

# Public Document Pack

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Chief Officer (Governance)  
Prif Swyddog (Llywodraethu)



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To: **ALL MEMBERS OF THE COUNCIL**

16 July 2021

Dear Sir/Madam

**NOTICE OF REMOTE MEETING**  
**FLINTSHIRE COUNTY COUNCIL**  
**THURSDAY, 22ND JULY, 2021 at 10.00 AM**

Yours faithfully

Robert Robins  
Democratic Services Manager

Please note: This will be a remote meeting and 'attendance' will be restricted to Committee Members and those Members of Council who have asked the Head of Democratic Services for an invitation. Such attendees may only speak at the Chair's discretion.

The meeting will be live streamed onto the Council's website. A recording of the meeting will also be available, shortly after the meeting at <https://flintshire-public-i.tv/core/portal/home>

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

## A G E N D A

### 1 **APOLOGIES FOR ABSENCE**

**Purpose:** To receive any apologies.

### 2 **MINUTES** (Pages 5 - 26)

**Purpose:** To confirm as a correct record the minutes of the meetings held on 1 April and 25 May 2021.

### 3 **DECLARATIONS OF INTEREST**

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

### 4 **CHAIR'S COMMUNICATIONS**

**Purpose:** To receive the communications as circulated.

### 5 **PETITIONS**

**Purpose:** This is an opportunity for Members of Council to submit petitions on behalf of people in their ward. Once received, petitions are passed to the appropriate Chief Officer for action and response.

## **PRINCIPAL ITEMS OF BUSINESS**

### 6 **LOCAL DEMOCRACY & BOUNDARY COMMISSION FOR WALES: REVIEW OF FLINTSHIRE WARD BOUNDARIES UPDATE** (Pages 27 - 38)

Report of Chief Executive, Chief Officer (Governance)

**Purpose:** To report to Council on the current position on the review of Flintshire Ward Boundaries.

### 7 **BOUNDARY COMMISSION FOR WALES:2023 REVIEW OF PARLIAMENTARY CONSTITUENCIES** (Pages 39 - 42)

Report of Chief Executive, Chief Officer (Governance)

**Purpose:** To report to Council on the process for the forthcoming review of Welsh Parliamentary constituencies.

### 8 **DECLARATION OF DIVERSITY IN DEMOCRACY** (Pages 43 - 50)

Report of Chief Officer (Governance)

**Purpose:** To invite the Council to support in principle the making of a Declaration of Diversity in Democracy.

9 **PROTOCOL ON ACTING OUTSIDE THE WARD** (Pages 51 - 56)

Report of Chief Officer (Governance)

**Purpose:** To enable Council to consider the revised protocol.

10 **AMENDMENTS TO THE RULES OF PROCEDURE** (Pages 57 - 64)

Report of Chief Officer (Governance)

**Purpose:** To enable Council to consider the revised protocol.

11 **APPOINTMENT OF AN INDEPENDENT MEMBER TO THE STANDARDS COMMITTEE** (Pages 65 - 72)

Report of Chief Officer (Governance)

**Purpose:** To present details of the preferred candidate for the Independent Member vacancy on the Standards Committee for approval.

**ORDINARY ITEMS OF BUSINESS**

12 **SCHEDULE OF REMUNERATION FOR 2021/22** (Pages 73 - 90)

Report of Chief Officer (Governance)

**Purpose:** For Council to approve the schedule of remuneration for elected and co-opted Members for 2021/22 for publication, now all appointments have been made.

13 **PUBLIC QUESTION TIME**

**Purpose:** This item is to receive any Public Questions: none were received by the deadline.

14 **QUESTIONS**

**Purpose:** To note the answers to any questions submitted in accordance with County Council Standing Order No. 9.4(A): none were received by the deadline.

15 **NOTICE OF MOTION**

**Purpose:** This item is to receive any Notices of Motion: none were received by the deadline.

***Please note that there may be a 10 minute adjournment of this meeting if it lasts longer than two hours***

## **Procedural Note on the conduct of meetings**

The Chair will open the meeting and introduce themselves.

The meeting will be attended by a number of Councillors. Officers will also be in attendance to present reports, with Democratic Services officers acting as hosts of the meeting.

All attendees are asked to ensure their mobile phones are switched off and that any background noise is kept to a minimum.

All microphones are to be kept muted during the meeting and should only be unmuted when invited to speak by the Chair. When invitees have finished speaking they should go back on mute.

To indicate to speak, Councillors will use the chat facility or use the electronic raise hand function. The chat function may also be used for questions, relevant comments and officer advice and updates.

The Chair will call the speakers, with elected Members addressed as 'Councillor' and officers addressed by their job title e.g. Chief Executive' or name. From time to time, the officer advising the Chair will explain procedural points or suggest alternative wording for proposals, to assist the Committee.

If and when a vote is taken, the Chair will explain that only those who oppose the proposal(s), or who wish to abstain will need to indicate, using the chat function. The officer advising the Chair will indicate whether the proposals are carried.

If a more formal vote is needed, this will be by roll call – where each Councillor will be asked in turn (alphabetically) how s/he wishes to vote

At County Council and Planning Committee meetings speaker's times are limited. A bell will be sounded to alert that the speaker has one minute remaining

The meeting will be live streamed onto the Council's website. A recording of the meeting will also be available, shortly after the meeting at <https://flintshire.public-i.tv/core/portal/home>

**FLINTSHIRE COUNTY COUNCIL**  
**1 APRIL 2021**

Minutes of the meeting of Flintshire County Council held as a remote attendance meeting on Thursday, 1 April 2021

**PRESENT: Councillor Marion Bateman (Chair)**

Councillors: Mike Allport, Janet Axworthy, Glyn Banks, Haydn Bateman, Sean Bibby, Chris Bithell, Sian Braun, Helen Brown, Clive Carver, Geoff Collett, Bob Connah, Paul Cunningham, Jean Davies, Rob Davies, Ron Davies, Adele Davies-Cooke, Chris Dolphin, Rosetta Dolphin, Ian Dunbar, Andy Dunbobbin, Mared Eastwood, Carol Ellis, David Evans, Veronica Gay, George Hardcastle, David Healey, Gladys Healey, Patrick Heesom, Cindy Hinds, Dave Hughes, Dennis Hutchinson, Joe Johnson, Paul Johnson, Rita Johnson, Christine Jones, Richard Jones, Colin Legg, Brian Lloyd, Mike Lowe, Dave Mackie, Hilary McGuill, Billy Mullin, Mike Peers, Ted Palmer, Michelle Perfect, Vicky Perfect, Neville Phillips, Ian Roberts, Tim Roberts, Kevin Rush, Aaron Shotton, Paul Shotton, Ralph Small, Ian Smith, Carolyn Thomas, Owen Thomas, Andy Williams, David Williams, David Wisinger and Arnold Woolley

**APOLOGIES:**

Councillors: Bernie Attridge, Derek Butler, Ray Hughes, Tudor Jones, Richard Lloyd and Tony Sharps

Chief Officers for Education and Youth, Social Services and Streetscene & Transportation

**IN ATTENDANCE:**

Chief Executive, Chief Officer (Governance), Chief Officer (Housing and Assets), Chief Officer (Planning, Environment and Economy), Senior Manager for Human Resources & Organisational Development, Head of Democratic Services, Overview & Scrutiny Facilitators, Democratic Services Team Leader and Democratic Services Officers

**71. COMMENTS FROM THE CHAIR**

As requested by the Chair, all those present took part in a minute's silence to remember all those who had lost their lives during the emergency situation.

**72. RECOGNITION OF 25<sup>TH</sup> ANNIVERSARY OF THE CURRENT FLINTSHIRE COUNTY COUNCIL**

The Chair introduced the item to recognise and celebrate the 25<sup>th</sup> anniversary of Flintshire County Council. She paid tribute to all 181 elected Members who had served on the Council during this time, in particular those who had sadly passed away.

Councillor Ian Roberts congratulated Councillors Chris Bithell, Ron Davies, Dennis Hutchinson and Neville Phillips who, like himself, had achieved continuous

service since 1995. He recognised the contributions of all elected Members, Chairs, Leaders and Chief Executives, past and present, as well as officers who had represented the Council.

In paying tributes on behalf of their respective groups, Councillors Mike Peers, Clive Carver and Chris Dolphin shared their own reflections on the Council over the years.

The occasion was also recognised by the Chief Executive who spoke on behalf of officers. He thanked all current and former elected Members along with Chairs and Leaders with whom he had served.

### **73. MINUTES**

The minutes of the meeting held on 26 January 2021 were approved as a correct record, as moved and seconded by Councillors David Mackie and Chris Bithell.

The minutes of the meeting held on 16 February 2021 were also approved, as moved and seconded by Councillors Chris Bithell and Carolyn Thomas.

#### **RESOLVED:**

That both sets of minutes be approved as a correct record.

### **74. DECLARATIONS OF INTEREST**

None.

### **75. CHAIR'S COMMUNICATIONS**

In presenting her communications, the Chair commended the Advanced Manufacturing Research Centre (AMRC) Cymru building in Broughton for producing life-saving ventilator units for the NHS. On behalf of the Council, she congratulated the three recipients of the Tom Jones Award for Young People's Volunteering and a Flintshire resident who had celebrated her 105<sup>th</sup> birthday. She also made reference to the service to mark the Centenary of the dedication of the Sychdyn War Memorial.

The Chair took the opportunity to announce that Katie Wilby would be succeeding Steve Jones as the Chief Officer (Streetscene & Transportation) and she wished her well in the role. This was endorsed by the Chief Executive who thanked Members who had taken part in the recruitment panel.

### **76. PETITIONS**

None were received.

## **77. REVIEW OF PROTOCOL FOR MEETING CONTRACTORS**

The Chief Officer (Governance) presented a report to review the updated Protocol which provided guidance for Members in their dealings with parties seeking or engaged in contracts with the Council. The report recommended that parts of the Protocol relating to Planning be removed and incorporated into the Planning Code of Guidance. The changes took into account issues raised by the Constitution & Democratic Services Committee during the consultation process.

In response to comments from Councillor Chris Bithell, the Chief Officer said that the Planning Code of Guidance would be updated to include relevant provisions from the Protocol, together with advice for Members on pre-application consultations.

After moving the recommendations, Councillor Ian Roberts urged Members to seek advice from Legal officers if they had any queries. This was seconded by Councillor Carolyn Thomas.

When put to the vote, the recommendations were carried.

### **RESOLVED:**

- (a) That the parts of the Protocol for Members in their Dealings with Contractors/ Developers and Other Third Parties relating to dealings with partners who might be bidding for or seeking a contract with the Council be amended as shown appended to the report; and
- (b) That the parts of the Protocol for Members in their Dealings with Contractors/ Developers and Other Third Parties relating to Planning be transferred to the Planning Code of Guidance (to the extent that they are not already incorporated therein) and that the Planning Code of Guidance be updated.

## **78. REVIEW OF THE TERMS OF REFERENCE OF THE AUDIT COMMITTEE**

The Chief Officer (Governance) presented a report to note the statutory changes to the Audit Committee to be implemented from April 2021. The name would be changed to the Governance & Audit Committee, with additional functions to be included in the Terms of Reference. Further changes to the composition of the renamed Committee would be introduced from May 2022.

The Audit Committee and Constitution & Democratic Services Committee had been consulted on the report. The Chairs of those Committees, Councillors Chris Dolphin and Neville Phillips moved and seconded the recommendation.

In response to a question from Councillor Richard Jones, the Chief Executive and Chief Officer confirmed that there would be no overlap of work arising from the new duties with the existing role of the Overview & Scrutiny Committees. Whilst the role of the Governance & Audit Committee was to assess the effectiveness of systems, the Overview & Scrutiny Committees would continue to explore areas in more depth and monitor performance. Issues of concern raised by the Audit Committee would be referred to the relevant Overview & Scrutiny Committee; a

practice reinforced through a co-ordinating group comprising representatives of those Committees.

In response to a query from Councillor Mike Peers on the requirement for a lay member to be appointed as Chair of the renamed Committee, the Chief Officer confirmed that contact details of all co-opted members were available internally. He clarified that the legislation allowed for an elected Member to be appointed as the Vice-Chair of the renamed Committee.

Having been moved and seconded, the recommendation was put to the vote and carried.

**RESOLVED:**

That the amended name of the Council's Audit Committee be acknowledged and the new functions set out in the Act be included within the current Terms of Reference of the renamed Committee.

**79. UPDATE ON THE IMPLEMENTATION OF THE LOCAL GOVERNMENT & ELECTIONS ACT 2021**

The Head of Democratic Services presented the report to apprise the Council of ongoing implementation of the Local Government and Elections (Wales) Act 2021 following the item received in January. The report provided an update on the phased implementation of the three Commencement Orders to be introduced by May 2022. Since publication of the report, the Second Commencement Order relating to a new performance and governance regime for principal Councils and the Third Commencement Order bringing into force provisions on attendance for Local Authority meetings and documents had been produced. Further changes arising from the legislation would be reported to the Constitution & Democratic Services Committee and County Council.

The recommendation was moved and seconded by Councillors Ian Roberts and Carolyn Thomas.

In response to a question from Councillor Mike Peers, the Chief Executive provided a brief update on the timetable for the County Boundary Review.

Councillor Richard Jones commented on the discussion in January on other aspects of the legislation and the Council's resolution not to support proposals for Corporate Joint Committees (CJCs) as they currently stood. The Chief Executive said that regional consensus had resulted in delayed implementation to allow for more work on how CJCs would work. An update on the position would be reported to a future meeting.

Having been moved and seconded, the recommendation was put to the vote and carried.



**RESOLVED:**

That Council notes the implementation timetable and acknowledges that further reports will be brought in due course.

**80. APPOINTMENTS OF INDEPENDENT MEMBERS TO THE STANDARDS COMMITTEE**

The Chief Officer (Governance) presented the report on the outcome of the recruitment process for the two Independent Member vacancies on the Standards Committee. Following interviews, the report recommended the appointment of the preferred candidate (Gill Murgatroyd) with the remaining vacancy to be re-advertised.

The recommendation was moved and seconded by the Chair and Councillor Paul Johnson, both of whom had participated on the interview panel.

As requested by Councillor Ian Dunbar, the Chief Officer (Governance) provided clarification on the process for appointing a Town/Community Council representative on the Council's Standards Committee.

The recommendation was put to the vote and carried.

**RESOLVED:**

That Gill Murgatroyd be appointed to the Standards Committee until 31 March 2027.

**81. PETITIONS RECEIVED AT COUNCIL**

The Head of Democratic Services presented the annual report on outcomes and actions arising from petitions submitted to Council during the year. The report included portfolio responses to the two petitions received during 2020/21. It was noted that the Council was working with colleagues across Wales on a consistent approach to electronic petitions.

The recommendation was moved and seconded by Councillors Billy Mullin and Paul Cunningham who welcomed work on the petitions and encouraged elected Members to raise awareness amongst communities.

Councillor Veronica Gay said that road safety concerns in Saltney raised within a petition submitted in 2019 had not yet been addressed. The Head of Democratic Services would respond to Councillor Gay following the meeting.

On being put to the vote, the recommendation was carried.

**RESOLVED:**

That the report be noted.

**82. FAMILY ABSENCE FOR MEMBERS OF LOCAL AUTHORITIES (WALES) (AMENDMENT) REGULATIONS 2021**

The Head of Democratic Services presented a report on the Family Absence for Members of Local Authorities (Wales) (Amendment) Regulations 2021 which increased the adoption absence period for local authority members from two weeks to 26 weeks. The changes would result in the same periods of maternity and adopter's absence being available to Members of principal Councils and provide for similar arrangements for adopter's absence as are already in place for maternity absence.

As Chair and Vice-Chair of the Constitution & Democratic Services Committee, Councillors Neville Phillips and Michelle Perfect moved and seconded the recommendation. On being put to the vote, this was carried.

**RESOLVED:**

That Council notes that Welsh Government have made the Family Absence for Members of Local Authorities (Wales) (Amendment) Regulations 2021, and incorporates the changes into the standing orders on family absence within the Constitution.

**83. PUBLIC QUESTION TIME**

None were received.

**84. QUESTIONS**

None were received.

**85. NOTICE OF MOTION**

None were received.

**86. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - TO CONSIDER THE EXCLUSION OF THE PRESS AND PUBLIC**

The exclusion of the press and public for the remaining item was moved and seconded by Councillors Chris Bithell and Ian Dunbar.

**RESOLVED:**

That the press and public be excluded from the meeting as the following item was considered to be exempt by virtue of paragraph 12 of Part 4 of Schedule 12A of the Local Government Act 1972 (as amended).

*At this point in the meeting, there was a brief adjournment before the remaining item.*

**87. RECRUITMENT OF CHIEF EXECUTIVE**

The Senior Manager for Human Resources & Organisational Development presented a report to seek approval to recruit to the role of Chief Executive following the recent notice of intention to resign given by the current post holder, and to agree the recruitment package and process.

Following a suggestion by Councillor Richard Jones, it was agreed that the tenth bullet point in the Job Description would be expanded to more clearly reflect that advice and support was provided to elected Members in an apolitical way. With that amendment, the recommendations were moved and seconded by Councillors Ian Roberts and Mike Peers. The final wording would be shared with the interview panel.

**RESOLVED:**

- (a) That the recruitment of a new Chief Executive be agreed;
- (b) That the proposed remuneration package, which is unchanged, be agreed;  
and
- (c) That the proposed recruitment process and timetable be agreed, incorporating the amendment to the Job Description.

**88. MEMBERS OF THE PRESS IN ATTENDANCE**

There were no members of the press in attendance.

(The meeting started at 2pm and ended at 4pm)

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**Chair**

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**FLINTSHIRE COUNTY COUNCIL**  
**TUESDAY, 25<sup>TH</sup> MAY 2021**

Minutes of the Annual Meeting of Flintshire County Council held remotely via Webex on Tuesday 25<sup>th</sup> May 2021.

**PRESENT: Councillor Marion Bateman (Chair)**

Councillors: Mike Allport, Bernie Attridge, Janet Axworthy, Glyn Banks, Haydn Bateman, Marion Bateman, Sean Bibby, Chris Bithell, Sian Braun, Helen Brown, Clive Carver, Geoff Collett, Bob Connah, Paul Cunningham, Jean Davies, Rob Davies, Ron Davies, Adele Davies-Cooke, Chris Dolphin, Rosetta Dolphin, Ian Dunbar, Andy Dunbobbin, Mared Eastwood, David Evans, Veronica Gay, George Hardcastle, David Healey, Gladys Healey, Patrick Heesom, Cindy Hinds, Andy Hughes, Dave Hughes, Ray Hughes, Dennis Hutchinson, Joe Johnson, Paul Johnson, Rita Johnson, Christine Jones, Richard Jones, Tudor Jones, Colin Legg, Brian Lloyd, Richard Lloyd, Mike Lowe, Dave Mackie, Hilary McGill, Billy Mullin, Ted Palmer, Mike Peers, Michelle Perfect, Vicky Perfect, Neville Phillips, Ian Roberts, Tim Roberts, Kevin Rush, Tony Sharps, Aaron Shotton, Paul Shotton, Ralph Small, Ian Smith, Carolyn Thomas, Owen Thomas, Martin White, Andy Williams, David Williams, David Wisinger and Arnold Woolley

**APOLOGIES:**

Councillors: Derek Butler, David Cox and Carol Ellis

**IN ATTENDANCE:**

Chief Executive; Chief Officer (Governance); Chief Officer (Housing and Assets); Chief Officer (Planning, Environment and Economy); Chief Officer (Social Services); Chief Officer (Education & Youth); Corporate Finance Manager; Head of Democratic Services; Deputy Monitoring Officer, Team Leader - Democratic Services; Democratic Services Officers; and Reverend Daniel Stroud for prayers

**1. DECLARATIONS OF INTEREST**

On agenda item number 14, Questions, a question had been received on Local Authority Pension Funds and investments in fossil fuels. A personal interest would be recorded for Members who were members of the Clwyd Pension Fund.

**2. CHANGES TO COUNCIL MEMBERSHIP**

The Chair commented on the recent elections held on 6<sup>th</sup> May 2021, and passed on her congratulations to Councillor Carolyn Thomas who was elected as a North Wales Regional Member of the Senedd, Councillor Andy Dunbobbin who was elected as the North Wales Police and Crime Commissioner and to Councillor Andy Hughes who had been successful in the by-election for the Gwernymyndd ward. Councillor Ian Roberts also passed on his congratulations.

Councillor Carolyn Thomas thanked colleagues who had supported her on her local government journey over the past 13 years. Councillor Andy Dunbobbin thanked everybody for their support and best wishes. Councillor Andy Hughes also thanked colleagues for their support.

### **3. CHAIR'S REVIEW OF THE YEAR 2019/21**

As the outgoing Chair, Councillor Marion Bateman presented her review of the year 2019/20, and the extended period of 2020/21, during which she and her Consort, Councillor Haydn Bateman, had been honoured to represent Flintshire.

Back in 2019, her aim was to visit as many businesses and industries based in Flintshire and had been pleased to accept invitations from a vast range of companies. She and Haydn attended the official openings of both Llys Raddington and Hwb Cyfle Day Centre, and were present at the Pride of Flintshire awards. Many schools had visited the Council Chamber which they enjoyed. They had also been proud to represent Flintshire County Council at many Armed Forces commemorations and celebrations.

Councillor Bateman thanked everyone for their generosity donating to her chosen charities, which were Nightingale House Hospice and North West Cancer Research, as well as local charities.

She commented on the impact to life since March 2020 due to the Covid-19 pandemic. She paid tribute to the tireless work of the NHS, all other frontline works including Flintshire's Streetscene teams, the care home staff and everybody involved with Social Services and the third sector who went above and beyond to maintain essential services for residents, and Flintshire's teachers for continuing to provide education to the children. She also thanked the emergency services, delivery drivers, shop assistants, postmen and women, and the community volunteers who helped support residents in isolation. She also expressed her gratitude to officers of the Council who had to adapt to working from home, including supporting Members in virtual meetings.

In conclusion, she expressed her personal thanks to Colin Everett, the Chief Executive, who had worked tirelessly during the last 14 months steering Flintshire and all of North Wales through the unprecedented disaster of the global pandemic. She wished him and his family every best wish for the future on his impending departure.

She thanked officers for their support during her tenure and to her Chaplain Daniel Stroud. She paid tribute to the support Councillor Joe Johnson had given her in his role as Vice-Chair, and wished him and his Consort best wishes for the coming year.

### **4. ELECTION OF CHAIR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2021/22, INVESTITURE OF CHAIN OF OFFICE AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

It was proposed by Councillor Ted Palmer and seconded by Councillor Paul Shotton that Councillor Joe Johnson be elected Chair of the Council for the municipal year 2021/22. No other nominations were received. In support of the proposal, tributes were paid to Councillor Marion Bateman for her contributions during 2019/20 – 2020/21.

Councillor Joe Johnson thanked Members for electing him as Chair for the year ahead which he described as an honour. He congratulated the outgoing Chair and her Consort and said Councillor Marion Bateman had been an excellent ambassador for the County.

**RESOLVED:**

That Councillor Joe Johnson be elected Chair of the Council for the municipal year 2021/22.

Councillor Joe Johnson was invested with the Chain of Office by the retiring Chairman and signed his Declaration of Acceptance of Office in the presence of the Chief Executive.

(At this point Councillor Joe Johnson chaired the remainder of the meeting.)

The Chair then presented Councillor Marion Bateman with her retiring Chairman's Badge of Office and her Consort Councillor Haydn Bateman with his retiring Badge of Office. The Chair's Consort, Mrs Johnson, was invested with her Chain of Office.

**5. APPOINTMENT OF VICE-CHAIR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2021/22, INVESTITURE OF CHAIN OF OFFICE AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE**

It was proposed by Councillor Hilary McGuill and seconded by Councillor Ian Dunbar that Councillor Mared Eastwood be appointed Vice-Chair for the municipal year 2021/22. No other nominations were received. In support of the proposal, tributes were paid to Councillor Eastwood's work in the community and her support for local causes.

Councillor Eastwood thanked Members and congratulated the Chair whom she looked forward to working with for the year ahead.

**RESOLVED:**

That Councillor Mared Eastwood be appointed as Vice-Chair of the Council for the municipal year 2021/22.

Councillor Eastwood was invested with the Chain of Office by the Chair and signed the Declaration of Acceptance of Office in the presence of the Chief Executive. Councillor Eastwood's Consort, Mr Tim Eastwood, was invested with his Chain of Office.

Gifts were then presented to Councillor Haydn Bateman, Sue Johnson and Tim Eastwood.

**6. ELECTION OF THE LEADER OF THE COUNCIL**

It was proposed by Councillor Dave Hughes and seconded by Councillor Billy Mullin that Councillor Ian Roberts be appointed Leader of the Council for the municipal year 2021/22. No other nominations were received. In support of the proposal, tributes were paid to Councillor Roberts' achievements in local government and his commitment to deliver quality services for Flintshire residents.

**RESOLVED:**

That Councillor Ian Roberts be appointed Leader of the Council for the municipal year 2021/22.

**7. APPOINTMENT OF THE CABINET BY THE LEADER**

Councillor Ian Roberts thanked Members for electing him as Leader of the Council which he described as a genuine honour. In accordance with the Constitution, he set out his choice of Councillors to serve on the Cabinet.

**RESOLVED:**

That the choice of Councillors to serve on the Cabinet and their portfolios detailed below, be noted.

<b><u>Cabinet Member</u></b>	<b><u>Portfolio</u></b>
Ian Roberts	Leader of the Council and Cabinet Member for Education & Youth
Glyn Banks	Cabinet Member for Streetscene
Chris Bithell	Cabinet Member for Planning and Public Protection
Derek Butler	Cabinet Member for Economic Development
Dave Hughes	Cabinet Member for Housing
Paul Johnson	Cabinet Member for Finance, Social Value and Procurement
Christine Jones	Deputy Leader of the Council (Partnerships) and Cabinet Member for Social Services
Billy Mullin	Deputy Leader of the Council (Governance) and Cabinet Member for Corporate Management and Assets

**8. CONSTITUTIONAL ISSUES INCLUDING COMMITTEES**

The Council considered the report of the Chief Officer (Governance) which dealt with matters that required decision at the Annual Meeting of the County Council in accordance with Council Procedure Rule 1.1 (vii) - (xiv).

The report proposed the creation of a new Recovery Committee to oversee the vital work of helping the Council to recover from the effects of the Covid-19 pandemic. The report also dealt with the appointment of other Committees and chairs and other issues such as allocation of seats, under political balance.



The report was split into sections, each one dealing with one decision that needed to be made and the relevant issues for consideration. Each section was considered and voted on in turn.

**(i) Appointment of Committees**

The Chief Officer (Governance) explained that the Constitution provided for the appointment of the following: Appeals Committee; Clwyd Pension Fund Committee; Constitution and Democratic Services Committee; Governance and Audit Committee; Grievance Committee; Grievance Appeals Committee; Investigation and Disciplinary Committee; Joint Governance Committee (for Pensions); Licensing Committee; Planning Committee; Recovery Committee; Standards Committee; and the five Overview & Scrutiny Committees.

Councillor Ian Roberts moved approval of the recommendation in the report which was seconded by Councillor Billy Mullin.

**RESOLVED:**

That Council appoints the following Committees:

Appeals Committee;  
Clwyd Pension Fund Committee;  
Constitution and Democratic Services Committee;  
Governance and Audit Committee;  
Grievance Committee;  
Grievance Appeals Committee;  
Investigation and Disciplinary Committee;  
Joint Governance Committee (for Pensions);  
Licensing Committee;  
Planning Committee;  
Recovery Committee;  
Standards Committee; and  
The five Overview & Scrutiny Committees listed in the report.

**(ii) Determination of the size of Committees**

The Chief Officer explained that the size of each committee must be decided at the Annual Meeting. Council had previously agreed that the major Committees should be large enough for all political groups to be represented.

Councillor Ian Roberts moved approval of the recommendation in the report which was seconded by Councillor Billy Mullin.

**RESOLVED:**

That the size of each committee be as set out in paragraph 1.04 of the report.

**(iii) Terms of Reference of Committees**

The Chief Officer explained that the Annual Meeting was required to decide the terms of reference of the Committees that it appointed. The terms of reference for the Recovery Committee were appended to the report.

Councillor Ian Roberts moved approval of the recommendation in the report which was seconded by Councillor Billy Mullin.

**RESOLVED:**

That the terms of reference for each Committee as set out in the Constitution be approved.

**(iv) Political Balance**

The Chief Officer (Governance) explained that at, or as soon as practicable after the Annual Meeting, the Council was required to decide the allocation of seats to political groups in accordance with the Political Balance Rules contained in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 as amended. Those rules did not apply to Cabinet nor to the Standards Committee. The rules of political balance would apply to the new Recovery Committee.

In order to achieve political balance, it had been necessary to separate out the 'employment' Committees, which were the Grievance, Grievance Appeals and Investigation and Disciplinary Committees. Otherwise, the smaller groups would be disadvantaged by having to use part of their seat allocation on committees which seldom, if ever, met.

There were 131 seats for Councillors across all of the Council Committees based on the current group membership. The entitlement of each group to seats was set out in the table in the report.

Councillor Mike Peers sought clarification that Councillor Andy Hughes would be aligned with the Liberal Democrat Group, which was confirmed.

Councillor Ian Roberts moved approval of the recommendation in the report which was seconded by Councillor Christine Jones.

**RESOLVED:**

That the seats be allocated in accordance with political balance as set out in appendix 2 to the report and the rules on membership of the Committees as set out in paragraphs 1.08 – 1.14 of the report, and that the seats on the Grievance, Grievance Appeals and Investigation and Disciplinary Committees be allocated to give a broad political spread of membership.

**(v) Appointment of Chairs of Standing Committees**

The Chief Officer (Governance) explained that Committee Chairs were appointed by different bodies, some of which were subject to restrictions. A table in paragraph 1.17 of the report outlined which body appointed which Chair and what restrictions (if any) applied.

Councillor Ian Roberts moved the following, which was seconded by Councillor Billy Mullin:

- That Councillor Ted Palmer be appointed as Chair of the Clwyd Pension Fund Committee;
- That Councillor Neville Phillips be appointed as Chair of the Constitution & Democratic Services Committee;
- That Councillor Tony Sharps be appointed as Chair of the Licensing Committee.
- That Councillor David Wisinger be appointed as Chair of Planning Committee; and
- That Councillor Richard Jones be appointed as Chair of Recovery Committee.

The Chief Officer explained that the chairs of Overview & Scrutiny Committees were chosen by the political groups based on the strength of the various groups and which had seats on the Cabinet. Chairs were allocated to groups with a place on Cabinet first and any entitlement was rounded down to the nearest whole number. The remaining Chairs were then allocated to groups without a seat on Cabinet, rounding up to the nearest whole number.

Councillor Ian Roberts moved the following, which was seconded by Councillor Billy Mullin:

<b>Overview &amp; Scrutiny Committee</b>	<b>Group to Choose Chair</b>
Community, Housing & Assets	Labour (Councillor Ian Dunbar)
Education, Youth & Culture	Labour (Councillor David Healey)
Corporate Resources	Conservative
Environment & Economy	Independent Alliance
Social & Health Care	Liberal Democrat

On being put to the vote, this was carried.

**RESOLVED:**

- (a) That the Chairs of the following Committees be appointed (noting any restrictions on eligibility):
- Clwyd Pension Fund Committee - Councillor Ted Palmer
  - Constitution and Democratic Services Committee - Councillor Neville Phillips
  - Licensing Committee - Councillor Tony Sharps
  - Planning Committee - Councillor David Wisinger
  - Recovery Committee – Councillor Richard Jones

- (b) That the Grievance Committee, the Grievance Appeals Committee and Investigation & Disciplinary Committee should each appoint its own Chair from amongst its membership; and
- (c) That the following groups be allocated the chair of the Overview & Scrutiny Committees as outlined:

Community, Housing & Assets	Labour (Councillor Ian Dunbar)
Education, Youth & Culture	Labour (Councillor David Healey)
Corporate Resources	Conservative
Environment & Economy	Independent Alliance
Social & Health Care	Liberal Democrat

**(vi) Approval of the Constitution**

The Chief Officer explained that the Constitution set out how the Council functioned and contained within it:

- Rules and procedures for managing meetings and Council business;
- Delegations to the Cabinet (including the choice of what was to be and what was not to be an executive function);
- Delegations to committees and advisory groups in line with their terms of reference;
- Delegations to officers; and
- Codes and protocols to support high standards of ethical behaviour and governance

The Constitution was kept under rolling review during each term of the Council and every code/protocol would be reviewed at least once as part of a scheduled review. Changes were also made as and when required if a scheduled review had already taken place or was not due for some time. During the next 12 months the Council would review:

- Procedure Rules for meetings to facilitate hybrid meetings;
- The Code of Conduct in line with a review by Welsh Government;
- The Planning Code of Practice as agreed at the meeting in April; and
- The Protocol on Member Involvement in Other Wards.

Councillor Ian Roberts moved approval of the recommendation in the report which was seconded by Councillor Billy Mullin.

**RESOLVED:**

That the rules, procedures, delegations and codes/protocols within the Constitution be approved, including the temporary changes to the rules of procedure to accommodate virtual meetings.

**(vii) Nominations to Internal Bodies**

The Chief Officer explained that the existing Scheme of Delegation provided for an Appointments Committee for first and second tier officers, comprising seven Members. This was not a standing committee and was convened when required by seeking nominations from Group Leaders. In the past it had been useful for Committee Members to be politically balanced including the relevant Cabinet Member. In April, Council had agreed to a slightly larger Appointments Committee for the recruitment of a new Chief Executive.

Councillor Ian Roberts moved approval of the recommendation in the report which was seconded by Councillor Christine Jones.

**RESOLVED:**

That the make-up of the Appointments Committee be approved.

**(viii) Standards Committee**

The Chief Officer explained the composition and membership of the Standards Committee which Members were requested to note along with the appointment of Members to Outside Bodies for the whole term of the Council.

Councillor Ian Roberts advised that as Councillor Paul Johnson was now a Cabinet member, his would be replaced by Councillor Gladys Healey on Standards Committee.

Councillor Ian Roberts moved the recommendation which was seconded by Councillor Christine Jones.

**RESOLVED:**

That the composition and membership of the Standards Committee be noted, including the change to membership of Councillor Gladys Healey replacing Councillor Paul Johnson.

**(ix) Appointments to Outside Bodies**

The Chief Officer explained that 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.

Councillor Ian Roberts moved the recommendation which was seconded by Councillor Christine Jones.

**RESOLVED:**

That Council notes the nominees to Outside Bodies that have been appointed for the whole Council terms and the Chief Executive's power to vary those nominations (in consultation with Group Leaders).

**9. SCHEDULE OF MEETINGS**

The Chief Officer (Governance) presented the schedule of meetings for 2021/22 following consultation.

Each year the Schedule of Meetings was designed based on regular meeting cycles, regular meeting days where possible and with wide consultation to ensure that reporting commitments and/or meetings did not clash.

**RESOLVED:**

That the draft schedule of meetings for 2021/220 be approved.

*At this stage of the meeting, there was a brief adjournment prior to considering the ordinary items of business.*

**10. COUNCIL PLAN**

The Chief Executive introduced the item and explained that the Council Plan was published as two documents. Part 1 set out the intent. Part 2 set out the risks, performance measures, targets and milestones against which achievement would be measured and evaluated. The Council Plan had been reviewed and refreshed for structure and content, and continued to take account of ongoing recovery in addition to longer term strategic objectives.

The framework for next year's Council Plan was built around six themes:

- Economy;
- Education and Skills;
- Green Society and Environment;
- Affordable and Accessible Housing;
- Personal and Community Well-being; and
- Poverty

Each of the six themes had been mapped against the Overview and Scrutiny Committees for reporting and accountability. The delivery of the Plan was the responsibility of the Cabinet.

The Council Plan Part 1 had been shared with Overview and Scrutiny Committees for review and comments. There had been no significant change to Part 1 following the consultation as the Committees were supportive.

In moving the recommendation, Councillor Ian Roberts highlighted the expansion of both Marleyfield House care home and Ysgol Glanrafon. The proposal was seconded by Councillor Billy Mullin.

**RESOLVED:**

That the Council Plan 2021/22, on the recommendation of Cabinet, be adopted.

**11. PUBLIC INTEREST REPORT ISSUED UNDER SECTION 16 OF THE PUBLIC SERVICES OMBUDSMAN (WALES) ACT 2005**

In his capacity as Monitoring Officer, the Chief Officer (Governance) introduced the item and background to a Public Interest Report issued by the Public Services Ombudsman for Wales (PSOW) who had upheld a complaint by the next-door neighbour of a property whose annexe had been granted planning permission by the Council. The findings of the Public Interest Report stated that the way the applications were dealt with amounted to maladministration leading to injustice to that complainant and made recommendations for remedying the maladministration. The Chief Officer said that such reports were a rare occurrence for the Council and that it was the responsibility of Council to decide whether to accept or challenge the findings and recommendations of the PSOW.

Whilst officers respected the views of the PSOW, they had given the matter careful and objective consideration and disagreed with some of those findings. They believed that the annexe was substantially in accordance with policy and that, although there was a minor departure, it was not significant enough to justify refusal of planning permission. Therefore, they considered that, had the Council refused permission, then the applicant would very likely have been successful on appeal. Furthermore, permitted development rights allowed for the construction of a visually similar, and larger, building in any event. Having taken independent legal advice, officers believed that whilst the Council would have reasonable prospects of success if it were to legally challenge the findings, such a process would incur significant costs and resources for both the Council and PSOW, potentially causing damage to that working relationship and further delaying a resolution for the complainant. On that basis, it was recommended that the Council accept the findings of the PSOW.

By contrast the Council had discretion whether to accept the PSOW's recommendations on remedy and would need good grounds to depart from those recommendations. However, given the officers' beliefs on policy and permitted development rights, they felt strongly that there were indeed good grounds to recommend different remedies to those put forward by the PSOW. If the findings were accepted then it would be reasonable to implement the first two recommendations to apologise to the complainant for the length of time taken to resolve - for which the Council and PSOW were both attributable - and to review whether the conditions attached to the retrospective permission were complied with. Officers recommended that the third PSOW recommendation (that the complainant be paid an amount equating to the difference in the value of her property before and after the development, which would equate to £20,000) be rejected on the grounds set out in 3.10 of the report. Officers recommended that the Council pay a sum of £5,000 to reflect the time, trouble and distress caused to the complainant.

In moving the officer recommendations, Councillor Chris Bithell agreed that this was the correct approach based on the reasons stated. Also speaking in support was Councillor David Wisinger who seconded the proposal.

Councillor Patrick Heesom thanked officers for the report and said that the PSOW recommendations were appropriate and should be acknowledged. As this was the second Public Interest Report issued to the Council by the PSOW, he suggested that this be explored further by the Planning Strategy Group.

The Chief Executive said that the Planning Strategy Group and Group Leaders had been consulted on the report and that any learning from the matter would be followed up.

Councillor Richard Jones referred to wording in paragraph 3.08 of the report and said that if the Council accepted that maladministration had occurred then it should pay the complainant £20,000 (deemed by the District Valuer to be the difference in the value of her property) as recommended by the PSOW.

Councillor Clive Carver spoke about the importance of heeding the recommendations of the PSOW and referred to a similar report issued by the PSOW in 2019. As he was not a Member of the Planning Committee and therefore had not received the relevant training, Councillor Carver raised concerns that he may not be sufficiently informed to question officer advice on planning applications in his ward. Councillor Carver said that he would be voting against the officer recommendations and asked that this be recorded.

Councillor Mike Peers questioned the suggested offer of £5,000 if the Council was accepting some liability and asked how this figure had arisen. He raised questions on compliance with planning conditions, the sharing of documented legal advice and asked whether the grounds for different remedies had been raised with the PSOW prior to the report to Council.

In responding to the points raised, the Chief Executive and Chief Officer clarified that a previous case quoted had not set a precedent as there were different reasons for challenge. In this case, the main reasons for not challenging the findings by way of Judicial Review were to avoid reputational damage to the Council and its relationship with the PSOW, together with the costs involved in doing so. Officers had made clear the grounds for departing from the PSOW recommendations prior to the Public Interest Report being issued, and the suggested payment to the complainant to reflect distress and delay with the case - which was equally attributable to the PSOW - was relative to other compensation payments on record for similar reasons. The Deputy Monitoring Officer confirmed that the Council had liaised fully with the PSOW throughout the process.

In response to questions from Councillor Aaron Shotton on the next stages, the Chief Officer set out the options available to the PSOW in considering the Council's decision on which there would be no recourse to Members of the Council.



Councillor Richard Jones proposed an amendment that the Council accepts the findings and all recommendations made by the PSOW in full (paragraphs 50-53 of the PSOW report). This was seconded by Councillor Heesom.

On the advice of the Chief Officer, a vote was taken to clarify whether Members supported the officers' recommendations or the PSOW recommendations in full (amendment put forward by Councillor Jones). On being put to the vote, the amendment was carried.

**RESOLVED:**

- (a) That the findings set out in the Public Interest Report be accepted for the reasons set out in paragraph 3.03 to 3.06 of the report; and
- (b) That the recommendations contained at paragraphs 50, 51, 52 and 53 of the Public Interest Report be accepted, namely that the Council:
  - I. Issues an apology to the complainant;
  - II. Reviews whether the conditions attached to the retrospective permission have been complied with. If it concludes that they have not, the Council should consider what action may be expedient to ensure such compliance;
  - III. Instructs the District Valuer to assess the impact of the development on Ms N's property within 3 months and within a month of receiving the District Valuer's report, pays her an amount which equates to the difference in value of her property before and after the development; and
  - IV. Confirms to the PSOW what action it has taken in response to the Public Interest Report.

**12. PETITIONS**

Councillor Tudor Jones submitted a petition on behalf of residents in Caerwys to look at improving the conservation of roadside verges and consider the approach taken by Denbighshire County Council.

The Chief Executive said that the Council's current policy had been circulated amongst Members and suggested that the matter be referred to the relevant Overview & Scrutiny Committee for further consideration. This suggestion was supported by Councillor Jones.

**13. QUESTIONS**

A question from Councillor Tudor Jones on the Local Authority Pension Funds and investments in fossil fuels had been received. The question and response had been circulated to Members and published on the website.

Councillor Jones welcomed the detailed response and thanked Councillor Ted Palmer - Chair of the Clwyd Pension Fund Committee - for his invitation to attend a forthcoming briefing on the matter. He did not have a supplementary

question but asked that the question and response be made available to other interested parties.

The Chief Executive confirmed that the question and response would be shared with the Clwyd Pension Fund Committee Members.

**RESOLVED:**

That the question be received and the response noted.

**14. PUBLIC QUESTION TIME**

None had been received.

**15. NOTICE OF MOTION**

None had been received.

**16. ATTENDANCE BY MEMBERS OF THE PRESS AND PUBLIC**

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

(The meeting started at 10am and ended at 12.10pm)

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**Chair**



## FLINTSHIRE COUNTY COUNCIL

<b>Date of Meeting</b>	Thursday, 22 July 2021
<b>Report Subject</b>	Local Democracy & Boundary Commission for Wales: Review of Flintshire Ward Boundaries update
<b>Report Author</b>	Chief Executive & Chief Officer (Governance)

### EXECUTIVE SUMMARY

The Local Democracy & Boundary Commission for Wales Review of Flintshire Ward Boundaries started in 2018, with a presentation to Council by representatives of the Commission. The Commission's first proposals were published in 2019. There was to be a reduction in the number of Flintshire County Councillors from 70 to 63.

In June 2020, the Commission published their Final Recommendations Report. In that report, the number of Councillors in Flintshire was to be 66 (so a loss of 4). The three Member wards which we had strenuously opposed, in Buckley (2), Flint (1) and Holywell (1) were no longer being put forward. However, a new three Member ward for Flint had been included: this was for a combined Coleshill and Trelawny ward, with three Members.

We are concerned that the Commission, by introducing a new recommendation for one three Member ward in the County, in Flint, at the final stage may have gone outside their own procedures. We have never had three Member wards in Flintshire and it would be fundamentally wrong to introduce one now.

Each of the 22 principal councils in Wales has been reviewed. We are all to hold elections in May 2022, and want to start make arrangements for those, on the new wards basis as soon as possible. There will also be a need for political parties to select candidates on the basis of those new wards. We received an indication that we should know the result in September 2021. All of the Commission's Final Recommendations Reports are now with the Minister for Finance & Local Government, Rebecca Evans MS.

We are aware that the Minister has already asked the Commission for more details of their proposals for four councils: Cardiff, Caerphilly and Flintshire. However, it transpired that the concerns in Flintshire related to the Higher Kinnerton and Hope Mountain proposals, rather than to Flint, as we had hoped. . We understand that the Minister's decision is now imminent.

## RECOMMENDATIONS

1	That Council notes the position and awaits the decision of the Minister for Finance & Local Government.
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## REPORT DETAILS

1.00	EXPLAINING THE PROCESS
1.01	The Local Democracy & Boundary Commission for Wales (LDBC) Review of Flintshire Ward Boundaries started in 2018, with a presentation to Council by representatives of the Commission. In September 2019, the Commission published its draft proposals for Flintshire. The proposed changes to the arrangement of local electoral wards was to make a step towards achieving electoral parity across the County, with a ratio of 1:1,895: we currently have electorates of between 1,041 and 4,582.
1.02	Members will recall that throughout the three consultation periods, we held extensive discussions with Members, including workshops, a series of drop-in sessions and both individual and group discussions. We drafted responses for consideration at County Council meetings. (January, September and November 2019).
1.03	The Commission had published its second consultation document on 29 <sup>th</sup> August 2019, proposing the following: <ul style="list-style-type: none"> <li>• a Council of 65 members – a reduction from the current size of 70. This would result in a proposed county average ratio of 1,836 electors per member;</li> <li>• 39 electoral wards - a reduction from the 57 existing wards;</li> <li>• no changes to 14 electoral wards;</li> <li>• 17 x single member wards, 18 x 2 member wards and 4 x 3 member wards.</li> </ul>
1.04	We supported some proposals, and challenged others. Our opposition to the introduction of three Member wards, which has never been part of our representational culture was trenchant. Our submission was made following Council in November 2019.
1.05	The Commission published its Final Recommendations in June 2020: <ul style="list-style-type: none"> <li>• a reduction of the Council to <b>66</b> Members, from 70 (Originally, we were to lose 7 Members, which was changed last year to 5.);</li> <li>• a new ratio – the recommended county average of 1,809 electors</li> <li>• 42 electoral wards, a reduction from 57 existing wards;</li> <li>• 23 Multi-Member wards; 22 two-Member wards and one three-Member wards;</li> <li>• no changes to 17 electoral wards.</li> <li>• The proposals provide for an improvement in electoral parity across the county, which is the LDBC's prime consideration.</li> </ul>

	<ul style="list-style-type: none"> <li>• There was to be one three Member ward only, Flint Coleshill &amp; Trelawny, a new proposal which had not previously featured in any consultation.</li> </ul> <p>Prior to publication, our statutory officers were briefed on proposals. The Commission's representatives emphasised that <i>'It is important to remind you that this review should result in proposals which achieve effective and convenient local government, ensuring as far as it is possible, for there to be an equal value to your vote wherever you live within a council.'</i></p> <p>And, in relation to the Flint Coleshill/Trelawny ward also said that: <i>'The Commission acknowledge that this creates a three-member ward and the opposition to three-member wards received during the consultation period. However, the Commission felt that the right number of members to represent the town to reflect the number of electors is five. The Commission considered other arrangements for the area but considered that the recommended arrangement returned the best levels of electoral parity while providing five members for the Town of Flint.'</i></p>
1.06	<p>In their previous recommendation, Flint retained six members. Why, at the last stage, has the Commission changed its view? The proposal is entirely new and is not, for example, a response to something requested during consultation. No rationale has been given. Appendix 2 shows that the final Recommendation figures are not hugely better than those at the August 2019 Proposals stage – apart from the reduction by one Member. The proposal therefore does not seem to justify departure from the Commission's own principle that single member wards should be seen as the most desirable option.</p>
1.07	<p>Following an all Member briefing and a series of ward workshops, we maintained our opposition to proposals in some areas, whilst recognising that some changes were inevitable. We made our case by letter at the end of July 2020. We reiterated our opposition to the principle of three Member wards and specifically to the late introduction of the new recommendation, reducing the number of seats in Flint from six to five and creating a combined Coleshill and Trelawny ward.</p>
1.07	<p>The final decision on the Flintshire Electoral Wards Review rests with the Minister for Finance &amp; Local Government (now Rebecca Evans MS). We had been making representations at a number of levels for the early publication of the decisions. Each of the 22 principal councils in Wales has been reviewed. We are all to hold elections in May 2022, and want to start make arrangements for those, on the new wards basis as soon as possible. There will also be a need for political parties to select candidates on the basis of those new wards. We received an indication that we should know the result in September 2021.</p>
1.08	<p>At the end of last month, some information was published. We had already been told by the Commission that the Minister had accepted their Final Recommendations for 19 of the 22 principal councils. For three councils: Caerphilly, Cardiff and Flintshire, the Commission had been asked to provide more evidence to support their proposals. It transpired that the concerns in Flintshire related to the Higher Kinnerton and Hope Mountain proposals, rather than to Flint, as we had hoped.</p>

1.09	In our response to the Commission last July, we had expressed particular concerns that the Final Recommendations for the town of Flint were inconsistent with Section 21(3) of the Local Government (Democracy) (Wales) Act 2013. This states that the Commission ‘must seek to ensure effective and convenient local government’. We did and do not accept that the Commission’s final recommendations for Flint meet this requirement  We understand that the Minister’s decision is now imminent.
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<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	To be determined.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	There has been extensive consultation throughout this process, of which this is the final stage.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	To be determined.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1: the case against a three Member ward in Flint – extract from the Council’ July 2020 response to the Local Democracy & Boundary Commission’s Final Recommendations Report as part of the Review of the Electoral Arrangements for the County of Flintshire.  Appendix 2: analysis of the ‘quota’ for Flint in the August 2019 Proposals Report and the June 2020 Final Recommendations Report.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	Electoral Reviews: Policy and Practice document 2016 <a href="http://ldbc.gov.wales/reviews/electoralreviews/58417614/?lang=en">http://ldbc.gov.wales/reviews/electoralreviews/58417614/?lang=en</a>  Draft Proposals Report- Local Democracy & Boundary Commission for Wales Review of the Electoral Arrangements for Flintshire. <a href="https://ldbc.gov.wales/reviews/08-19/flintshire-draft-proposals">https://ldbc.gov.wales/reviews/08-19/flintshire-draft-proposals</a>  Report of the Chief Executive and Chief Officer (Governance): Local Democracy & Boundary Commission for Wales Local Review. 11 <sup>th</sup> September 2019 <a href="http://modgov:9070/documents/g4579/Public%20reports%20pack%2011th-Sep-2019%2014.00%20Flintshire%20County%20Council.pdf?T=10">http://modgov:9070/documents/g4579/Public%20reports%20pack%2011th-Sep-2019%2014.00%20Flintshire%20County%20Council.pdf?T=10</a>

	<p>Report of the Chief Executive and Chief Officer (Governance): Flintshire Electoral Review. 19<sup>th</sup> November 2019  <a href="http://modgov:9070/documents/g4648/Public%20reports%20pack%2019th-Nov-2019%2014.00%20Flintshire%20County%20Council.pdf?T=10">http://modgov:9070/documents/g4648/Public%20reports%20pack%2019th-Nov-2019%2014.00%20Flintshire%20County%20Council.pdf?T=10</a></p> <p>Local Democracy &amp; Boundary commission for Wales: Review of the Electoral Arrangements of the County of Flintshire: Final recommendations Report, June 2020  <a href="https://ldbc.gov.wales/reviews/06-20/flintshire-final-recommendations">https://ldbc.gov.wales/reviews/06-20/flintshire-final-recommendations</a></p> <p><b>Contact Officers:</b> Robert Robins, Head of Democratic Services and Lynn Phillips, Electoral Services Manager  <b>Telephone:</b> (01352) 702320/01352 702329  <b>E-mail:</b> <a href="mailto:robert.robins@flintshire.gov.uk">robert.robins@flintshire.gov.uk</a>  <a href="mailto:Lyn.phillips@flintshire.gov.uk">Lyn.phillips@flintshire.gov.uk</a></p>
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<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<p><b>Local Democracy and Boundary Commission for Wales:</b> The role of the Commission is to keep under review all local government areas in Wales, and the electoral arrangements for the principal areas, and to make such proposals to the Welsh Government as seem desirable in the interests of effective and convenient local government.</p> <p><b>Local Government (Democracy) Wales Act 2013:</b> An Act of the National Assembly for Wales to make provision about the constitution and functions of the Local Democracy and Boundary Commission for Wales; to make various provisions relating to local government; and for connected purposes.</p> <p><b>Electoral Review:</b> A review of electoral arrangements for a local authority area.</p> <p><b>Council Size Methodology:</b> A model the Commission has adopted for determining the size of Councils.</p>

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Appendix 1: the case against a three Member ward in Flint – extract from the Council’s July 2020 response to the Local Democracy & Boundary Commission’s Final Recommendations Report as part of the Review of the Electoral Arrangements for the County of Flintshire.

The Commission’ Final Recommendations for the town of Flint have caused us particular concern. As a Council, we have consistently opposed the creation of three member wards.

We contended the following. Flint should be treated equally with Buckley and Holywell, towns for which the Commission removed its previous proposals for the creation of three member wards. The case which we put forward is as follows:-

- Three member wards do not feature in our representational history and ways of working: the Flintshire pattern since 1995 has been predominantly single member wards with some use of two member wards within our more populous urban areas. This is understood by the electorate and the current proposals would be a divergence from established local practice and what might be regarded as the ‘Flintshire average’.
- Members have expressed concern that three member wards could be divisive, as electors may approach all three simultaneously with the same issues, thus increasing member workload and officer workload in responding to them. Whilst that may be so, the important consideration is how the electorate perceives the change to representation.
- The creation of three member wards could discourage people to stand for election. The prospect of canvassing a ward of over 6,000 would be more daunting as a workload for an individual than a ward with an electorate of under 2,000 people. We are keen supporters of the Welsh Government’s proposals for increasing diversity in candidates at elections, and we need to make the role and workload of Members attractive and manageable.
- The creation of three Member wards could be seen to benefit established political parties at the expense of individual or Independent candidates. Individual or independent candidates often lack the support or resources available to established political party candidates. It could be argued that ‘party candidates’ are more likely to be able to canvass a much larger ward. This could be an unintended consequence of these proposals.
- Three member wards tend to feature more commonly in urban councils and also in councils in the United Kingdom where elections are held annually on the ‘thirds’ rule. This means that in three successive years, there is an election for one of the three ward representatives. Whilst the election process goes on, there is still continuity of knowledge and experience being offered to the electorate by the members who are not up for election in that particular year. Our elections are of the whole council and so we would not have that inherent stability of continuous representation.

We have particular concerns that the final recommendations for the town of Flint are inconsistent with Section 21(3) of the Local Government (Democracy) (Wales) Act 2013. This states that the Commission 'must seek to ensure effective and convenient local government'. We do not accept that the Commission's final recommendations for Flint met this requirement. Our case against is as follows:

- A representational system which provides for two single Member ward and one three member ward within the same town is likely to confuse the electorate in such a way as to impair effective and convenient local government.
- People in the Caste and Oakenholt wards, represented by a single person would not have the same choice of whom they approach as would be the case for the residents of the three member Coleshill & Trelawny ward.
- Throughout this review, Flint has retained six Members. Proposals were previously made for one single member, one two member and one three member ward. We were opposed to these proposals as potentially confusing to electors. At this late stage, the Commission has surprised us with an entirely new configuration, for only five Members to represent Flint with two single member wards and one three member ward.
- No justification has been provided, or evidence given for the proposals for Flint town, other than the desire for electoral parity.
- In their pre-publication briefing to the Chief Executive and senior officers, the Commission representatives had emphasised that only new information or evidence was now acceptable; everything which had been used to support previous case making was now past. We accepted this. However, the Commission itself has produced entirely new proposals for Flint, and this has opened up debate and in turn new argument.

In responding to the final recommendations, we were consistent in our support for the proposals which were put forward by our Flint Members, by Flint Town Council and by Flintshire Labour Party.

These would mean the continuation of six member representation in Flint, as follows:

- The retention of Flint Coleshill ward as existing apart from a minor change to the A548 boundary. The Castle Ward should include the area from Flint Town Hall along the A548 to the footpath underpass opposite Sainsbury's supermarket with the ward boundary to this point being the central reservation of the A548 this would transfer 9 properties and 6 electors. The Welsh name should be Cynswllt Y Fflint.
- Flint Castle Ward should have a minor adjustment to its boundary with Flint Coleshill as listed above. It should also incorporate Woodfield Avenue, 96 properties – 164 electors, and all of Queen's Avenue, 94 properties – 144 electors. Its boundary on Prince of Wales Avenue would run to houses numbered 127 and 122, 10 properties – 13 electors, and on Chester Road to 125 where there is a natural break due to a bridge over the railway line transferring 18 properties

– 18 electors. In total these changes would transfer 354 electors to Flint Castle making the total of 1818. The ward in Welsh should be called Castell Y Fflint.

- Flint Trelawney should incorporate all Ffordd Llewellyn, 60 properties – 100 electors, Ffordd Glyndwr 31 properties 44 voters, Cae Derw 14 properties – 32 electors, Cae Hir 43 properties – 86 electors, Maes Alaw 15 properties – 21 electors and Cae Petit 14 properties 23 electors. This would increase the current electorate of Flint Trelawney to 3030 electors, a ratio of 1:1515. The ward should be known in Welsh as Trelawny Y Fflint. Flint Trelawny is a recognised two-member ward and the extensions proposed are natural extensions to the North of the existing ward and substantially balances numbers. Whilst this is below the county average of 1:1809, it is similar to the Boundary Commission's own Final Recommendations for Cilcain, Gwernaffield & Gwernymynydd, two of the Holywell wards, Mostyn and Shotton East & Higher.
- Oakenholt Ward should run from Kings Avenue including Chester Road and Prince of Wales Avenue from its new proposed boundary with Flint Castle and apart from the streets transferred to Castle and Trelawny wards remains the same. With the transfer of electorate as suggested above Flint Oakenholt would have 1736 current electors. The Oakenholt ward should be known in Welsh as Oakenholt Y Fflint. Some residents of Oakenholt East of Pentre Playing Fields very much feel that they are part of Oakenholt Village rather than Flint Town. Therefore, keeping the name Oakenholt and applying it to the geographical area which is recognised as Oakenholt.

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**Appendix 2: analysis of the ‘quota’ for Flint in the August 2019 Proposals Report and the June 2020 Final Recommendations Report.**

Section 21(3) of the Local Government (Democracy) (Wales) Act 2013 provides that the Commission ‘must seek to ensure effective and convenient local government’

A representational system which provides for two single Member ward and one three member ward within the same time is likely to confuse the electorate in such a way as to impair effective and convenient local government.

**Levels of Representation**

Ward name	Current ratio (1:1,705) and % above or below average	Draft Proposals Ratio (1:1836)	Recommendations Ratio (1:1,809)
Flint Castle	1:1464 (-14%)	Amended boundaries 1:1772(-4%)	Amended boundaries 1:1,818 (+1%)
Flint Coleshill	1:1,529 (-10.3%)	Unchanged ward 1:1,529 (-10.3%)	Combined with Trelawny 1;2,029 (+12%)
Flint Oakenholt	1:2,390(+40.2%)	Combined with Trelawny 1:1,602 (-13%)	Amended boundaries 1: 1,730 (-4%)
Flint Trelawny	1; 1362 (-20.1%)	Combined with Oakenholt 1:1,602 (-13%)	Combined with Coleshill 1;2,029 (+12%)

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## FLINTSHIRE COUNTY COUNCIL

<b>Date of Meeting</b>	Thursday, 22 July 2021
<b>Report Subject</b>	Boundary Commission for Wales:2023 Review of Parliamentary Constituencies
<b>Report Author</b>	Chief Executive & Chief Officer (Governance)

### EXECUTIVE SUMMARY

The guide to the Boundary Commission for Wales 2023 Review of Parliamentary Constituencies was published recently. It sets out the process for conducting the review, which is to be concluded by 1<sup>st</sup> July 2023.

This report explains the process which will be followed: further reports will be made to Council in due course.

### RECOMMENDATIONS

1	That Council notes the process to be followed during the Boundary Commission for Wales 2023 Review of Parliamentary Constituencies.
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### REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE BOUNDARY COMMISSION FOR WALES 2023 REVIEW OF PARLIAMANTART CONSTITUENCIES</b>
1.01	The guide to the Boundary Commission for Wales 2023 Review of Parliamentary Constituencies was published recently. It sets out the process for conducting the review, which is to be concluded by 1 <sup>st</sup> July 2023. As has already occurred in England, the review is to be carried out under the Parliamentary Constituencies Act 1986 (as amended by the Parliamentary Constituencies Act 2020). The act states that there should be a fixed number of 650 constituencies for the whole of the United Kingdom. According to the formula, the number of constituencies in Wales should be 32 (8 less than currently).

	<p>Each constituency should have an electorate which is no less than 95% or no more than 105% of the 'UK electoral quota'. For the 2023 review, the quota is 73,393, with a range between 69,724 and 77,062. We have two constituencies: Alyn &amp; Deeside has an electorate of 68,868 and Delyn is 54,885. Therefore both are under the quota.</p>
1.02	<p>In developing proposals, the Commission may take into account the following:</p> <ul style="list-style-type: none"> <li>• Special geographical considerations, including, in particular, the size, shape and accessibility of a constituency;</li> <li>• Local government boundaries that existed or were prospective on 1<sup>st</sup> December 2020;</li> <li>• Boundaries of existing constituencies;</li> <li>• Any 'local ties' that would be broken by changes in constituencies and</li> <li>• The inconveniences attendant on such changes.</li> </ul> <p>The Commission will seek to take into account principal council external boundaries 'as far as practicable', but may also use county and community ward boundaries. Electoral wards will be used as the basic building blocks for designing constituencies. Whilst the Commission intends to respect existing constituencies, this does not imply that those have any protection from change. All, apart from Ynys Mon are likely to be changed.</p>
1.03	<p>As far as possible, the Commission will seek to recommend constituencies which are:</p> <ul style="list-style-type: none"> <li>• made up of whole electoral wards that are adjacent to each other;</li> <li>• that do not contain 'detached parts', i.e. where the only physical connection between one part of the constituency and the remainder would require passage through a different constituency.</li> </ul> <p>The Commission will not consider existing voting patterns, the prospective fortunes of political parties, new local government boundaries after 1<sup>st</sup> December 2020 or changes to electorate after March 2020.</p>
1.04	<p>The Commission will follow the detailed process in the Act. Initial proposals will be developed and published. Individuals and organisations will be encouraged to make oral or written representations, whether for or against. Objections accompanied by a viable counter-proposal are likely to carry more weight than simple opposition. As soon as possible after the initial consultation period, the Commission will publish all the representations received on its website. There will then be a further 6 weeks period for people to comment on the representations received. During this period, the Commission may also hold between 2 and 5 public hearings across Wales.</p> <p>At the end of the second consultation period, all the written representations will again be published. Interested parties will be able to submit written comments in relation to representations made at the Commission's public hearings. Comments may be made, challenging or supporting assertions</p>



	and arguments put forward at the hearings. This further 4 week period will be known as the third consultation period. The Commission will publish all the written representations received during the third consultation period.
1.05	At the end of the third consultation period, the Commission will take into account all representations made in all three consultation periods. It will then make its final recommendation which it will submit, in a formal written report to the Speaker of the House of Commons by 1 <sup>st</sup> July 2023.
1.06	<p>As we currently do not have a timescale for publication of draft proposals, or an indication of what those proposals may be, there is no action which we can take immediately. Once proposals are available, our approach will be to</p> <ul style="list-style-type: none"> <li>• consider the proposals, whether we agree with them;</li> <li>• identify whether our local knowledge will enable us to make alternative proposals which are more acceptable to Flintshire;</li> <li>• develop those proposals through briefings and workshops with our Members, as we did in response to the Local Democracy &amp; Boundary Review of Flintshire ward boundaries;</li> <li>• Put our alternative proposals (if we have developed ones which are acceptable within the parameters set for us by the Commission) to Council for adoption as our case.</li> </ul> <p>The process will require several reports to Council, at successive stages, to ensure that Members are kept fully apprised of our position.</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The preparation of any case made by Flintshire will require both Member and officer time.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	This report has identified the consultation on proposals will take place in due course.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	Not applicable at this stage.

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

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>Boundary Commission for Wales Review of Parliamentary Constituencies: Guide to the 2023 Review.</p> <p><a href="https://bcomm-wales.gov.uk/sites/bcomm/files/review/Guide%20to%20the%20Review%20E.pdf">https://bcomm-wales.gov.uk/sites/bcomm/files/review/Guide%20to%20the%20Review%20E.pdf</a></p> <p>Contact Officers: Robert Robins, Head of Democratic Services and Lynn Phillips, Electoral Services Manager</p> <p>Telephone: (01352) 702320/ (01352) 702329</p> <p>E-mail: <a href="mailto:robert.robins@flintshire.gov.uk">robert.robins@flintshire.gov.uk</a> and <a href="mailto:lyn.phillips@flintshire.gov.uk">lyn.phillips@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<p>Quota: number of voters for each constituency. For the 2023 review, the quota is 73,393, with a range between 69,724 and 77,062.</p>



## FLINTSHIRE COUNTY COUNCIL

<b>Date of Meeting</b>	Thursday, 22 July 2021
<b>Report Subject</b>	Declaration of Diversity in Democracy
<b>Report Author</b>	Chief Officer (Governance)

### **EXECUTIVE SUMMARY**

The Welsh Local Government Association (WLGA) is planning for next year's Council elections. In so doing, they have committed to making a step change in local government diversity. The WLGA Council endorsed their Diversity in Democracy report at a special meeting in April.

Each of the twenty two principal council in Wales is now being asked to make a Diversity in Democracy Declaration.

Recognising the importance of this issue, it is appropriate to make a Flintshire Diversity in Democracy Declaration. Thereafter, the detailed work in producing the action plan would be undertaken by the Constitution & Democratic Services Committee.

### **RECOMMENDATIONS**

1	That Council recognises the importance of diversity in democracy, and commits to developing an action plan to improve diversity
2	That the detailed work creating the Flintshire Diversity in Democracy Action Plan be undertaken by the Constitution & Democratic Services Committee.

## REPORT DETAILS

1.00	<b>EXPLAINING THE NEED FOR THE DIVERSITY IN DEMOCRACY DECLARATION.</b>
1.01	The Welsh Local Government Association (WLGA) is planning for next year's local government elections. One of the key messages of the WLGA's Leadership Academy is that 'you need to be ordinary enough to be a councillor, but also extraordinary enough to be a councillor'. In the attached letter, the WLGA's political group leaders have all recognised that: <i>There is no doubt that councillors have been extraordinary during the past twelve months of the coronavirus pandemic. But to be 'ordinary', councillors also need to be like the people they represent and reflect the diversity of the communities they serve. Despite previous action and campaigns, progress has been slow and we all recognise there remains a lack of diversity in our councils.</i>
1.02	We know that Councillors are drawn from a wide range of groups within Welsh society, but there is a need for that representation to be wider. The WLGA recognises that there is a need to widen representation so that there are more women, young people, Black, Asian and Minority Ethnic people, disabled and LGBTQ+ candidates standing in 2022. Using our own Council as an example, we currently have 18 female councillors out of 70. We are not unique in having such an imbalance of representation.
1.03	The WLGA has committed to making a step change in local government diversity. The WLGA Council endorsed their Diversity in Democracy report at a special meeting in April. The report is the culmination of the work of a cross-party working group and builds on the action plans and ambitions of councils and partners.
1.04	The WLGA's political group leaders have given an undertaking to make representations to their respective political parties to 'take action and make progresses. They are also making the case to the Welsh Government and the Independent Remuneration Panel for Wales that councillors should be entitled to 'resettlement grants' (effectively redundancy payments) should they lose their seat at an election.
1.05	Members' salaries can and should play a critical role in encouraging greater diversity; some councillors can be disproportionately affected if they are on low incomes or have caring responsibilities. There is anecdotal evidence that some councillors are reluctant to claim their full entitlements to allowances, such as reimbursements of costs of care or travel, due to peer or public pressure, or their own perceptions thereof. The WLGA Council therefore unanimously agreed the need to foster a culture where all councillors are encouraged and supported to claim any necessary allowances or expenses to which they are entitled.

1.06	<p>Each council is being invited to make their own Diversity in Democracy Declaration ahead of next year's elections. It is suggested by WLGA that this should include the following:</p> <ul style="list-style-type: none"> <li>• Provide a clear, public commitment to improving diversity;</li> <li>• Demonstrate an open and welcoming culture to all;</li> <li>• Consider staggering council meeting times and agreeing recess periods to support councillors with other commitments; and</li> <li>• Set out an action plan of activity ahead of the 2022 local elections.</li> </ul>
1.07	<p>Recognising the importance of this issue, it is appropriate to make a Flintshire Diversity in Democracy Declaration. Thereafter, the detailed work in producing an action plan would be carried out by the Constitution &amp; Democratic Services Committee</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
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2.01	None at this stage
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<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
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3.01	None
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<b>4.00</b>	<b>RISK MANAGEMENT</b>
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4.01	As this will be a strategic issue, it will be necessary to undertake an Integrated Impact Assessment in due course
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<b>5.00</b>	<b>APPENDICES</b>
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5.01	Letter from WLGA attached
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<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
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6.01	<p>None, other than the attached.</p> <p><b>Contact Officer:</b> Robert Robins, Head of Democratic Services  <b>Telephone:</b> 01352 702320  <b>E-mail:</b> <a href="mailto:robert.robins@flintshire.gov.uk">robert.robins@flintshire.gov.uk</a></p>
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<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
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7.01	None
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Dyddiad /Date: 15 April 2021  
Gofynnwch am/Please ask for: Daniel Hurford  
Llinell uniongyrchol/Direct line: 029 20468615  
Ebost/Email: daniel.hurford@wlga.gov.uk



To:  
Group Leaders  
Chairs of Councils  
Chairs of Democratic Services Committees

cc WLGA Council, Chief Executives & Heads of Democratic Services

Dear colleagues,

## Diversity in Democracy

As attention understandably focuses on the Senedd elections in a little over a month's time, it is important we look ahead and begin planning for the local elections in May 2022.

One of the key messages of the WLGA's Leadership Academy is that 'you need to be ordinary enough to be a councillor, but also extraordinary enough to be a councillor'.

There is no doubt that councillors have been extraordinary during the past twelve months of the coronavirus pandemic. But to be 'ordinary', councillors also need to be like the people they represent and reflect the diversity of the communities they serve. Despite previous action and campaigns, progress has been slow and we all recognise there remains a lack of diversity in our councils.

We need more women, more young people, more Black, Asian and Minority Ethnic people, more disabled and LGBTQ+ candidates standing in 2022.

The WLGA has therefore committed to making a step change in local government diversity at the 2022 local elections. The WLGA Council endorsed the enclosed Diversity in Democracy report at a special meeting earlier this month. The report is the culmination of the work of a cross-party working group and builds on the action plans and ambitions of councils and partners.

Dr Chris Llewelyn  
Prif Weithredwr  
Chief Executive

Cymdeithas Llywodraeth  
Leol Cymru  
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Rhodfa Drake  
CAERDYDD CF10 4LG  
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Welsh Local Government  
Association  
Local Government House  
Drake Walk  
CARDIFF CF10 4LG  
Tel: 029 2046 8600

wlga.cymru  
wlga.wales

@WelshLGA

Croesawn ohebiaeth yn y Gymraeg a'r Saesneg a byddwn yn ymateb i ohebiaeth yn yr un iaith.

Ni fydd defnyddio'r naill iaith na'r llall yn arwain at oedi.

We welcome correspondence in Welsh and English and will respond to correspondence in the same language.

Use of either language will not lead to a delay.

The WLGA Council debate was passionate and progressive and there was unanimous support for concerted and collective action across the family of local government and within political parties.

The WLGA will take forward several actions nationally and we have already launched a [beacouncillor.wales](http://beacouncillor.wales) website. As Group Leaders, we will make representations to political parties to take action and make progress and we will also make the case to the Welsh Government and the Independent Remuneration Panel that councillors should be entitled to 'resettlement grants' (effectively redundancy payments) should they lose their seat at an election.

The Council recognised the diversity work already under way locally but called for concerted and ambitious local action. We would therefore be grateful if you could work with your political colleagues and prioritise action locally, promoting the take-up of members' allowances and progressing 'Diverse Council' declarations by the summer.

Members' allowances play a critical role in encouraging greater diversity; some councillors can be disproportionately affected if they are on low incomes or have caring responsibilities. Many councillors are dissuaded from claiming their full entitlements to allowances, such as reimbursements of costs of care or travel, due to peer or public pressure. The WLGA Council therefore unanimously agreed that we need to foster a culture where all councillors are encouraged and supported to claim any necessary allowances or expenses to which they are entitled, and we ask that you lead and encourage this culture locally.

The WLGA Council also unanimously agreed that all councils should commit to a declaration by July 2021 on becoming 'Diverse Councils' in 2022, to provide a clear, public commitment to improving diversity. The report includes an 'outline' Declaration to:

- Provide a clear, public commitment to improving diversity;
- Demonstrate an open and welcoming culture to all;
- Consider staggering council meeting times and agreeing recess periods to support councillors with other commitments; and
- Set out an action plan of activity ahead of the 2022 local elections.

Councils may however wish to undertake further action or commitments within their Declarations according to local priorities.

The WLGA Council discussed the merits of positive action and there was support for the use of voluntary quotas in local elections; this is a matter for local groups and parties but where such voluntary approaches have been adopted in the past, there has been significant progress in terms of gender balance. The WLGA Council also unanimously agreed that councils should set targets to be representative of the communities they serve at the next elections.

Councils' local diversity work will be supported by a national awareness raising, publicity and support through the WLGA and Welsh Government. WLGA officials will be meeting with

Croesawn ohebiaeth yn y Gymraeg a'r Saesneg a byddwn yn ymateb i ohebiaeth yn yr un iaith.

Ni fydd defnyddio'r naill iaith na'r llall yn arwain at oedi.

We welcome correspondence in Welsh and English and will respond to correspondence in the same language.

Use of either language will not lead to a delay.



Heads of Democratic Services in April to share ideas and approaches to develop local Diverse Council Declarations.

We are confident you will share the WLGA Council's commitment and look forward to working with you in promoting Diversity in Democracy and achieving our shared ambition to ensure our council chambers better reflect the diversity of the communities they serve following the 2022 local elections.

Yours sincerely,



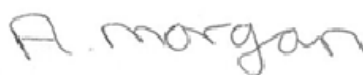
Cllr Huw David  
**WLGA Presiding Officer**



Cllr Mary Sherwood  
**Joint WLGA Spokesperson for Equalities & Co-Chair of Working Group**



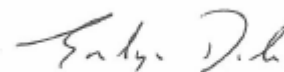
Cllr Susan Elsmore  
**Joint WLGA Spokesperson for Equalities & Co-Chair of Working Group**



Cllr Andrew Morgan,  
**WLGA Leader**



Cllr Hugh Evans  
**WLGA Independent Group Leader**



Cllr Emlyn Dole  
**WLGA Plaid Cymru Group Leader**



Cllr Peter Fox  
**WLGA Conservative Group Leader**

Croesawn ohebiaeth yn y Gymraeg a'r Saesneg a byddwn yn ymateb i ohebiaeth yn yr un iaith.

Ni fydd defnyddio'r naill iaith na'r llall yn arwain at oedi.

We welcome correspondence in Welsh and English and will respond to correspondence in the same language.

Use of either language will not lead to a delay.

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## FLINTSHIRE COUNTY COUNCIL

<b>Date of Meeting</b>	Thursday, 22 July 2021
<b>Report Subject</b>	Protocol on acting outside the ward
<b>Report Author</b>	Chief Officer (Governance)

### **EXECUTIVE SUMMARY**

The practice of a Member becoming involved in local ward issues of other councillors led to a Notice of Motion being submitted to the County Council meeting of the 7<sup>th</sup> September 2010 and the Council referring it to the Constitution Committee.

Subsequently, a protocol was produced and approved by the committee. Following recent concerns by officers, it became necessary to re-visit the protocol. It was submitted to Group Leaders, who agreed in April that it should be redrafted to make it more 'user friendly' and included within the Constitution to give it more prominence.

Particular concerns in redrafting were the need to observe geographical representation, voter/councillor representation issues and the accountability of councillors to their electors. The revised protocol was endorsed by Group Leaders and it was agreed that it would be submitted to the Constitution & Democratic Services Committee and subsequently to Council for formal adoption.

The 2021 Protocol was considered and approved by the Constitution & Democratic Services Committee at its meeting on 30<sup>th</sup> June 2021.

### **RECOMMENDATIONS**

1	That Council considers and adopts the 2021 revised Member Protocol on Involvement in Other Wards.
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## **REPORT DETAILS**

<b>1.00</b>	<b>EXPLAINING THE CHANGES TO THE PROTOCOL</b>
1.01	The practice of a Member becoming involved in local ward issues of other councillors led to a Notice of Motion being submitted to the County Council meeting of the 7 <sup>th</sup> September 2010 and the Council referring it to the Constitution Committee. Subsequently, a protocol was produced and approved by that committee.
1.02	The existing protocol was thought by both the statutory officers and Group Leaders to be in need of revision. An amended version agreed for formal consultation. It is attached as appendix 1 and was considered and approved by the Constitution & Democratic Services Committee at its meeting on 30 <sup>th</sup> June 2021.
1.03	<p>In terms of redrafting this protocol, particular concerns were:</p> <ul style="list-style-type: none"><li>• Geographical representation: Members are elected to represent a particular ward. Their remit is to represent the people in that ward. Members represent the whole of Flintshire when acting together as the County Council, not as individuals.</li><li>• Voter/councillor representation: again, Members are elected to represent a particular ward. Their remit is to represent the people in that ward. If they act outside their ward, without having consulted the local Member, they place themselves in a position where they are acting on behalf of a person or persons within that ward.</li><li>• The accountability of councillors to their electors: if electors are dissatisfied with the performance of their local Member(s) they have recourse through the ballot box at the next election. That option is not available to electors when the Member who has acted on their behalf has not been elected to represent that ward.</li></ul>
1.04	In order to give the protocol greater prominence it was agreed that it should be included within the Constitution.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	None

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	The revised protocol was considered and approved by the Constitution & Democratic Services Committee at its meeting on 30 <sup>th</sup> June 2021.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	Not observing the protocol creates potential risk.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1: Protocol on acting outside the ward.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>1. Notice of Motion considered by Council, 7th September 2010.  <a href="http://modgov:9070/Data/Flintshire%20County%20Council/20100907/Agenda/Part%201.pdf?">http://modgov:9070/Data/Flintshire%20County%20Council/20100907/Agenda/Part%201.pdf?</a>And subsequent minute</p> <p><a href="http://modgov:9070/Data/Flintshire%20County%20Council/20100907/Agenda/Minutes.pdf?">http://modgov:9070/Data/Flintshire%20County%20Council/20100907/Agenda/Minutes.pdf?</a></p> <p>2. Report of the Head of Legal &amp; Democratic Services to the Constitution Committee, 10th January 2011 Local Member Guidelines  <a href="http://modgov:9070/Data/Constitution%20Committee/20110110/Agenda/Part%201.pdf?">http://modgov:9070/Data/Constitution%20Committee/20110110/Agenda/Part%201.pdf?</a></p> <p>And subsequent minute.</p> <p><a href="http://modgov:9070/CeConvert2PDF.aspx?MID=1533&amp;F=Minutes.pdf&amp;A=1&amp;R=0">http://modgov:9070/CeConvert2PDF.aspx?MID=1533&amp;F=Minutes.pdf&amp;A=1&amp;R=0</a></p> <p>3. Report of the Head of Legal &amp; Democratic Services to the Constitution Committee, 20th April 2011 Local Member Guidelines  <a href="http://modgov:9070/CeConvert2PDF.aspx?MID=1534&amp;F=Part%201.pdf&amp;A=1&amp;R=0">http://modgov:9070/CeConvert2PDF.aspx?MID=1534&amp;F=Part%201.pdf&amp;A=1&amp;R=0</a></p> <p>and subsequent minute.  <a href="http://modgov:9070/CeConvert2PDF.aspx?MID=1534&amp;F=Minutes.pdf&amp;A=1&amp;R=0">http://modgov:9070/CeConvert2PDF.aspx?MID=1534&amp;F=Minutes.pdf&amp;A=1&amp;R=0</a></p> <p><b>Contact Officer:</b> Robert Robins, Head of Democratic Services  <b>Telephone:</b> 01352 702320  <b>E-mail:</b> <a href="mailto:robert.robins@flintshire.gov">robert.robins@flintshire.gov</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	No technical terms have been used within this report

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## **MEMBER PROTOCOL ON INVOLVEMENT IN OTHER WARDS**

**(amended at Constitution & Democratic Services Committee 30<sup>th</sup> June 2021)**

### **1. Introduction**

1.1 Sometimes as a Member, you might become involved in a ward other than your own. If this is at the invitation of the local Member, there is no problem. For example, you could be approached to act by a colleague because they have a conflict of interest or would like some help.

However, if the involvement in another ward is because of a direct approach by a resident or on your own initiative, this is potentially contentious. This protocol has been written to help you. "Local Member" means the Councillor(s) who represent the ward. "Local issue" means within a ward and not wider.

### **2. Exceptions to the protocol**

2.1. The following are not seen as local issues for the ward member(s) alone:-

- a) Pursuing something as a prospective Senedd or Parliamentary candidate.
- b) Involvement because of a role you have on other public bodies or organisations rather than as a member of Flintshire.
- c) Acting because of your role as a Cabinet Member or as Chair or Vice Chair of the Council.
- d) Canvassing at election times.
- e) Pursuing a County-wide issue or a Council-wide policy.
- f) Where you have been contacted because of an item to be considered at a meeting of the County Council or of a Committee which you sit on.

### **3. Procedure to be followed**

3.1. When, on your own initiative, you wish to (or have been asked to) pursue an issue outside your ward, then - before doing so and out of courtesy- you should inform the local Member(s). Agreement between the non-ward member and ward members(s) will be required as to the next steps.

3.2 If subsequently pursuing this with officers, you must explain why you are involved. Officers approached in this way will be expected to inform the local Member(s) of the approach and how they have dealt with the issue. Officers can become 'caught in the middle' where this happens.

3.3. Where you have been approached by a resident or body about a local issue not in your ward, you should:-

- a) Explain that you are not the local Member(s) and say who the local Member(s) is/are.
- b) If the resident or body still wants you to pursue the matter, you should inform the local Member(s) as a matter of courtesy of the approach that has been received, (see also section 3.1).

3.4 Particular care should be taken when commenting on issues on social media relating to other Member's wards

#### **4. Monitoring**

4.1. If you do need to act outside your own ward, please notify Member Services of the local issue so that a record is kept of all such occasions. Where Members are thought to be acting contrary to this protocol, the issue will be flagged up with their Group Leader for discussion.

Breaches of the protocol will be reported annually to the Standards Committee as part of a report monitoring compliance.





## FLINTSHIRE COUNTY COUNCIL

<b>Date of Meeting</b>	Thursday, 22 July 2021
<b>Report Subject</b>	Amendments to the Rules of Procedure
<b>Report Author</b>	Chief Officer (Governance)

### **EXECUTIVE SUMMARY**

For the 2020 Annual Meeting, which was held on 9<sup>th</sup> September, the Chair agreed to temporary changes to some of the Rules, which were circulated.

We are continuing with our Remote Attendance Meetings, as we move towards the 'multi-location meetings' required by the Local Government & Elections (Wales) Act 2021. What were originally temporary changes should now be formally adopted by Council for the time being, whilst the Council develops its policy on multi-location meetings.

Making the temporary changes to the Rules of Procedure permanent was considered, and supported by the Constitution & Democratic Services Committee at its meeting on 30<sup>th</sup> June 2021. The Committee agreed to make some further amendments which provided greater clarity.

### **RECOMMENDATIONS**

1	That the Council considers and approves the changes to the Rules Of Procedure as shown in appendix 1.
2	That further work be undertaken to develop a Flintshire policy on multi-location meetings.

## **REPORT DETAILS**

<b>1.00</b>	<b>EXPLAINING THE NEED TO MAKE AMENDMENTS TO THE RULES OF PROCEDURE</b>
1.01	Our Rules of Procedure (what used to be referred to as 'Standing Orders') set out how we run our meetings. When the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 came into force, we started holding our meetings as 'Remote Attendance Meetings' (RAM). However, we recognised that some elements of our Rules of Procedure would no longer work effectively for us, and would need to be amended. For example, it is not practical for members to stand to request a recorded vote during a video conference.
1.02	For the 2020 Annual Meeting, which was held on 9 <sup>th</sup> September, the Chair agreed to temporary changes to some of the Rules, which were circulated. They have been adapted slightly to refer to hybrid meetings though the substance of each rule has not changed. What were temporary changes should be formally adopted and regarded as permanent, subject to the work outlined below.
1.03	The Local Government & Elections (Wales) Act 2021 was given Royal Assent at the end of January. Section 47 of the Act, and part 1 of schedule 4 of that Act now provide the statutory basis for what is now being referred to as 'multi-location meetings'. Multi-location meetings are defined in the Act as a meeting of a relevant authority whose participants are not all in the same physical place. This applies to the Remote Attendance Meetings which we have been holding since last year, hybrid meetings, such as our Annual Meeting, where some people were in the Chamber, or meetings where a greater number of people are present, but others attending via remote means.
1.04	The Act requires that the Council should develop and publish its policy on which meetings will take place in person, remotely or as a hybrid and the rules that will apply to each. We will need to develop our own 'multi-location meetings' policy before May 2022. There will be further reports to the Constitution & Democratic Services Committee, and to Council.
1.05	The attached details changes (shown in italics) which need to be incorporated into the Rules of Procedure to make them applicable to multi-location meetings.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	None at this stage.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	The Constitution & Democratic Services Committee has been consulted and supports making the temporary changes to the Rules of Procedure permanent.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	Not applicable

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1: Amendments to Council Procedure Rules for Multi-location Meetings, Remote Attendance Meetings (RAM) and Hybrid Meetings

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>Council's Constitution.  <a href="https://www.flintshire.gov.uk/en/PDFFiles/Democratic-Services/FlintshireConstitution.pdf">https://www.flintshire.gov.uk/en/PDFFiles/Democratic-Services/FlintshireConstitution.pdf</a>  Interim statutory guidance on multi-location meetings (Further to section 47 of the Local Government &amp; Elections (Wales) Act 2021.)</p> <p>Contact Officer: Robert Robins, Head of Democratic Services  Telephone: 01352 702320  Email: <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

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## **AMENDMENTS TO COUNCIL PROCEDURE RULES FOR MULTI-LOCATION MEETINGS, REMOTE ATTENDANCE MEETINGS (RAM) AND HYBRID MEETINGS**

**Introduction:** Since July 2020, we have been holding our meetings by remote attendance, as a result of the Covid regulations. The ability to hold remote meetings has been made permanent by section 47 of the Local Government & Elections (Wales) Act 2021. (Commencement order no 3, made 18<sup>th</sup> March 2021)

In 2020, we made some temporary changes to our rules of procedure as some rules would not be practicable at a remote attendance, rather than at a physical meeting. These were then temporary amendments, which were agreed with the Chair of Council, who by their appointment is recognised as the arbiter of rules of procedure within the Constitution.

### **Terms used:**

- Remote attendance Meetings – RAM where all participants and observers are connected by a software platform. No one is ‘physically’ present at the meeting.
- Multi-location Meetings: the term now widely used to describe both RAM and hybrid meetings.
- Hybrid Meetings - where some people are physically present, but others contribute remotely

We now need to make the temporary changes, as detailed below, permanent. The proposed amendments, shown in italics, will ensure that our Rules of Procedure will work equally well for a Remote Attendance Meeting or, in the future, at multi-location/hybrid meetings.

**Interpretation:** Rule 6.3: The decision of the Chair of the meeting on all points of procedure and order and the Chair’s interpretation of any Procedure Rule shall be final and no debate may ensue thereon.

**Declaration of Interest:** Should a Member need to declare an interest and thus leave a Remote Attendance Meeting, the meeting host will transfer them electronically to the virtual waiting area for the duration of that item.

Rule of procedure number	Regarding	Comments and <i>proposed amendment for Remote Attendance Meetings</i>
7	Quorum	Whilst the number for a quorum remains the same at 18, Members may not all be physically present. <i>For a Remote Attendance Meeting of Council, this would be 18 Members shown on the system as participating. For other meetings, the requirement will be a quarter of the membership, rounded up where necessary. (Thus for a 13 member committee, the quorum would be four)</i>
8	Duration of Meeting	Council meetings normally start at 2pm and must ordinarily conclude by 5pm, unless at the Chair's discretion. Experience has shown that three hours using a screen is too long. <i>Our guidance for Remote Attendance Meetings, whilst not absolutely binding, for a break after two hours, should be observed. Our agendas now show the need for a break after a meeting has lasted for two hours.</i>
14	Previous Decisions and Motions	Normally 10 signatures are required. <i>For Remote Attendance Meetings this must be 10 emails from different individuals sent to the Head of Democratic Services.</i>
15.0	Voting	<i>We anticipate that for non –contentious issues, unless Members indicate their opposition or abstention on a vote, this can be conducted on a consensus basis, by ‘silent assent’, where only those wishing to oppose or abstain are required to indicate by use of the chat function, raising a hand, or verbally.</i>  <i>Should a formal vote be required, this would have to be done following the usual Recorded Votes process.</i>
15.1	Majority	The reference to ‘members voting and present in the room at the time the question was put is not applicable for RAM. <i>Members voting must be visible to colleagues and observers/viewers (camera switched on, unless they have previously indicated</i>

		<i>technical problems or are dialing in) during that part of the RAM to be eligible to vote.</i>
15.3	Show of Hands	<i>At a Remote Attendance Meeting, voting by show of hands is not practicable: for instance, the position of the camera on I pads means hands may not always be visible to the officer conducting the count or to fellow Members.  Voting at a Remote Attendance Meeting should either be by 'silent assent' or roll call</i>
15.4	Ballots	<i>At a Remote Attendance Meeting, formal ballots other than by the calling out of names in alphabetical order (in essence, the recorded vote process) are not possible. Many decision can be taken by consensus, with only those opposing or abstaining being required to show (See reference to 'silent assent' at 15.0)</i>
15.5	Recorded vote	<i>Should a recorded vote be required at a Remote Attendance Meeting, rather than stand, 10 Members will need to request this via the 'chat' function. 'I request a recorded vote'. The Monitoring Officer will remind Members of the procedure for a recorded vote and indicate when the requisite number of requests has been reached.</i>
16	Minutes	<i>The requirement to sign minutes was temporarily suspended. Minutes will be kept for signature until normal service is resumed.</i>
17.	Record of Attendance	<i>The Webex /Zoom recording constitutes a record of attendance and the officers will also make a manual record.</i>
18	Exclusion of Public and Press	<i>The press and public can be excluded from a RAM, after the exclusion has been moved, seconded and voted on.</i>
19	Members' Conduct	<i>See below</i>
19.1	Standing to Speak	<i>Members are not required to stand to speak at RAMs</i>
19.2	Chair standing	<i>The Chair is not required to stand, but may request that a Member's microphone is silenced.</i>

19.3	Member not to be heard further	The Chair will direct that the Member's microphone is switched off.
19.4	Member to leave the meeting	<i>The Chair will direct that the Member be moved into the virtual lobby</i>





## FLINTSHIRE COUNTY COUNCIL

<b>Date of Meeting</b>	Thursday 22 <sup>nd</sup> July 2021
<b>Report Subject</b>	Appointment of an Independent Member to the Standards Committee
<b>Report Author</b>	Chief Officer (Governance)

### EXECUTIVE SUMMARY

There is a vacancy for an Independent Member (co-optee) on the Standards Committee. In accordance with the regulations, advertisements were placed in the local press, and also on line.

In total there were four applicants of whom three were shortlisted and interviewed. Two candidates were suitable for appointment following interview, and it is recommended that Jacqueline Guest and David Davies be appointed.

Jacqueline Guest will commence her appointment immediately and will fill the current vacancy on the Committee. David Davies' appointment will be effective from 1<sup>st</sup> January 2022 when an existing Independent Member has indicated they intend to step down.

### RECOMMENDATIONS

1	That Jacqueline Guest be appointed to the Standards Committee until the 21st July 2027.
2	That David Davies be appointed to the Standards Committee until the 31st December 2027.
3	That Noela Jones be thanked for acting as Lay Person on the Committee
4	That Phillipa Earlam be thanked for her work on the Committee.

## REPORT DETAILS

1.00	EXPLAINING THE RECRUITMENT PROCESS
1.01	<p>The Standards Committee consists of –</p> <ul style="list-style-type: none"> <li>• 3 elected Councillors;</li> <li>• 5 Independent Members who are co-opted following advertisement.</li> <li>• 1 Town and Community Council representative</li> </ul>
1.02	<p>There is currently a vacancy for an Independent Member. The vacancy was advertised in the press (as required) and also on line and through the network of Standards Committees in North Wales. Four applications were received in total. Unfortunately one applicant did not meet all the criteria for appointment and so was not invited to interview. The remaining 3 applicants were interviewed.</p>
1.03	<p>The Interview Panel was constituted earlier in the year to undertake the appointment process, and continued in the role to complete the process. The Panel consisted of the immediate past Chair of the Council, two Independent Members of the Standards Committee, a County Councillor (Cllr Paul Johnson), and a Lay Person. The Lay Person is a statutory requirement and must be someone who is themselves recruited by open advertisement. In this instance the Lay Person was Noela Jones who fulfils the role for a number of authorities in North Wales.</p> <p>The Chief Officer Governance was also in attendance to support and advise.</p>
1.04	<p>Two applicants were of a high quality and stood out by reason of their experience and interpersonal skills. Ostensibly there was only one vacancy on the Committee, but a member who is due to complete her second term in 2022 offered to step down early in order to save the Council the expense of a further recruitment exercise.</p> <p>The interview panel was therefore unanimous in recommending that both Jacqueline Guest and David Davies be appointed. Pen portraits for each are attached at Appendices 1 and 2.</p>
1.05	<p>An Independent Member can be appointed for between 4 and 6 years in their first term, and, if reappointed, for a maximum of 4 years in their second term. So that the retirement dates of the Independent Members is staggered (preventing a mass loss of experience at any one time), officers recommend that Jacqueline Guest be appointed for the maximum period in their first term. That is to say it is recommended that she is appointed until 21st July 2027.</p>
1.06	<p>To facilitate succession planning and the transfer of experience, the existing Independent Member who has offered to step down early, will remain in position until December 2021, allowing the two Independent Members appointed this year to settle in to their positions. David Davies has kindly agreed to defer his appointment, and it is recommended that he be appointed from 1<sup>st</sup> January 2022 until 31<sup>st</sup> December 2027.</p>

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<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The cost of placing the advert in the local press (as required by the legislation) was £5,416.02.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	None.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	The application pack specified the essential characteristics required for the position of Independent Member. Each applicant's suitability was assessed using both the application form and a mix of pre-set interview questions (which were drafted to bring out each requirement) and follow up questions.
4.02	The advert and application pack were published bilingually, and the shortlisted candidates were offered the opportunity to be interviewed in Welsh.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1 – Pen Portrait of Jacqueline Nia Guest Appendix 1 – Pen Portrait of David Wynn Davies

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	Application pack and advert.  <b>Contact Officer:</b> Gareth Owens <b>Telephone:</b> 01352 702344 <b>E-mail:</b> Gareth.legal@flintshire.gov.uk

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<b>Independent Member</b> - a member of the Standards Committee selected following an open recruitment process, and appointed by reason of his/her skills and experience.

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## **Appendix 1**

### **Pen Portrait - Jacqueline Nia Guest**

Jacqueline has worked in the public sector in regulatory roles for the last 20 years. Her current role is that of Governance Officer covering both Strategic and Operational Boards and Committees, but she also leads on Data Protection, FOI, Complaints and Risk Management. Her previous role was that of Practice Manager in an inhouse legal department where she led on all Business and Practice Management functions including internal and external audits.

Jacqueline completed her Degree in Law via the Open University and also holds a Diploma in English Law and Risk Management. She is currently studying for a Diploma in Corporate Governance which she is hoping to complete this December.

She was born in Mancot and has always resided in Flintshire. She has strong family ties to Bangor and enjoys spending time on the North Wales Coast with her family. In her spare time she enjoys cooking and experimenting with new recipes, eating out, walking on the beach with her dogs and gardening.

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## **Appendix 2**

### **Pen Portrait - David Wynn Davies**

David has lived for many years in Tremeirchion, Denbighshire and is a Welsh speaker. He previously lived in Trelawnyd and started his career in local government with Delyn Borough Council.

He gained his Master's Degree in Business Administration (MBA) at Chester University in 2011.

David was Denbighshire County Council's Community Engagement Manager until his retirement in 2017 and had Lead Officer responsibility for liaising with the County's 37 City, Town and Community Councils; the Third Sector and the Armed Forces Community. He also developed many corporate strategies including the Council's Equalities Policy; Welsh Language Scheme; Armed Forces Covenant and the Council's Charter with City, Town and Community Councils.

David has been a Magistrate for over 22 years, Chairing Courts for the last 17 years. He is a Magistrates Appraiser and sits on the Lord Chancellors Advisory Panel on the appointment of Magistrates for North and Mid Wales.

David is a Trustee of both the North Wales Wildlife Trust and Denbigh Museum; a School Governor of Ysgol Tremeirchion and Treasurer of Tremeirchion' S Fundraising Committee for the 2020 Denbigh National Urdd Eisteddfod.

David's social and sporting interests include being the current President of St Asaph Rotary Club and member of Holywell Badminton Club. He enjoys hill walking as well as being a mediocre skier.

His current volunteering work includes assisting at the Vaccination Centre in Llandudno, a weekly role he has undertaken since it was commissioned in December last year.

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## FLINTSHIRE COUNTY COUNCIL

<b>Date of Meeting</b>	Thursday, 22 <sup>nd</sup> July 2021
<b>Report Subject</b>	Schedule of Remuneration for 2021/22
<b>Report Author</b>	Chief Officer (Governance)

### EXECUTIVE SUMMARY

Each year, the Council is required to produce a Schedule of Remuneration for elected and co-opted members. It is attached and must be published, and sent to the Independent Remuneration Panel for Wales by 31<sup>st</sup> July.

There are currently three co-optee vacancies for parent governors on the Education, Youth & Culture Overview & Scrutiny Committee. Nominations have been sought and an election held in due course. There is one vacancy on the Standards Committee.

The Council is requested to authorise the Head of Democratic Services to add the names of the new co-opted Members as they are appointed to the Schedule and republish accordingly.

### RECOMMENDATIONS

1	That the completed Schedule of Remuneration for 2021/22 as attached be approved for publication.
2	That the Head of Democratic Services be authorised to add the names of the co-optees to the schedule and republish as necessary.

### REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE SCHEDULE OF REMUNERATION</b>
1.01	Council must publish the payments it will make during the municipal year in a schedule of remuneration. That schedule for 2021/22 is attached at Appendix 1. This must be completed no later than 31 <sup>st</sup> July 2021.

1.02	There are currently three vacancies for parent governor representative co-optees on the Education, Youth & Culture Overview & Scrutiny Committee and one vacancy on the Standards Committee. When vacancies are filled, the schedule will need to be amended. Therefore, authority is sought for the Head of Democratic Services to make such change and republish accordingly.
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<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The amounts paid to Members in salaries have been budgeted for on the basis of the proposals in the IRPW report which was published in February 2021.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	The Constitution & Democratic Services Committee was consulted on the draft IRPW report at the October 2020 meeting.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	No risk management issues have been identified during the preparation of this report.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Schedule of Member Payments for 2021/22

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>Constitution &amp; Democratic Services Committee, 14<sup>th</sup> October 2021. Report of the Head of Democratic Services: <i>Annual Report of the Independent Remuneration Panel for Wales (IRPW) for 2021/22</i> and resultant minute. <a href="http://modgov:9070/documents/g4870/Public%20reports%20pack%2014th-Oct-2020%2014.00%20Constitution%20and%20Democratic%20Services%20Committee.pdf?T=10&amp;\$LO\$=1">http://modgov:9070/documents/g4870/Public%20reports%20pack%2014th-Oct-2020%2014.00%20Constitution%20and%20Democratic%20Services%20Committee.pdf?T=10&amp;\$LO\$=1</a></p> <p>IRPW Annual report for 2021/22, published 24<sup>th</sup> February 2021 <a href="https://gov.wales/independent-remuneration-panel-wales-annual-report-2021-2022">https://gov.wales/independent-remuneration-panel-wales-annual-report-2021-2022</a></p> <p><b>Contact Officer:</b> Robert Robins, Head of Democratic Services  <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	IRPW- Independent Remuneration Panel for Wales

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## FLINTSHIRE COUNTY COUNCIL

### MEMBERS' SCHEDULE OF REMUNERATION

This Scheme is made under the Local Government (Wales) Measure 2011 with regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

#### 1. Basic Salary

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

#### 2. Senior Salaries & Civic Salaries

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.6 A Senior Salary may not be paid to more than the number of members specified by the Independent Remuneration Panel for Wales in its Annual Report and cannot exceed fifty percent of the total membership of the authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.7 A Member of the Authority in receipt of a Senior Salary **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which they have been nominated.
- 2.8 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Salary will be pro-rata.

#### 3. Election to Forgo Entitlement to Allowance

- 3.1 A Member may, by notice in writing delivered to the Proper Officer of the authority, personally elect to forgo any part of their entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

#### **4. Suspension of a Member**

- 4.1 Where a Member of the Authority is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of the Basic Salary payable to them in respect of that period for which they are suspended will be withheld by the Authority (Section 155 (1) of the Measure).

- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the Member may retain the Basic Salary.

#### **5. Repayment of salaries, allowances or fees**

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:
- (a) is suspended or partially suspended from that Member's or Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
  - (b) ceases to be a Member of the Authority or Co-opted Member; or
  - (c) is in any other way not entitled to receive a salary, allowance or fee in respect of that period,

The Authority will require that such part of the allowance as relates to any such period be repaid.

#### **6. Payments**

- 6.1 Payments of all allowances will be made by the Employment Services Manager by Bank Credit in instalments of one-twelfth of the Member's annual entitlement on 28<sup>th</sup> of the Month, or nearest Friday if the 28<sup>th</sup> falls on a Saturday or Sunday.
- 6.2 Where payment has resulted in a Member receiving more than their entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.

#### **7. Contribution towards Costs of Care and Personal Assistance**

- 7.1 Contribution towards Costs of Care and Personal Assistance shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, or a personal care requirement, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.
- 7.2 Contribution towards Costs of Care and Personal Assistance applies in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the member as part of their family and who cannot be left unsupervised for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependant the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 7.3 Eligible Members may claim contribution towards costs of care and personal assistance for actual and receipted costs as set out in **Schedule 1**. All claims for the contribution towards costs of care and personal assistance should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

## **8. Family Absence**

- 8.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.
- 8.2 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 8.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.
- 8.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.
- 8.5 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

## **9. Co-optees' payments**

- 9.1 A daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.
- 9.2 Co-optees' payments will be capped at a maximum of the equivalent of 15 full days a year for each committee to which an individual may be co-opted.

- 9.3 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 9.4 The Head of Democratic Services is designated as the “appropriate officer” and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 9.5 The Head of Democratic Services can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- 9.6 A half day meeting is defined as up to 4 hours.
- 9.7 A full day meeting is defined as over 4 hours.
- 9.8 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.
- 9.9 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.

## **10. Travel and Subsistence Allowances**

### **10.1 General Principles**

- 10.2 Members and Co-opted Members are entitled to claim travelling expenses when travelling on the Authority’s business for ‘approved duties’ as set out in **Schedule 2**. Where Members travel on the Authority’s business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have their claim abated by an appropriate amount.
- 10.3 Where possible Members should share transport.
- 10.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
- 10.5 The rates of Members’ Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.
- 10.6 Where a Member is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to them in respect of that period for which they are suspended or partially suspended must be withheld by the Authority.



## **11. Travel by Private Vehicle**

- 11.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.
- 11.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.
- 11.3 Where a Member makes use of their private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

## **12. Travel by Public Transport**

### **12.1 Rail or Coach Travel**

Unless otherwise authorised rail tickets will be second-class.

Civic & Members' Services will purchase requisite rail and coach tickets for Members in advance of journeys. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and or a receipt.

### **12.2 Taxi Fares**

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency, where no public transport is reasonably available, or a Member has a particular personal need. Re-imburement will be upon receipt only.

### **12.3 Travel Abroad**

Travel abroad on the Authority's business will only be permitted where authorised by the Chief Executive, Chief Officer (Governance) or Corporate Finance Manager. Civic & Members' Services will arrange travel and accommodation.

### **12.4 Other Travel Expenses**

Members are entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imburement will be upon receipt only.

## **13. Overnight Accommodation**

- 13.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Chief Executive, Chief Officer (Governance) or Corporate Finance Manager.

- 13.2 Overnight accommodation will be booked by Civic & Members' Services .Wherever possible the overnight accommodation will be pre-paid or invoiced.
- 13.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 3**.

#### **14 Subsistence Allowance**

- 14.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s)
- 14.2 No provision is made for subsistence claims within the Authority.

#### **15. Claims and Payments**

- 15.1 A claim for travel and subsistence allowances must be made in writing within 4 months of the end of the calendar month in which entitlement to allowances arises and must be accompanied by the relevant receipts.
- 15.2 Allowances will be paid by the Employment Services Manager by direct bank credit.

#### **16. Pensions**

- 16.1 The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme.

#### **17 Supporting the work of Authority Members**

- 17.1 The Independent Remuneration Panel for Wales expects Members to be provided with adequate support to carry out their duties and that the support provided should take account of the specific needs of individual Members. The Authority's Democratic Services Committee is required to review the level of support provided to Members and should take proposals for reasonable support to the full council.
- 17.2 All elected Members and Co-opted Members should be provided with adequate telephone, email and internet facilities to give electronic access to appropriate information.
- 17.3 Such support should be without cost to any Member. Deductions must not be made from Members' salaries as a contribution towards the cost of support which the Authority has decided is necessary for the effectiveness and or efficiency of Members.

#### **18 Compliance**

- 18.1 In accordance with the Regulations, the Authority must comply with the requirements of Independent Remuneration Panel for Wales in respect of the

monitoring and publication of payments made to Members and Co-opted Members as set out in **Schedule 4**.

**Members and Co-opted Members are reminded that expense claims are subject to both internal and external audit.**

## **SCHEDULE 1**

### **SCHEDULE OF REMUNERATION 2021-22**

	<b>MEMBERS ENTITLED TO BASIC SALARY</b>	<b>ANNUAL AMOUNT OF BASIC SALARY ACCEPTED</b>
1.	Mike Allport	£14,368
2..	Bernie Attridge	£14,100
3.	Janet Axworthy	£13,750
4.	Glyn Banks	£14,100
5.	Haydn Bateman	£14,018
6.	Marion Bateman	£14,018
7.	Sean Bibby	£12,240
8.	Chris Bithell	£13,750
9.	Sian Braun	£14,368
10.	Helen Brown	£14,100
11.	Derek Butler	£13,750
12.	Clive Carver	£14,018
13.	Geoff Collett	£14,368
14.	Bob Connah	£14,100
15.	David Cox	£14,368
16.	Paul Cunningham	£13,600
17.	Jean Davies	£13,600
18.	Rob Davies	£14,368
19.	Ron Davies	£13,750
20.	Adele Davies-Cooke	£14,018
21.	Chris Dolphin	£14,368
22.	Rosetta Dolphin	£14,368
23.	Ian Dunbar	£13,750
24.	Andy Dunbobbin	Declined payment since 16.06.21
25.	Mared Eastwood	£14,100
26.	Carol Ellis	£13,750
27.	David Evans	£14,018
28.	Veronica Gay	£14,368
29.	George Hardcastle	£14,100
30.	David Healey	£14,108
31.	Gladys Healey	£14,108
32.	Patrick Heesom	£14,108
33.	Cindy Hinds	£13,600
34..	Andy Hughes	£14,368

35.	Dave Hughes	£14,100
36.	Ray Hughes	£14,368
37.	Dennis Hutchinson	£14,150
38.	Joe Johnson	£14,018
39.	Paul Johnson	£14,018
40.	Rita Johnson	£14,100
41.	Christine Jones	£13,600
42.	Richard Jones	£14,100
43.	Tudor Jones	£14,100
44.	Colin Legg	£14,368
45.	Brian Lloyd	£14,368
46.	Richard Lloyd	£14,368
47.	Mike Lowe	£13,600
48.	Dave Mackie	£14,368
49.	Hilary McGuill	£14,368
50.	Billy Mullin	£13,750
51.	Ted Palmer	£14,018
52.	Mike Peers	£13,750
53.	Michelle Perfect	£13,600
54.	Vicky Perfect	£13,750
55.	Neville Phillips	£13,600
56.	Ian Roberts	£13,600
57.	Tim Roberts	£14,018
58.	Kevin Rush	£14,018
59.	Tony Sharps	£14,368
60.	Aaron Shotton	£14,018
61.	Paul Shotton	£14,368
62.	Ralph Small	£14,368
63.	Ian Smith	£13,750
64.	Carolyn Thomas	Declined payment since 18.06.21
65.	Owen Thomas	£14,368
66.	Martin White	£13,750
67.	Andy Williams	£13,600
68.	David Williams	£14,368
69.	David Wisinger	£14,368
70.	Arnold Woolley	£14,368

	<b>SENIOR SALARIES ENTITLEMENTS (includes basic salary)</b>	<b>ANNUAL AMOUNT OF SENIOR SALARY</b>	
	<b>ROLE</b>	<b>MEMBER</b>	
1.	Leader and Cabinet Member - Education & Youth	Ian Roberts	£48,300
2.	Deputy Leader (Governance) and Cabinet Member - Corporate Management & Assets	Billy Mullin	£31,573.50
3.	Deputy Leader (Partnerships) and Cabinet Member - Social Services	Christine Jones	£31,573.50
4.	Cabinet Member - Planning & Public Protection	Chris Bithell	£29,300
5.	Cabinet Member - Economic Development	Derek Butler	£29,300
6.	Cabinet Member - Finance, Social Value & Procurement	Paul Johnson	£29,568
7.	Cabinet Member - Housing	Dave Hughes	£29,650
8.	Cabinet Member - Streetscene	Glyn Banks	£29,650
9.	Chair of Governance & Audit Committee	Chris Dolphin	£23,161
10.	Chair of Community, Housing & Assets Overview and Scrutiny Committee	Ian Dunbar	£22,543
11.	Chair of Corporate Resources Overview and Scrutiny Committee	Clive Carver	£22,811
12.	Chair of Education, Youth & Culture Overview and Scrutiny Committee	Dave Healey	£22,901
13.	Chair of Environment & Economy Overview and Scrutiny Committee	Rosetta Dolphin	£23,161
14.	Chair of Social & Healthcare Overview and Scrutiny Committee	Hilary McGuill	£23,161
15.	Leader Of The Largest Opposition Group	Mike Peers	£22,543
16.	Chair of Planning Committee	Dave Wisinger	£23,161
17.	Chair of Licensing Committee	Tony Sharps	£23,161
18.	Chair of Recovery Committee	Richard Jones	£22,893

A maximum of 18 senior salaries for Flintshire County Council may be paid and this has not been exceeded. Note a senior salary equivalent of £8,793 is paid to the Chair of the Clwyd Pension Fund Committee, Councillor Ted Palmer. This payment is at the Council's discretion and is outside the remit of the Independent Remuneration Panel for Wales, which is why it is not shown in the table above.

<b>ENTITLEMENT TO CIVIC SALARIES</b>		<b>ANNUAL AMOUNT OF CIVIC SALARY</b>
<b>ROLE</b>	<b>MEMBER</b>	
Civic Head (Chair of Council)	Joe Johnson	£22,991
Deputy Civic Head (Vice Chair of Council)	Mared Eastwood	£17,840

<b>ENTITLEMENT AS STATUTORY CO-OPTES</b>		<b>AMOUNT OF CO-OPTES ALLOWANCES</b>
<b>ROLE</b>	<b>MEMBER</b>	
Chair of Standards Committee	Julia Hughes	£268 Daily Rate £134 ½ Day
Member of Standards Committee	Jonathan Duggan-Keen	£210 Daily Rate £105 ½ Day
Member of Standards Committee	Philippa Earlam	£210 Daily Rate £105 ½ Day
Member of Standards Committee	Mark Morgan	£210 Daily Rate £105 ½ Day
Member of Standards Committee	Gill Murgatroyd	£210 Daily Rate £105 ½ Day
Member of Standards Committee	Vacant	£210 Daily Rate £105 ½ Day
Member of Education & Youth Overview & Scrutiny Committee	Lynn Bartlett	£210 Daily Rate £105 ½ Day
Member of Education & Youth Overview & Scrutiny Committee	Wendy White	£210 Daily Rate £105 ½ Day
Member of Education & Youth Overview & Scrutiny Committee	Vacant	£210 Daily Rate £105 ½ Day
Member of Education & Youth Overview & Scrutiny Committee	Vacant	£210 Daily Rate £105 ½ Day
Member of Education & Youth Overview & Scrutiny Committee	Vacant	£210 Daily Rate £105 ½ Day
Member of the Audit Committee	Sally Ellis	£210 Daily Rate £105 ½ Day
Member of the Audit Committee	Allan Rainford	£210 Daily Rate £105 ½ Day

<b>Reimbursement of costs of care</b>	
All Members	Up to a maximum of £403 per month

<b>Members Support – what is provided in terms of telephone, internet or email (see Determination 6)</b>	
Telephone Support for Executive Members	Mobile phones provided to Cabinet members
Telephone Support for Chairs of Committees	Mobile phones provided to 4 out of the 9 committee chairs
Telephone Support for all other Members	Not personally, but available in Group Rooms
Access to Email for Executive Members	Yes
Access to Email for Chairs of Committees	Yes
Access to Email for all other Members	Yes
Internet Support for Executive Members	IPads issued to Cabinet Members are Wi-Fi enabled Broadband allowance of up to £30 per month offered to all elected Members.
Internet Support for Chairs of Committees	Not personally, but available in Group Rooms computer terminals. Broadband allowance of up to £30 per month offered to all elected Members
Internet Support for all other Members	Not personally, but available in Group Rooms computer terminals. Broadband allowance of up to £30 per month offered to all elected Members

## **SCHEDULE 2**

### **Approved duties: -**

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other Authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;

- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority or its Cabinet;
- the following duties which have been approved by Council:
  - a) Attendance at any training or developmental event approved by a Committee of the Council or by the Chief Executive or appropriate Chief Officer in consultation with the Chair or Vice Chair of the Council.
  - b) Any attendance required by financial regulations or Contract Standing Orders.
  - c) Any attendance authorised/required by the Council's Scheme of Delegation (e.g. attendances for consultation purposes).
  - d) Attendance upon an Officer of the Council upon Ward business.
  - e) Attendance upon an Officer of the Council upon Council business.
  - f) Attendance to inspect background documents under Section 100D Local Government Act 1972.
  - g) Any other attendances expressly authorised by Committee, Cabinet or Council.

**Where the above official business is carried out within the Council area, this will not entitle payment of a subsistence allowance except where it relates to a co-opted Member living outside the Council area.**

### **SCHEDULE 3**

#### **Mileage Rates**

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45 pence per mile 25 pence per mile
Private Motor Cycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	05 pence per mile

#### **Subsistence Allowance**

The day subsistence rate is up to a maximum of £28 and covers a 24 hour period and can be claimed for any meal if relevant provided such a claim is supported by receipts.

Re-imbusement of alcoholic drinks is not permitted.



## **Overnight Stay**

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere. A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

## **SCHEDULE 4**

### **Compliance**

- The Authority will arrange for the publication on the council's website the total sum paid by it to each Member and Co-opted Member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected Members.
- The Authority will publish on the council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The Authority will publish on the council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The authority will send a copy of the schedule to the Independent Remuneration Panel for Wales not later than 31 July of the year to which the schedule refers.
- The Authority will maintain records of Member or Co-opted Members attendance at meetings of council, cabinet and committees and other approved duties for which a Member or Co-opted Member submits a claim for reimbursement.
- The Authority will arrange for the publication on the council's website of annual reports prepared by Members.
- When the Authority agrees a paid substitution for family absence it will notify the Independent Remuneration Panel for Wales within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.

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