

**CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE**  
**16 SEPTEMBER 2024**

Minutes of the Constitution and Democratic Services Committee of Flintshire County Council held as a hybrid meeting on Monday 16 September 2024

**PRESENT:**   **Councillor Rob Davies (Chair)**  
Councillors:                                     Gillian Brockley, Steve Copple, Ron Davies, Ian Hodge,  
Paul Johnson, Gina Maddison, Ted Palmer,  
Andrew Parkhurst, Michelle Perfect, Vicky Perfect,  
Linda Thew, Roy Wakelam and Arnold Woolley

**ALSO PRESENT AS  
OBSERVERS:**                                 Deputy Leader and Cabinet Member for Streetscene  
and Transportation

**APOLOGIES:**                                   Councillor Billy Mullin

**CONTRIBUTORS:**                           Chief Officer (Governance)  
Democratic Services Manager

**IN ATTENDANCE:**                           Democratic Services Officers

1. **APPOINTMENT OF CHAIR** ([Link to Recording](#))

**RESOLVED:**

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** ([Link to Recording](#))

The Chair sought nominations for the position of Vice Chair.

Two nominations were received for Councillors Ian Hodge and Steve Copple. Upon being put to the vote, Councillor Ian Hodge was appointed as Vice Chair.

**RESOLVED:**

That Councillor Ian Hodge be appointed as Vice-Chair of the Committee.

3. **DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)**  
([Link to Recording](#))

No declarations were received.

4. **MINUTES** ([Link to Recording](#))

The [minutes](#) of the meeting held on 20 March 2024 were submitted for approval.

**RESOLVED:**

That the minutes of 20 March 2024 be approved as a correct record.

**5. FORWARD WORK PROGRAMME ([Link to Recording](#))**

The Democratic Services Manager presented the [Forward Work Programme](#) for consideration and welcomed any questions from Members.

In response to a request for an item to be included around the length of meeting times and time allowed for Members to speak, the Democratic Services Manager agreed to take this as an action.

In response to the request for a timing device to be installed in the Delyn Committee Room, the Democratic Services Manager agreed to investigate this and come back to the Committee.

The recommendations within the report were supported.

**RESOLVED:**

- (a) That the Forward Work Programme be approved; and
- (b) That the Democratic Services Manager, in consultation with the Chair of the Committee be authorised to vary the Forward Work Programme between meetings, as the need arises.

**6. MEETINGS: MINUTES & HOSTING ARRANGEMENTS ([Link to Recording](#))**

In presenting the [report](#), the Democratic Services Manager provided some background to why the changes were proposed and referred Members to the attachments which were examples of the format used. This format had been used for a number of Overview & Scrutiny Committees and had been accepted. It was explained that as more meetings were being held in the Hybrid format this placed additional pressure on the resources within the team.

In response to a question from Councillor Paul Johnson, the Democratic Services Manager confirmed that an extra line could be included to identify the Cabinet Member portfolio holder. Councillor Johnson also asked if the Declarations of Interest and Whipping Declarations should be separated into two lines.

The recommendations within the report were supported.

**RESOLVED:**

- (a) That the Committee accepts the change to the format of minutes as per the template attached as Appendix 1; and
- (b) That following the change to the format of minutes being implemented, all Council and Committee meetings to be delivered in 'hybrid' format.

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

None.

(The meeting started at 2.00 pm and ended at 2.31 pm)

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**Chair**

Meetings of the Constitution & Democratic Services Committee are webcast and can be viewed by visiting the webcast library at <http://flintshire.public-i.tv/core/portal/home>