

# Public Document Pack

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



Contact Officer:  
Jan Kelly 01352 702301  
janet.kelly@flintshire.gov.uk

To: Cllr Robert Davies (Chair)

Councillors: Gillian Brockley, David Coggins Cogan, Steve Copple, Jean Davies, Ian Hodge, Alasdair Ibbotson, Paul Johnson, Gina Maddison, Roz Mansell, Ted Palmer, Michelle Perfect, Vicky Perfect, Linda Thew, Arnold Woolley and Antony Wren

7 June 2023

Dear Sir/Madam

**NOTICE OF REMOTE MEETING**  
**CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE**  
**TUESDAY, 13TH JUNE, 2023 at 2.00 PM**

Yours faithfully

Steven Goodrum  
Democratic Services Manager

The meeting will be live streamed onto the Council's website. The live streaming will stop when any confidential items are considered. 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 APPOINTMENT OF CHAIR**

**Purpose:** To note that at the Annual Meeting, Council resolved that Councillor Rob Davies be appointed as Chair of the Committee.

### **2 APPOINTMENT OF VICE CHAIR**

**Purpose:** To appoint a Vice-Chair for the Committee.

### **3 APOLOGIES**

**Purpose:** To receive any apologies.

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

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

### **5 MINUTES (Pages 3 - 6)**

**Purpose:** To confirm as a correct record the minutes of the meeting held on 15 March 2023.

### **6 DISCLOSING AND BARRING SERVICE CHECKS FOR COUNCILLORS (Pages 7 - 12)**

**Purpose:** To approve which Councillors will be checked by the Disclosure and Barring Service

### **7 MEMBER WORKSHOPS BRIEFINGS AND SEMINARS UPDATE (Pages 13 - 20)**

**Purpose:** To provide members with an update on engagement events held since the last report.

### **8 FORWARD WORK PROGRAMME (Pages 21 - 28)**

**Purpose:** To agree the items of business to be discussed at future meetings.

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

## **CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE** **15 MARCH 2023**

Minutes of the Constitution and Democratic Services Committee of Flintshire County Council held as a remote attendance meeting on Wednesday, 15 March 2023.

### **PRESENT: Councillor Rob Davies (Chairman)**

Councillors: Gillian Brockley, David Coggins Cogan, Steve Copple, Ian Hodge, Alasdair Ibbotson, Gina Maddison, Roz Mansell, Ted Palmer, Michelle Perfect, Vicky Perfect, Linda Thew, Arnold Woolley and Antony Wren

**APOLOGY:** Councillor Jean Davies

**ALSO PRESENT:** Councillor Bernie Attridge (as an observer)

**SUBSTITUTE:** Councillor Christine Jones for Councillor Paul Johnson

**IN ATTENDANCE:** Chief Officer (Governance), Democratic Services Manager and Democratic Services Officer

### **26. DECLARATIONS OF INTEREST**

The Chief Officer (Governance) advised that a personal interest would be recorded for all Members present on item 6: Independent Remuneration Panel for Wales (IRPW) Annual Report, February 2023

### **27. MINUTES**

The minutes of the meeting held on 12 January 2023 were submitted. The minutes were approved as a correct record as moved and seconded by Councillors Gillian Brockley and Steve Copple

### **RESOLVED:**

That the minutes be approved as a correct record.

### **28. ROLLING REVIEW OF THE COUNCILLORS' CODE OF CONDUCT**

The Chief Officer (Governance) presented the report. He provided background information and reported on the main considerations as detailed in the report. The Committee was asked to consider and approve the changes to the Code of Conduct that had been recommended by the Standards Committee as part of the rolling review of the Constitution. The recommended changes were outlined in section 1.01 of the report and the wording necessary to implement the changes was added to the Code of Conduct as draft changes in Appendix 1. A clean copy of the "finished version" was provided in Appendix 2.

The Chief Officer responded to the questions and comments raised by Members concerning the definition of a 'criminal offence/behaviour' as referred to in

the recommended changes paragraph 1.01 (vi). He explained that there was an obligation in the Code of Conduct for Councillors to report a matter of criminal offence/behaviour which would then be passed to the proper authority to take appropriate action. The Chief Officer explained that any Councillor who committed a criminal offence/behaviour would be subject to criminal law and if convicted would also be subject to investigation by the Public Service Ombudsman for Wales.

Councillor Bernie Attridge suggested that a requirement be included in the Code of Conduct that all Members had an enhanced Disclosure and Barring Service (DBS) check in place at the start of term of office. The Chief Officer responded to the points made by Councillor Attridge and explained that he would submit a report to a future meeting of the Committee to inform of the legal advice on which positions within the Council a DBS check could be undertaken for and on the need for a future policy. The Chair proposed that this be included as an item on the Forward Work Programme for the Committee to consider and this was seconded by Councillor Ted Palmer. When put to the vote this was carried.

The following recommendations were moved by Councillors Ted Palmer and seconded by Councillor Ian Hodge.

**RESOLVED:**

- (a) That the proposed amendments to the Councillors' Code of Conduct be approved; and
- (b) That a report on the potential to undertake a Disclosure and Barring Service (DBS) check for all Councillors be submitted to a future meeting of the Committee.

**29. ADOPTION OF THE MODEL ORDINARY LANGUAGE GUIDE TO THE CONSTITUTION AND UPDATES MADE TO THE NATIONAL MODEL CONSTITUTION**

The Chief Officer (Governance) presented a report to recommend adoption of the ordinary language guide and updated Constitution. He provided background information and referred to the working group which had been convened to consider the matters raised by the Committee on the draft consultation at a meeting held on 12 January 2023. The Chief Officer reported that the Committee had recommended that Council adopt the ordinary language guide to the constitution and it was adopted by Council at a meeting held on 24 January 2023. A draft of the constitution and the ordinary language guide were appended to the report. The changes the working group proposed be made to the Council's constitution were shown as tracked changes, including the additional amendments made as a result of the comments which were raised by the Committee. The Chief Officer reported on the main considerations as detailed in the report.

Councillor Alasdair Ibbotson thanked the working group for its work on the matters which had been raised by the Committee on the draft consultation. He referred to paragraph 1.14 of the report and said that he felt that the point raised by the Committee concerning Trade Unions and the Council's whistleblowing policy had

not been addressed. Councillor Ibbotson also referred to paragraph 4.6.21 of the draft constitution which was appended to the report and said that if the intention was that only the Council could carry out the self-assessment process the wording should be revised to state this. The Chief Officer responded to the comments made by Councillor Ibbotson and suggested that paragraph 4.6.21 be amended to include the following “(carrying out its performance duties under the Local Government and Elections Act 2021)” to clarify the corporate self-assessment duty and confirm it was not intended to remove the functions of the Overview & Scrutiny Committees. Councillor Ibbotson asked that the verbal clarification given by the Chief Officer also be included in the paragraph for confirmation.

The recommendations in the report were moved by Councillor Ted Palmer and seconded by Councillor Steve Copple.

**RESOLVED:**

- (a) That the Committee recommends to Council that the draft amended constitution should be adopted, with the exception of the role descriptions contained at Section 31 of the draft constitution and subject to a final internal consistency check, proof-read, and cross reference with the ordinary language guide;
- (b) that paragraph 4.6.21 of the draft Constitution be amended to include the following “(carrying out its performance duties under the Local Government and Elections Act 2021)”
- (b) That any additional work that the Committee considers should take place in respect of the Council’s constitution will form part of a forward work programme for the Committee.

**30. INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT, FEBRUARY 2023**

The Democratic Services Manager presented a report to provide details of the final annual report from the IRPW for 2023-24. He provided background information and advised that there had been no changes to the proposals included in the IRPW draft report which was considered by the Committee at the meeting held on 9 November 2022, and therefore all figures provided in the November report would be implemented from 1 April 2023.

In moving the recommendation Council Ted Palmer referred to paragraph 1.05 of the report and expressed concern that Members or co-opted members may feel under pressure by the IRPW statement to forgo any part of their entitlement to a payment under the determination of the Panel for that particular year. The recommendation was seconded by Councillor Gillian Brockley.

**RESOLVED:**

That the Committee notes the Determinations made by the Independent Remuneration Panel for Wales in their Annual Report for 2023/24.

**31. UPDATE FROM WORKING GROUP – MEETING FORMAT**

The Democratic Services Manager gave a presentation to provide an update on the work of the Working Group to date which was set up to review and update the 'interim Multi-Location Meeting Policy' and explore the implications of any changes. The presentation covered the following points:

- aim of the working Group
- activities undertaken
- next steps – multi-location meeting policy

**32. MEMBER WORKSHOPS, BRIEFINGS AND SEMINARS UPDATE**

The Democratic Services Manager presented a report to provide members with an update on the engagement events held or planned since the last report. He provided background information and advised that the induction programme was intended to provide new and returning Members with an overview of how the Council operated, including rules and regulations, the role of elected Members, and the role of Officers. As Members had now settled into their roles it was appropriate to consider how they can be supported in their development over the next 4 years. The Democratic Services Manager referred to the main considerations as detailed in the report and said that a '*training needs analysis*' of all Members was suggested to ensure that the training was relevant to the wants and needs of Members and also to address any skills shortages that may exist across the Council.

The recommendations in the report were moved by Councillor Ian Hodge and seconded by Councillor Antony Wren.

**RESOLVED**

- (a) That a 'training needs analysis' be undertaken of all Members by the Democratic Service Manager to better inform future development programmes.
- (b) That if Members had any suggestions for future development they contact the Democratic Services Manager to discuss them; and
- (c) That a draft training and development plan be brought back to the Committee meeting in June.

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

There were no members of the press or public present.

(The meeting started at 2.00 pm and ended at 3.23 pm)

.....  
**Chairman**



## CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Tuesday, 13 June 2023
<b>Report Subject</b>	Disclosing and Barring Service Checks for Councillors
<b>Cabinet Member</b>	Cabinet Member for Governance and Corporate Services including Health and Safety and Human Resources
<b>Report Author</b>	Chief Officer (Governance)

### EXECUTIVE SUMMARY

The Council has a policy that it will seek enhanced disclosures from the Disclosure and Barring Service (DBS) in respect of Councillors undertaking specific roles within the Council. This policy was last reviewed in 2012 and it needs to be refreshed in light of current practice and legislation.

It is a common request that enhanced checks should be made in respect of all Councillors. Whilst the sentiment behind the request is understood there are limitations within the legislation that restrict the ability of the Council to undertake detailed checks on all Councillors. The Disclosure and Barring Service is careful to operate within the restrictions placed upon it and so it is likely that the Council will be able to obtain an enhanced check for a limited number of Councillors.

### RECOMMENDATIONS

1	<p>That the Council should undertake DBS checks on Councillors as follows:</p> <ol style="list-style-type: none"> <li>1) Enhanced checks (without barred lists) of Members acting as             <ol style="list-style-type: none"> <li>a. Cabinet Members</li> <li>b. Members of the adoption and fostering panels</li> </ol> </li> <li>2) Standards checks for             <ol style="list-style-type: none"> <li>a. Members of the Education and Youth Overview and Scrutiny Committee; and</li> <li>b. Members of the Social and Health Overview and Scrutiny Committee.</li> </ol> </li> <li>3) basic checks in respect of all other Councillors.</li> </ol>
---	---

## REPORT DETAILS

1.00	EXPLAINING THE RULES ON SEEKING DISCLOSURE
1.01	<p>Checking whether a person has any previous convictions is undertaken by asking for a check from the Disclosure and Barring Service (DBS), which is a government agency that holds records of such convictions.</p> <p>The DBS offers three levels of check: -</p> <ol style="list-style-type: none"><li>1) basic - a basic check will contain details of convictions and conditional cautions considered to be 'unspent' under the terms of the <a href="#">Rehabilitation of Offenders Act 1974</a>.("ROA"). The length of time before a conviction becomes spent increases with the seriousness of the offence and some are never spent (e.g. conviction for murder)</li><li>2) standard - a standard disclosure checks the PNC for any:<ol style="list-style-type: none"><li>a. Caution</li><li>b. Convictions</li><li>c. Reprimands and warnings (now replaced by youth cautions)</li></ol></li></ol> <p>For each recorded offence, the report discloses the conviction or caution date, name of the court, nature of the offence, date of the offence, and the details of the sentence imposed.</p> <ol style="list-style-type: none"><li>3) enhanced - the highest level of check available, therefore, it goes into the most level of detail. It reveals if a person has any spent or unspent convictions, warnings, cautions or reprimands on their criminal record. This check also has the option to search the Children or Adult Barred List, though that is not proposed. The applicant's local police force can also disclose other relevant information they hold on the applicant.</li></ol>
1.02	<p>The Council recognises that access to criminal record information must strike a balance between the rights of children and the vulnerable in society, an individual's right to privacy, and the rights of ex-offenders to become rehabilitated into society. It is essential that confidential and sensitive information about an individual's criminal record is handled fairly and properly.</p>
1.03	<p>Searching a person's criminal record is an intrusion into their privacy. This is justified in certain cases and the circumstances in which the Disclosure and Barring Service can/will undertake a search are laid down in legislation.</p>
1.04	<p>Basic DBS checks are available for all types of employment and voluntary positions. They are of limited value because 'spent' offences will not be disclosed nor will any additional police information. Eligibility for the other types of DBS checks is governed by legislation.</p>
1.05	<p>However, there is an Exemptions Order that contains a list of professions, offices, employment, and occupations that are exempted from the ROA</p>



	provided that obtaining the information is for the purpose of assessing the applicant's suitability for a specified occupation, office or profession.
1.06	<p>So long as a job roles / occupations are listed, a standard DBS can be obtained. A Councillor per se is not a listed officer holder; however, the Exceptions Order includes-</p> <ul style="list-style-type: none"> <li>• Any work which is regulated activity relating to children within the meaning of Part 1 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006; and</li> <li>• Any work which is regulated activity relating to vulnerable adults within the meaning of Part 2 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006</li> </ul>
1.07	<p><b><u>The Safeguarding Vulnerable Groups Act 2006</u></b></p> <p>The answer to the question of whether the Council can legitimately carry out criminal records checks for Members therefore still lies in the version of the Safeguarding Vulnerable Groups Act 2006.</p> <p>The relevant part of the Safeguarding Vulnerable Groups Act 2006 provided that a member of a relevant local government body would be carrying out a regulated activity if the person is</p> <p>(relating to children)</p> <ul style="list-style-type: none"> <li>• a member of a local authority and discharges any education functions, or social services functions, of a local authority;</li> <li>• a member of an executive of a local authority which discharges any such functions;</li> <li>• a member of a Committee of an executive of a local authority which discharges any such functions;</li> <li>• a member of an area Committee, or any other Committee, of a local authority which discharges any such functions.</li> </ul> <p>(relating to adults)</p> <ul style="list-style-type: none"> <li>• a member of a local authority and discharges any social services functions of a local authority which relate wholly or mainly to vulnerable adults;</li> <li>• a member of an executive of a local authority which discharges any such functions;</li> <li>• a member of a Committee of an executive of a local authority which discharges any such functions;</li> <li>• a member of an area Committee, or any other Committee, of a local authority which discharges any such functions.</li> </ul>
1.08	<p>Differing levels of information are provided to members fulfilling different roles based on their role/the decisions they must make. Far greater detail is provided to Cabinet Members and those assessing adoption or fostering arrangements. It is appropriate that Councillors who undertake these roles are subject to the highest level of check i.e., enhanced.</p> <p>Though they are not actual decision makers, Scrutiny Members receive information about vulnerable groups, sometimes that can be sensitive, and it might well include descriptions of safeguarding processes. Arguably, they are therefore part of discharging the Council's functions.</p>

	<p>Reputationally it would be a major risk for the Council if it were to be discovered that such information had been given to someone who had taken advantage of a vulnerable person. Standard checks would therefore seem appropriate for this group of Councillors.</p> <p>Basic checks can be undertaken in respect of any Councillor and so should be sought in respect of any Councillor not within the other 2 categories.</p>
1.09	<p><b><u>The Protection of Freedoms Act 2012</u></b></p> <p>Prior to the Protection of Freedoms Act 2012, a member of a relevant local government body carrying out specified functions was defined as a regulated activity under the Safeguarding Vulnerable Groups Act 2006. That is no longer the case. Therefore, the effect of this is that there are unlikely be any circumstances where it would be appropriate to conduct an enhanced DBS with a barred list check for elected Members.</p>
10	<p>Assuming that Councillors would wish to obtain the highest level of disclosure, the policy should be that the Council will seek</p> <p>4) standard checks of members as follows</p> <ol style="list-style-type: none"> <li>a. Cabinet Members</li> <li>b. Members of the Education and Youth Overview and Scrutiny Committee; and</li> <li>c. Members of the Social and Health Overview and Scrutiny Committee.</li> </ol> <p>5) basic checks in respect of all other Councillors</p>
	<p><b><u>Results of the Checks</u></b></p>
1.11	<p>The Chief Officer Governance will hold all disclosed information relating to Members and may intervene and influence Members involvement on all committees and the responsibilities that they discharge. If disclosure reveals that a Councillor has criminal convictions which:-</p> <ul style="list-style-type: none"> <li>• make them unsuitable to serve on the Cabinet or Social &amp; Health Overview and Scrutiny Committee or Education &amp; Youth Overview and Scrutiny Committee – these would be convictions for offences of a sexual nature. The Monitoring officer will tell the Leader or relevant Group Leader and ask for that individual to be replaced. It is then the responsibility of the Leader or Group Leader to nominate another Councillor; or</li> <li>• make them ineligible to have stood as a Councillor (anyone sentenced to more than three months in prison is disqualified from being a Councillor). The Monitoring Officer will advise the Group Leader and Returning Officer that the seat will need to be vacated and a by election held. It is also a criminal offence and a breach of the Councillor’s Code of Conduct to stand for election when disqualified so the Police and Ombudsman will also need to be notified; or</li> <li>• are not relevant to their role as a Councillor and pre-date their election. Such convictions will remain confidential, and no further action will be taken.</li> </ul>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	<p>Basic and standard DBS checks are £18 per check (person).</p> <p>Enhanced DBS checks are £38 each (per person).</p> <p>The money exists within budget for these checks.</p> <p>Re-checks are required to be undertaken every four years.</p>

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	Group Leaders have been consulted.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	<p>The recommendations within this report balance a number of competing risks:</p> <ol style="list-style-type: none"> <li>1) safeguarding – vulnerable children and adults must be protected;</li> <li>2) reputation – it would damage the Council’s reputation if someone with conviction for sexual offences held a position on Cabinet or either of the named Overview and Scrutiny Committees;</li> <li>3) privacy – everyone has the legal right to privacy and to be rehabilitated in accordance with the ROA.</li> </ol> <p>The legislation sets a clear boundary on what information we are able to obtain thereby minimising the risk of over obtaining data to which we are not entitled in breach of risk 3. We could obtain less if we wished but that would then increase risks 1 and 2 above.</p>

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

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>None</p> <p><b>Contact Officer:</b> Gareth Owens, Chief Officer Governance  <b>Telephone:</b> 01352 702344  <b>E-mail:</b> <a href="mailto:Gareth.legal@flintshire.gov.uk">Gareth.legal@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	None.

--	--



## CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Tuesday, 13 June 2023
<b>Report Subject</b>	Member Workshops Briefings and Seminars Update
<b>Report Author</b>	Democratic Services Manager

### EXECUTIVE SUMMARY

It has previously been the practice for this committee to receive a progress report on any Member Development and Engagement events which have taken place.

Following the induction programme last year and the subsequent 'settling in' period, focus will move to developing a training and development schedule for Members.

### RECOMMENDATIONS

1	That a 'training needs analysis' is undertaken of all Members by the Democratic Service Manager to better inform future development programmes.
2	That if Members have any suggestions for future development, they are invited to contact the Democratic Services Manager to discuss them.
3	That a draft training and development plan is brought back to the Committee meeting in September.

### REPORT DETAILS

<b>1.00</b>	<b>MEMBER WORKSHOPS, BRIEFINGS AND SEMINARS</b>
1.01	It has previously been the practice for this committee to receive a progress report on any Member Development and Engagement events which have taken place.  An update report will be brought to the committee on a quarterly basis.

1.02	Local authorities are required to provide reasonable training and development opportunities for its members. Following the May 2022 elections, a comprehensive induction programme was provided to new and returning members.
1.03	<p>The induction programme was intended to provide new and returning Members with an overview of how the Council operates, including the rules and regulations, the role of elected Members and the role of Officers.</p> <p>The programme was designed to be 'high-level' in order that Members could undertake their role as a Councillor as quickly as possible.</p> <p>It is appropriate to therefore consider more specific 'themes' and/or topics for Members to receive training on.</p> <p>The report is intended to seek the views of Members on any areas they feel should be included in the training 'curriculum'.</p>
1.04	<p>It is intended that some of the topics covered during the induction programme last year will be revisited, and refresher sessions provided.</p> <p>Appendix 1 provides examples of some of the sessions that could be revisited.</p>
1.05	<p>As well as revisiting some of the topics covered during the induction, and any specific need identified from the training needs analysis, a 'curriculum' of items will be considered as part of Member development proposals.</p> <p>These could include:</p> <ul style="list-style-type: none"> <li>• Equality &amp; Diversity</li> <li>• IT security</li> <li>• Social Value</li> <li>• Carbon Literacy</li> <li>• Social Media</li> <li>• ICT skills (Office applications)</li> <li>• Information &amp; Data Handling</li> <li>• Working with the media</li> <li>• Safeguarding</li> <li>• Work on outside bodies</li> <li>• Working as a school governor</li> <li>• The role of scrutiny</li> <li>• Corporate Parenting</li> <li>• Health &amp; Safety</li> <li>• Council finance</li> </ul>
1.06	<p>Sessions need to be appropriate and relevant to ensure Members are receiving the right type of training. Therefore, rather than produce an arbitrary list of courses for Members to pick and choose from, it is suggested that a '<i>training needs analysis</i>' is undertaken of all Members. This will help identify topics and themes, to ensure any training is relevant to what Members want and need, whilst also addressing any skills shortages that may exist across the Council.</p>

1.07	<p>Where possible, workshops, seminars and briefings will be offered on more than one occasion, including evening sessions where appropriate.</p> <p>They will be delivered in the most appropriate manner, whether that be in-person, remote or hybrid. The delivery will be determined by the topic and who is delivering the session(s).</p>
------	---

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
-------------	------------------------------

2.01	<p>Training sessions will, where possible be provided by the Council's own officers to minimise costs.</p> <p>Where relevant, this will be supplemented by external bodies as required, such as the WLGA.</p> <p>Some sessions may be hosted 'remotely' to mitigate costs.</p>
------	--

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
-------------	---

3.01	<p>This report has been prepared to consult the Members of this Committee on any training items that it feels may be needed in the coming year.</p> <p>The Chief Officer Team will also be consulted on topics for inclusion relevant to specific portfolios / services.</p> <p>A 'Training Needs Analysis' will then be undertaken during the summer with elected Members to determine topics for training / awareness / information sessions, and to bring a final report to this committee in September.</p>
------	---

<b>4.00</b>	<b>RISK MANAGEMENT</b>
-------------	------------------------

4.01	<p>The Member Development Programme will be designed to mitigate risk by providing councillors with the knowledge and skills to carry out their roles effectively.</p> <p>Any potential risks will be included in the scoping for the training sessions.</p>
------	--

<b>5.00</b>	<b>APPENDICES</b>
-------------	-------------------

5.01	Appendix 1 – Draft Councillor Development Plan 2023
------	---

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
-------------	--

6.01	None
------	------

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<b>Contact Officer:</b> Steven Goodrum, Democratic Service Manager <b>Telephone:</b> 01352 702320 <b>E-mail:</b> <a href="mailto:steven.goodrum@flintshire.gov.uk">steven.goodrum@flintshire.gov.uk</a>

<b>8.00</b>	<b>GLOSSARY OF TERMS</b>
8.01	<b>WLGA</b> – Welsh Local Government Association.



## Schedule of Member Development Sessions (draft)

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification	Dates/times
Chairing Effective Meetings	<ul style="list-style-type: none"> <li>External facilitator</li> </ul>	<ul style="list-style-type: none"> <li>Effective chairing and recognition of the chair's role.</li> </ul>	Chairs and Vice-Chairs of all Committees	Discretionary, but highly recommended.	
Constitution, Code of Conduct, the Flintshire Standard and Group leader roles.		<ul style="list-style-type: none"> <li>Explaining 'the rules' so that all Members are reminded of them.</li> </ul>	All Members	Mandatory	
How Members work		<ul style="list-style-type: none"> <li>Participating in meetings, managing ward work, maintaining a healthy work/life balance, self-care arrangements, protocol on operating outside the ward.</li> <li>Cabinet and committee roles.</li> <li>Social media profile.</li> </ul>	All Members	Discretionary, but highly recommended.	
Planning Committee Members' training (refresher)		<ul style="list-style-type: none"> <li>Role of the Members of the Planning Committee in determining planning applications.</li> </ul>	Members of the Planning Committee	Only those who have been trained are eligible to be members of this committee.	

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification	Dates/times
Planning for non-committee members (refresher)		Explain the Planning system for non-committee members, their role in consultation and representation	Members who are not on the Planning Committee		
Licensing Committee (refresher)	<ul style="list-style-type: none"> <li>External facilitator</li> </ul>	Training for Members of the Licensing committee and how the sub-committees work to deal with individual applications.	Mandatory for Members who are going to serve on the Licensing Committee.	<b>Only those who have been trained are eligible to be members of this committee</b>	
Safeguarding		Provide Members with details of safeguarding roles, responsibilities and duties.	All Members		
Strategic Finance		Size of budget, how made up, sources of income, members role in setting budget etc, WG/WLGA stance on funding formula	All Members		
Governance & Audit Committee (refresher)		Role of the Committee: to support and promote efficient and economic use of resources. effective	G&A committee members, whether Councillors or lay Members	Only those who have been trained are eligible to be members of this committee	

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification	Dates/times
		control of expenditure and review audit performance. Signing off Annual Accounts			
Carbon Literacy for Members			All Members		• June 2023
Information management, security & Data protection	<ul style="list-style-type: none"> <li>External facilitator</li> </ul>	Importance of data security, role of Members as data controllers, dangers of re-using previous emails and their trails.	All Members		• September 2023
Equalities, to include Welsh language policy		How we fulfil requirements within Flintshire	All Members		

Page 19

This page is intentionally left blank



## CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Tuesday, 13 June 2023
<b>Report Subject</b>	Forward Work Programme
<b>Report Author</b>	Democratic Services Manager

### EXECUTIVE SUMMARY

The Constitution & Democratic Services Committee fulfils a dual role within the Council. It undertakes the detailed consideration of changes to the constitution ahead of recommendation to Council for adoption and it fulfils the role of the statutory role of democratic services Committee with responsibility for examining the support provided to Councillors.

By introducing a Forward Work Programme, Members are able to ensure the work of the committee is Member-led and includes the right issues. A copy of the draft Forward Work Programme is attached at Appendix 1.

The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Constitution & Democratic Services Committee.

### RECOMMENDATIONS

1	That the Committee considers the draft Forward Work Programme and approve/amend as necessary.
2	That the Committee considers the draft Forward Work Programme and approve/amend as necessary.

## **REPORT DETAILS**

<b>1.00</b>	<b>EXPLAINING THE FORWARD WORK PROGRAMME</b>
1.01	The work of the Committee can be defined as having two main areas of responsibility.
1.02	The first is the detailed consideration of proposed changes to the constitution prior to them being reported to Council for adoption.
1.03	The second is a statutory role oversee the role of the Head of Democratic Services to support (non-executive) members and promote scrutiny.
1.04	Items feed into a Committee's Forward Work Programme from a number of sources, but will broadly cover <ol style="list-style-type: none"><li>1) Reviewing the programme of training and development of Members;</li><li>2) Considering recommendations from the Independent Remuneration Panel for Wales;</li><li>3) Issues pertaining to the support of Members in carrying out their duties, for example: adoption of parental leave rules, supply of equipment etc.</li><li>4) Co-ordination of the work programmes of the five Overview and Scrutiny Committees (this is a nominal role only and has not been needed in recent years).</li></ol>
1.05	Members can also suggest topics for consideration by the Committee.  Items can also be referred to the Committee by the Cabinet for consultation purposes, or by County Council or Chief Officers.
1.06	In identifying topics for future consideration, it is useful for a 'test of significance' to be applied. This can be achieved by asking a range of questions as follows: <ol style="list-style-type: none"><li>1. Will the review contribute to the Council's priorities and/or objectives?</li><li>2. Is it an area of major change or risk?</li><li>3. Are there issues of concern in performance?</li><li>4. Is there new Government guidance of legislation?</li><li>5. Is it prompted by the work carried out by Regulators/Internal Audit?</li><li>6. Is the issue of public or Member concern?</li></ol>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	None as a result of this report.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	None as a result of this report.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	None as a result of this report.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1 – Draft Forward Work Programme

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p><a href="#">The Flintshire County Council Constitution</a></p> <p><a href="#">The Independent Remuneration for Wales: annual report for 2023 to 2024</a></p> <p><b>Contact Officer:</b> Steven Goodrum, Democratic Service Manager  <b>Telephone:</b> 01352 702320  <b>E-mail:</b> <a href="mailto:steven.goodrum@flintshire.gov.uk">steven.goodrum@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<b>Independent Remuneration Panel for Wales</b> - the independent body that is responsible for determining the level of payments to elected members of Councils, National Park Authorities and Fire and Rescue Authorities in Wales.

This page is intentionally left blank



# CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

## Current FWP (June 2023)

<b>Date of meeting</b>	<b>Subject</b>	<b>Purpose of Report / Presentation</b>	<b>Responsible / Contact Officer</b>
<b>28<sup>th</sup> September 2023</b>	<b>Member Workshops, Briefings and Seminars Update</b>	For the committee to receive a progress report on the Member Development and Engagement events which have taken place or are scheduled. The report will provide details of events which have been held since the last meeting and also outline any that are planned.	Democratic Services Manager
	<b>Meeting Format</b>	For the committee to receive a report and recommendations from the working group that was formed to review and update the 'interim Multi-Location Meeting Policy', with details of the full impact and implications of any changes to the policy.	Democratic Services Manager
<b>8<sup>th</sup> November 2023</b>	<b>Independent Remuneration Panel for Wales (IRPW) draft Annual Report</b>	To provide Members with details of the draft Annual report from the IRPW and the implications of such for consideration.	Democratic Services Manager
	<b>Overview &amp; Scrutiny Annual Report</b>	The Overview & Scrutiny Annual Report is drafted in consultation with the relevant Committee Chairs. The draft is then submitted to this committee for Member comment before being submitted to Council for formal approval. The Annual Report provides the Council with assurance that the Overview & Scrutiny function is fulfilling its constitutional role.	Democratic Services Manager

## CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

Date of meeting	Subject	Purpose of Report / Presentation	Responsible / Contact Officer
24 <sup>th</sup> January 2024	<b>Member Workshops, Briefings and Seminars Update</b>	For the committee to receive a progress report on the Member Development and Engagement events which have taken place or are scheduled. The report will provide details of events which have been held since the last meeting and also outline any that are planned.	Democratic Services Manager
	<b>Annual Review of the Code of Corporate Governance</b>	The Code of Corporate Governance forms part of the Constitution. It is reviewed and updated annually to ensure it is up to date and complies with all relevant legislation and other requirements.	Democratic Services Manager
20 <sup>th</sup> March 2024	<b>Member Workshops, Briefings and Seminars Update</b>	For the committee to receive a progress report on the Member Development and Engagement events which have taken place or are scheduled. The report will provide details of events which have been held since the last meeting and also outline any that are planned.	Democratic Services Manager
	<b>Independent Remuneration Panel for Wales (IRPW) Annual Report</b>	To provide Members with details of the final published Annual report from the IRPW and the implications of such for consideration.	Democratic Services Manager

CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

Item(s) to be scheduled:

<b>Proposed Month</b>	<b>Subject</b>	<b>Purpose of Report / Presentation</b>	<b>Responsible / Contact Officer</b>

This page is intentionally left blank