporate Resources OSC	Social & Health Care OSC
Friday 13 December 2019		
Monday 16 December 2019		
Tuesday 17 December 2019	Cabinet (9.30am)	
Wednesday 18 December 2019	Community & Enterprise OSC	
Thursday 19 December 2019		Education & Youth OSC
Friday 20 December 2019	Planning Strategy Group	
Monday 23 December 2019	SCHOOL HOLIDAYS	
Tuesday 24 December 2019	SCHOOL HOLIDAYS	
Wednesday 25 December 2019	SCHOOL HOLIDAYS Bank holiday	
Thursday 26 December 2019	SCHOOL HOLIDAYS Bank holiday	
Friday 27 December 2018	SCHOOL HOLIDAYS	
Monday 30 December 2019	SCHOOL HOLIDAYS	
Tuesday 31 December 2019	SCHOOL HOLIDAYS	
Wednesday 1 January 2020	SCHOOL HOLIDAYS Bank holiday	
Thursday 2 January 2020	SCHOOL HOLIDAYS	
Friday 4 January 2020	SCHOOL HOLIDAYS	
Monday 6 January 2020	Planning Site Visits	Standards (6.30pm)
Tuesday 7 January 2020	Informal Cabinet	
Wednesday 8 January 2020		Planning (1pm)
Thursday 9 January 2020	Schools Budget Forum (9.30am)	
Friday 10 January 2020		

Monday 13 January 2020		
Tuesday 14 January 2020	Environment OSC	
Wednesday 15 January 2020		Children's Services Forum (4.30pm)
Thursday 16 January 2020	Corporate Resources OSC	
Friday 17 January 2020		
Monday 20 January 2020		
Tuesday 21 January 2020	Cabinet (9.30am)	
Wednesday 22 January 2020	Community & Enterprise OSC	Constitution and Democratic Services
Thursday 23 January 2020		Planning Strategy Group
Friday 24 January 2020		
Monday 27 January 2020	Organisational Change OSC	
Tuesday 28 January 2020		FCC
Wednesday 29 January 2020	Audit	
Thursday 30 January 2020	Social & Health Care OSC	Education & Youth OSC
Friday 31 January 2020		
Monday 3 February 2020	Planning Site Visits	Standards (6.30pm)
Tuesday 4 February 2020	Informal Cabinet	
Wednesday 5 February 2020		Planning (1pm)
Thursday 6 February 2020		
Friday 7 February 2020		
Monday 10 February 2020		
Tuesday 11 February 2020	Clwyd Pension Fund Committee (9.30am)	
Wednesday 12 February 2020	Licensing	Education Consultative Cttee
Thursday 13 February 2020	Corporate Resources OSC	

Friday 14 February 2020		
Monday 17 February 2020	SCHOOL HOLIDAYS	
Tuesday 18 February 2020	SCHOOL HOLIDAYS Cabinet (9.30am)	FCC (Budget)
Wednesday 19 February 2020	SCHOOL HOLIDAYS	
Thursday 20 February 2020	SCHOOL HOLIDAYS	Planning Strategy Group
Friday 21 February 2020	SCHOOL HOLIDAYS	
Monday 24 February 2020		
Tuesday 25 February 2020	Environment OSC	
Wednesday 26 February 2020		SACRE
Thursday 27 February 2020		FCC (Council Tax Setting)
Friday 28 February 2020		
Monday 2 March 2020	Planning Site Visits	Standards (6.30pm)
Tuesday 3 March 2020	Informal Cabinet	
Wednesday 4 March 2020		Planning (1pm)
Thursday 5 March 2020		Constitution and Democratic Services
Friday 6 March 2020		
Monday 9 March 2020		
Tuesday 10 March 2020		
Wednesday 11 March 2020	Community & Enterprise OSC	Children's Services Forum (4.30pm)
Thursday 12 March 2020	Corporate Resources OSC	
Friday 13 March 2020		
Monday 16 March 2020	Organisational Change OSC	
Tuesday 17 March 2020	Cabinet (9.30am)	
Wednesday 18 March 2020	Clwyd Pension Fund Cttee (all day)	Clwyd Pension Fund Cttee (all day)

Thursday 19 March 2020		Education & Youth OSC
Friday 20 March 2020	Planning Strategy Group	
Monday 23 March 2020		
Tuesday 24 March 2020		
Wednesday 25 March 2020	Audit	
Thursday 26 March 2020	Schools Budget Forum (9.30am)	Social & Health Care OSC
Friday 27 March 2020		
Monday 30 March 2020	Planning Site Visits	Standards (6.30pm)
Tuesday 31 March 2020	Informal Cabinet	
Wednesday 1 April 2020		Planning (1pm)
Thursday 2 April 2020		RESERVED (FCC)
Friday 3 April 2020		
Monday 6 April 2020		
Tuesday 7 April 2020	Environment OSC	
Wednesday 8 April 2020		
Thursday 9 April 2020	Corporate Resources OSC	
Friday 10 April 2020		
Monday 13 April 2020	SCHOOL HOLIDAYS	
Tuesday 14 April 2020	SCHOOL HOLIDAYS Cabinet (9.30am)	
Wednesday 15 April 2020	SCHOOL HOLIDAYS	
Thursday 16 April 2020	SCHOOL HOLIDAYS	Planning Strategy Group
Friday 17 April 2020	SCHOOL HOLIDAYS Bank holiday	
Monday 20 April 2020	SCHOOL HOLIDAYS Bank holiday	
Tuesday 21 April 2020	SCHOOL HOLIDAYS	

Wednesday 22 April 2020	SCHOOL HOLIDAYS	
Thursday 23 April 2020	SCHOOL HOLIDAYS	
Friday 24 April 2020	SCHOOL HOLIDAYS	
Monday 27 April 2020	Planning Site Visits	Standards (6.30pm)
Tuesday 28 April 2020	Informal Cabinet	
Wednesday 29 April 2020	Community & Enterprise OSC	Planning (1pm)
Thursday 30 April 2020		
Friday 1 May 2020		
Monday 4 May 2020	Bank holiday	
Tuesday 5 May 2020	FCC (AGM)	
Wednesday 6 May 2020		
Thursday 7 May 2020	Corporate Resources OSC	
Friday 8 May 2020		
Monday 11 May 2020	Organisational Change OSC	
Tuesday 12 May 2020	Cabinet (9.30am)	
Wednesday 13 May 2020		Children's Services Forum (4.30pm)
Thursday 14 May 2020		Education & Youth OSC
Friday 15 May 2020	Planning Strategy Group	
Monday 18 May 2020		
Tuesday 19 May 2020	Environment OSC	
Wednesday 20 May 2020		
Thursday 21 May 2020	Social & Health Care OSC	
Friday 22 May 2020		
Monday 25 May 2020	SCHOOL HOLIDAYS Bank holiday	

Tuesday 26 May 2020	SCHOOL HOLIDAYS Planning Site Visits	
Wednesday 27 May 2020	SCHOOL HOLIDAYS	Planning (1pm)
Thursday 29 May 2020	SCHOOL HOLIDAYS	
Friday 29 May 2020	SCHOOL HOLIDAYS	
Monday 1 June 2020		Standards (6.30pm)
Tuesday 2 June 2020	Informal Cabinet	
Wednesday 3 June 2020	Audit	Constitution and Democratic Services
Thursday 4 June 2020		
Friday 5 June 2020		
Monday 8 June 2020		
Tuesday 9 June 2020		
Wednesday 10 June 2020	Clwyd Pension Fund Cttee (9.30am)	SACRE
Thursday 11 June 2020	Corporate Resources OSC	Planning Strategy Group
Friday 12 June 2020		
Monday 15 June 2020		
Tuesday 16 June 2020	Cabinet (9.30am)	FCC (Council Plan)
Wednesday 17 June 2020	Community & Enterprise OSC	
Thursday 18 June 2020		
Friday 19 June 2020		
Monday 22 June 2020	Planning Site Visits	
Tuesday 23 June 2020		
Wednesday 24 June 2020		Planning (1pm)
Thursday 25 June 2020	Schools Budget Forum (9.30am)	Education & Youth OSC
Friday 26 June 2020		

Monday 29 June 2020	Organisational Change OSC	
Tuesday 30 June 2020	Informal Cabinet	
Wednesday 1 July 2020		Education Consultative Cttee
Thursday 2 July 2020	Licensing	
Friday 3 July 2020		
Monday 6 July 2020		Standards (6.30pm)
Tuesday 7 July 2020	Environment OSC	
Wednesday 8 July 2020	Audit	Children's Services Forum (4.30pm)
Thursday 9 July 2020	Corporate Resources OSC	Planning Strategy Group
Friday 10 July 2020		
Monday 13 July 2020		
Tuesday 14 July 2020	Cabinet (9.30am)	
Wednesday 15 July 2020		
Thursday 16 July 2020		Social & Health Care OSC
Friday 17 July 2020		
Monday 20 July 2020 – 1 September 2020	SCHOOL HOLIDAYS Planning Site Visits	
Tuesday 21 July 2020	SCHOOL HOLIDAYS	
Wednesday 22 July 2020	SCHOOL HOLIDAYS	Planning (1pm)
Thursday 23 July 2020	SCHOOL HOLIDAYS	
Friday 24 July 2020	SCHOOL HOLIDAYS	

AUGUST RECESS