

# Public Document Pack

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



Contact Officer:  
Sharon Thomas / 01352 702324  
sharon.b.thomas@flintshire.gov.uk

To: Cllr Robert Davies (Chair)

Councillors: Gillian Brockley, Steve Copple, Ron Davies, Ian Hodge, Paul Johnson, Gina Maddison, Allan Marshall, Billy Mullin, Ted Palmer, Andrew Parkhurst, Michelle Perfect, Vicky Perfect, Roy Wakelam and Arnold Woolley  
+ 1 Independent Councillor

31 October 2024

Dear Sir/Madam

**NOTICE OF HYBRID MEETING**  
**CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE**  
**WEDNESDAY, 6TH NOVEMBER, 2024 at 2.00 PM**

Yours faithfully

Steven Goodrum  
Democratic Services Manager

Please note: Attendance at this meeting is either in person in the Delyn Committee Room, Flintshire County Council, County Hall, Mold, Flintshire or on a virtual basis.

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 **APOLOGIES**

**Purpose:** To receive any apologies.

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

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

### 3 **MINUTES** (Pages 5 - 8)

**Purpose:** To confirm as a correct record the minutes of the meeting held on 16 September 2024.

### 4 **ACTION TRACKING** (Pages 9 - 12)

**Purpose:** To inform the Committee of progress against actions from previous meetings.

### 5 **SCRUTINY ARRANGEMENTS FOR THE CORPORATE JOINT COMMITTEE** (Pages 13 - 30)

**Purpose:** To consider and make recommendations to Council on the proposed scrutiny arrangements for the Corporate Joint Committee.

### 6 **PART 2 REPORTS AND INFORMATION** (Pages 31 - 36)

**Purpose:** To provide the Committee with details around the use of 'Part 2' when conducting Council business at meetings.

### 7 **CLIMATE CHANGE COMMITTEE TERMS OF REFERENCE** (Pages 37 - 44)

**Purpose:** For the Committee to ratify the proposed changes to the Climate Change Committee Terms of Reference.

### 8 **INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) DRAFT ANNUAL REPORT 2025-26** (Pages 45 - 74)

**Purpose:** To receive the Draft Annual Report.

### 9 **APPOINTMENT OF THE LEADER OF THE COUNCIL** (Pages 75 - 78)

**Purpose:** To clarify the procedure when a Leader resigns.

### 10 **MEMBER FACILITIES FOLLOWING OFFICE RATIONALISATION** (Pages 79 - 86)

**Purpose:** To give consideration to the facilities available to elected Members following the move from County Hall in February 2025.

11 **FORWARD WORK PROGRAMME** (Pages 87 - 92)

**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***

This page is intentionally left blank

## **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)

.....  
**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>

This page is intentionally left blank





## CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Wednesday, 6 November 2024
<b>Report Subject</b>	Action Tracking
<b>Report Author</b>	Democratic Services Manager

### EXECUTIVE SUMMARY

The report shows the action points from previous meetings of the Constitution & Democratic Services Committee and the progress made in completing them.

Any outstanding items will be reported back to the next monthly meeting.

### RECOMMENDATIONS

1	That the committee notes the progress which has been made.
---	--

### REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE ACTION TRACKING REPORT</b>
1.01	<p>During discussions at meetings, there is often requests for information, reports or actions from members of the Committee. 'Matters Arising' is not an item which can feature on an agenda.</p> <p>It was recognised that there was a need to formalise the reporting of progress made with such requests back to the Committee.</p>
1.02	<p>This paper summarises those points and where appropriate provides an update on the actions resulting from them.</p> <p>The Action Tracking details are attached in appendix A.</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The creation of the Action Tracking report increases workflow but should provide greater understanding and efficiency.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	In some cases, action owners have been contacted to provide an update on their actions.

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

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix A – C&DSC Action Points

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	Minutes of previous meetings of the committee as identified in the report.

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<b>Contact Officer:</b> Steven Goodrum, Democratic Services 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	None.

ACTION TRACKING  
APPENDIX 1

**ACTION TRACKING FOR THE CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE**

Meeting Date	Agenda item	Action Required	Action Officer(s)	Action taken	Status
16.09.2024	6. Forward Work Programme	The Committee requested an item to be included on the FWP to look at the length of meeting times and time allowed for Members to speak.	Democratic Services Manager	Item scheduled on the FWP for the meeting in January 2024.	Closed
		The Committee requested a timing device like that in the Council Chamber to be installed in the Delyn Committee Room.	Democratic Services Manager		Open
	7. Meetings: Minutes & Hosting Arrangements	It was requested for extra line to be included in the meeting template to identify the Cabinet Member portfolio holder in attendance.	Democratic Services Manager	Template updated to reflect the change, and this will be used from November.	Closed
		It was requested that the Declarations of Interest and Whipping Declarations be separated into two lines in the minutes.	Democratic Services Manager		Open

This page is intentionally left blank



## CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Wednesday, 6 November 2024
<b>Report Subject</b>	Scrutiny Arrangements for the Corporate Joint Committee
<b>Report Author</b>	Chief Officer (Governance)

### EXECUTIVE SUMMARY

The North Wales Corporate Joint Committee (CJC) has been established as a separate corporate body to undertake its four statutory functions across the whole of North Wales. Its work needs to be scrutinised.

Statutory guidance and existing practice points towards the six councils establishing a joint overview a scrutiny model so that there is a single, dedicated body which is immersed in the work of the CJC. This body will not displace local scrutiny of the CJC as a partner body, its work on the growth deal etc.

This report contains draft terms of reference for the proposed joint overview and scrutiny body.

### RECOMMENDATIONS

1.	That the Committee recommends to Council to:
A	Establish the North Wales Corporate Joint Committee Joint Overview and Scrutiny Committee (JOSC) with the Terms of Reference as set out in Appendix 1
B	Agree that the powers of local Scrutiny Committees provided for under The Corporate Joint Committees (General) (No. 2) (Wales) Regulations 2022 shall be retained.
C	Agree the political balance of Flintshire County Council's nominees to the joint overview and scrutiny committee will reflect the membership of Flintshire County Council rather than the membership of all North Wales councils in aggregate.
D	Agree that the secretariat for the JOSC will be provided by the CJC in accordance with the Terms of Reference.

## REPORT DETAILS

1.00	EXPLAINING THE PROPOSED JOINT SCRUTINY ARRANGEMENTS
1.01	<p>The North Wales Corporate Joint Committee (the CJC) was established on 1 April 2021 and subsequently gained its functions in June 2022. Currently these functions are to:</p> <ul style="list-style-type: none"> <li>• prepare, monitor, review and revise a regional Strategic Development Plan;</li> <li>• develop a Regional Transport Plan with policies for regional transport;</li> <li>• the power to do anything which is likely to promote economic wellbeing.</li> </ul>
1.02	<p>It is a separate local authority body with its own functions and membership primarily drawn from the six North Wales Councils and the Eryri National Park Authority. It has statutory requirement to effectively adopt most of the generic governance arrangements of a Principal Authority including a Constitution, Governance and Audit Sub-Committee, Standards Sub-Committee and other legal requirements including Performance Reviews, Equalities and Biodiversity Policies and compliance with the Welsh language standards.</p>
1.03	<p>The need for Scrutiny of the CJC is enshrined in both the Regulations and the Statutory Guidance. An element of “scrutiny” is already in built within the form of the Governance and Audit Sub-Committee for example, but this has a specific process and performance role and is not a “Overview and Scrutiny” Committee. There is an expectation that the CJC will be subject to Scrutiny.</p>
1.04	<p><b>Overview and Scrutiny</b></p> <p>The requirement to establish Scrutiny Committees is an intrinsic part of the Executive system. However, there is no corresponding statutory requirement for a CJC to establish its own Scrutiny Sub-Committees to exercise similar functions. Indeed, the current statutory guidance (“the Guidance”) on CJC the envisages that this will be based on scrutiny by the constituent authorities:</p> <p style="text-align: center;"><b>34. Overview and scrutiny arrangements</b></p> <p><i>34.1 Regulations on overview and scrutiny are proposed for spring 2022. It is envisioned that this will be based around scrutiny by the constituent councils of the CJC and not scrutiny by the CJC of its own work. This will be an important part of the democratic accountability of the CJC. As part of the council’s general approach to scrutiny any scrutiny arrangements should be undertaken in line with any published scrutiny guidance and the Democracy Handbook (when published).</i></p> <p><i>34.2 In considering the most effective and efficient approach to scrutiny, constituent councils and CJsCs should give thought to the</i></p>

	<p><i>benefits of a joint overview and scrutiny committee made up of the constituent councils. The clear aim and ambition however must be to create, facilitate and encourage a clear democratic link back to the constituent councils.</i></p> <p><i>34.3 As part of the regulations discussed in 34.1 it is proposed that CJC members and staff will have a duty to provide information to the scrutiny committee; attend committee meetings if requested to do so; and consider any report or recommendations made by a committee within the agreed arrangements, and which relate to the CJC.</i></p> <p><b>(Corporate Joint Committees: Statutory Guidance-WG 2022)</b></p>
1.05	<p>This is further supported by the <b>“Statutory and Non-Statutory Guidance for Principal Councils in Wales – supporting provisions within the Local Government Act 2000, the Local Government (Wales) Measure 2011 and the Local Government and Elections (Wales) Act 2021 “June 2023</b> which identifies scrutiny of CJC as being one of the possible functions of a JOSOC.</p> <p><b>“12.10 Some instances where a joint committee might be appropriate include:</b></p> <ul style="list-style-type: none"> <li>• On-going monitoring of a joint service delivery mechanism;</li> <li>• On-going review of a joint statutory partnership or other collaborative arrangements such as a <u>corporate joint committee</u>;</li> <li>• Investigating a topic that may require a regional response (for example, waste management or sustainable development);</li> <li>• Sharing scrutiny resources to investigate a similar topic of high interest or high importance to more than one authority (although not necessarily requiring a joint / multi-authority response). “</li> </ul> <p><b>Criteria for establishing a JOSOC</b></p> <p>12.11 In deciding whether or not to establish a JOSOC, the following questions should be considered:</p> <ul style="list-style-type: none"> <li>• Does the topic involve the work of a strategic partner or partnership body whose services cover more than one local authority area? For example, a JOSOC may wish to focus upon the work of a transport provider, third sector organisation or a relevant social enterprise whose services cross authority boundaries;</li> <li>• Does the issue or service affect residents across more than one county area or concern a particular population’s needs? A JOSOC may wish to consider thematic topics such as climate change, fuel poverty, grass-fires or road safety; or it may wish to consider services connected to particular groups of interest such as young adults with physical disabilities, teenage mothers or vulnerable older people;</li> <li>• What form of JOSOC could reasonably be resourced? Undertaking effective joint scrutiny is dependent on participating councils engaging in the building of relationships, and putting in place systems of working and administration. In order that JOSOCs can provide significant added</li> </ul>

	value, care must be taken to ensure that its objectives are proportionate to its resources.”
	<b>The Corporate Joint Committees (General) (No. 2) (Wales) Regulations 2022</b> impose a duty on the CJC to co-operate with a “relevant” Scrutiny Committee and respond to any reports or recommendations prepared by the Scrutiny Committee. A “Relevant Scrutiny Committee” may be a Committee of the Constituent Authorities, or a Joint Scrutiny Committee appointed by those authorities. This means that where a scrutiny committee exercises its powers to make <u>a report to the authority or it’s executive “on matters which affect the authority’s area or the inhabitants of that area”</u> and that relates to the functions of the CJC, certain requirements stem from this.
1.06	<p>The CJC must co-operate with the Relevant Scrutiny Committee and give it such reasonable assistance as it requests including.</p> <ul style="list-style-type: none"> <li>• arranging for a member of the CJC to attend to answer questions</li> <li>• arranging for a member of staff of the CJC to attend to answer questions</li> <li>• providing information</li> <li>• providing documents (with provision for exempt information)</li> <li>• consider the report or recommendation, and</li> <li>• where the Scrutiny Committee formally publishes a report, the CJC must publish a statement setting out the steps it intends to take in light of the report or recommendation in exercising its functions within two months.</li> </ul>
1.07	It must be emphasised that this is not a “call in” which is separately provided for and relates to the power to stop and suspend implementation of an executive decision pending a review by Scrutiny. There may be different approaches to this in the authorities, but it is important to note that the process is one of reporting to its own authority about a matter where the CJC is involved, not the CJC per se.
1.08	<p><b>Current Corporate Joint Committee Scrutiny across Wales</b></p> <p>Currently in relation to the other three Corporate Joint Committees in Wales joint scrutiny arrangements have been put in place. These are either JOSCS created and agreed with the constituent Councils or established by CJC as part of their governance arrangements. Some do pre-date the 2022 Regulations.</p>
1.09	<p><b>Regional vs Local Scrutiny</b></p> <p>The CJC is a regional body which needs to be subject to scrutiny as a whole and it doesn’t make sense for that work to be undertaken six times. Equally it has responsibility to work across the whole of North Wales. E.g. preparing the regional development plan. Again, it makes sense to scrutinise the impact and effect of such plans regionally.</p> <p>Some of its work is geographically localised within the area of each constituent council and so should be open to local scrutiny. The regional</p>



	<p>growth deal is perhaps the readiest example of this because, as well as regional projects, it includes specific projects in each council that will have primarily local outcomes. It makes sense for those local outcomes to be scrutinised by the relevant council. Equally council may wish to examine the impact of regional strategies in their own locality.</p> <p>The JOSC will therefore not displace the right of local scrutiny committees to look at the work of the CJC as it effects that council's area.</p>
1.10	<p><b>Outline of proposed JOSC scrutiny roles:</b></p> <ul style="list-style-type: none"> <li>• To review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the CJC (not “call in”);</li> <li>• To make reports or recommendations to CJC respect to the discharge of any functions which are the responsibility of the CJC;</li> <li>• To make reports or recommendations to the CJC on matters which affect the CJC .</li> </ul> <p>It's cycle of meetings would need to be agreed as would the support requirement and work programmes etc.</p>
1.11	<p><b>Membership</b></p> <p>It is proposed that the JOSC would have 12 members who would not be executive members of the Constituent Councils. This results from an underlying requirement that there are an equal number of members from each of the Councils. In addition, members are appointed by each Council as far as practicable on the basis of their respective political balance, as opposed to the overall North Wales political make up of the membership. So, appointments from Conwy e.g. would be based on the political balance of Conwy and appointments from Flintshire would be based on their political balance etc.</p>
1.12	<p><b>Growth Deal</b></p> <p>On the 17<sup>th</sup> December 2021 ,Conwy County Borough Council, Denbighshire County Council, Flintshire County Council, Cyngor Gwynedd, Isle of Anglesey County Council, Wrexham County Borough Council (the “Constituent Councils”) ; together with Bangor and Wrexham Universities, Coleg Cambria and Group Llandrillo Menai entered into a Joint Working Agreement (“GA2) which established a Joint Committee responsible for overseeing and coordinating the discharge of the Councils’ obligations in relation to the North Wales Growth Deal and delivering the North Wales Growth Vision.</p>
1.13	<p>However, and this was anticipated in GA2 that the Growth Deal could potentially be transferred to the CJC, which is a matter specifically reserved to the Councils. The Constituent Councils resolved in their in principle decisions in 2021/22 to transfer the Growth Deal to the CJC. The overall strategic impetus to transfer stemmed from the correlation in membership between the NWEAB and the CJC and the membership of the CJC, the wish to avoid a multiplicity of regional bodies with similar functions, and the various legal and operational advantages and efficiencies of the CJC being its own corporate entity.</p>

1.14	<p>As part of GA2 a Scrutiny Protocol was adopted which provided a framework for scrutinising the work of the Economic Ambition Board (EAB). This provided for provision of regular reports and attendance by EAB officers at scrutiny. Because, unlike the CJC the EAB was subject to “call in” of its decisions there was also an agreed process to manage potential multiple call-in. In reality there has been no call-in of the EAB’s decisions. This arrangement was possible because of the narrow scope of the EAB’s functions which were limited to economic wellbeing and development and in practice involved one scrutiny committee from each Council. Scrutiny of the CJC with its range and developing range of functions needs to be considered in a different context. The proposed model of a JOSOC would in reality enable a more pro-active scrutiny approach and a closer relationship between the scrutiny function and the CJC. It should also be emphasised that the proposed model does not take away the statutory powers of the individual scrutiny committees of the constituent Councils, where appropriate, to call on the CJC to contribute and respond to a formal report or recommendations. This is reflected in the Standing Orders.</p>
1.15	<p><b>Standing Orders</b></p> <p>A proposed set of standing Orders have been prepared for the JOSOC and these would constitute the agreement to establish the JOSOC.</p>
1.16	<p><b>Conclusion</b></p> <p>The creation of the Corporate Joint Committee involves a change in terms of regional partnering from the current local authority joint committee arrangements. It can also be surmised that it’s role will see increased prominence and probably expansion of functions or tasks. It will also develop its own separate governance and management arrangements. There are therefore risks attached to assuming the current arrangements around the EAB can be transplanted into this new environment and achieve an appropriate level of challenge and scrutiny. Scrutiny is there to provide assurance for the Constituent Authorities and the CJC itself that it is properly exercising its functions. Whichever body or bodies carry out this function they will need to have a level of understanding and information about the organisation they are scrutinising, it’s work, risks and the inter-relationship with their own Councils.</p>
1.17	<p>The statutory guidance also needs to be borne in mind and the recommended JOSOC model. Whilst other regions have also taken the JOSOC route albeit with different models, there tends to a presumption in favour of the JOSOC.</p>
1.18	<p>A JOSOC would need to maintain a relationship with its constituent Councils and authorities. It would be acting as their representative body and should not be acting as a wholly stand-alone entity. It would be seen as part of its terms of reference as having a regional gatekeeping role in the future development of the CJC and its functions. This would be incorporated into its terms of reference. On specific local issues “home” scrutiny committees would still maintain the ability to scrutinise the CJC. However, it is a key area as the Guidance suggests for maintaining the democratic</p>

	relationship with the home authorities. There is a risk nevertheless that this also overlooks the point that unlike traditional Joint Committees which are effectively regional Cabinets (within their terms of reference) the CJC is a separate corporation which needs to develop and maintain a relationship with its' partner Councils and organisations in a different way. Scrutiny is a key component of that arrangement and the CJC will be working closely with its Constituent Councils and other partners through other channels. That in itself highlights the need for Scrutiny to be undertaken from a position of knowledge and understanding of the organisation it is overseeing.
--	---

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	Neither option is a resource neutral arrangement. Officer time and capacity will need to support both the options. It can be anticipated that the JOSOC would meet about three times per annum. There would have to be liaison between the CJC staff and Scrutiny Teams to establish agenda items which would involve forward planning of scrutiny work. This would be the same for each model if we are to avoid a general up-date approach to scrutiny. The level of resource required to regularly attend all scrutiny meetings, research agenda items and work planning for each can be anticipated to be significant. A Joint Scrutiny Committee meeting remotely is unlikely to generate additional issues around members remuneration.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	Environment & Economy and Corporate Resources Overview and Scrutiny Committees are being consulted as a prelude to setting the scrutiny arrangement at Full Council in December.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	<p>Principally the risks relate to:</p> <ul style="list-style-type: none"> <li>a) the loss of "ownership " of the scrutiny function</li> <li>b) localised scrutiny of projects that need to be seen from a regional perspective</li> </ul> <p>These are addressed within the proposals (and the body of the report) by retaining local scrutiny alongside the regional model.</p>

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1 – draft terms of reference for the Joint Overview and Scrutiny Committee (JOSOC)

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<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	<p><b>Corporate Joint Committee (CJC) –</b> Regulations were made by the Welsh Government on 17 March 2021 creating four Corporate Joint Committees in Wales, and the North Wales Corporate Joint Committee (CJC) was established on 1 April 2021. The CJC must exercise functions relating to strategic development planning and regional transport planning and are also able to promote economic wellbeing.</p> <p><b>Economic Ambition Board (EAB) -</b> The Board is a joint-committee and is the decision-making body, responsible for the leadership, vision, delivery and strategic direction of the Growth Deal.</p>

## Joint Overview and Scrutiny Committee

### DRAFT Terms of Reference

1. Statutory Provisions.
2. Name of Overview and Scrutiny Committee
3. Purpose of the Joint Scrutiny Committee
4. Intended outcome(s) of the joint overview and scrutiny committee
5. Elected Member Membership (Councillors)
6. Quorum
7. Duration of the JOSOC and procedures for withdrawal
8. Co-opted Members
9. [Termination / suspension of membership](#)
10. Voting rights
11. Sub Committees of the JOSOC
12. Political Balance
13. Appointment of Chair and Vice Chair
14. Access to meetings and documentation etc.
15. Resolving disagreements
16. Meetings of the JOSOC
17. Work programme (Forward Plan)
18. Access to information rules
19. Rules of Procedure
20. Declarations of Interest
21. Confidentiality of Information
22. Administrative arrangements
23. JOSOC meeting procedures (including sub-committees)
24. Responding to the JOSOC recommendations
25. Evidence Gathering
26. Setting the agenda
27. Reference of matters to joint overview and scrutiny committee, etc
28. Training and Development
29. Expenses, Allowances and Salaries
30. Meeting Venue / time

## Terms of Reference

### **1. Statutory Provisions.**

- a) The joint overview and scrutiny committee (JOSC) has been established in accordance with the following legislation:-
- The Local Government (Wales) Measure 2011 (Sec 58 – Joint Overview and Scrutiny Committees)
  - The Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013.

The Corporate Joint Committees (General) (No. 2) (Wales) Regulations 2022 b) The conduct of the JOSC and the arrangements for joint scrutiny shall be subject to the legislative provisions in a) above, and any regulations or guidance made in accordance with the legislation; and in the event of any conflict between the Act and/or Regulations and any joint arrangements, the requirements of the legislation will prevail.

### **2. Name of Overview and Scrutiny Committee**

(a) The appointing Authorities (“Appointing Authorities”) are –

- Conwy County Borough Council;  
Denbighshire County Council;
- Flintshire County Borough Council;
- Cyngor Gwynedd ;  
Isle of Anglesey County Council;
- Wrexham County Borough Council;

(b) The title of the JOSC between the six Appointing Authorities shall be the “North Wales Corporate Joint Committee Joint Overview and Scrutiny Committee” (*The JOSC for the purpose of this document*).

### **3. Purpose of the Joint Scrutiny Committee (JOSC)**

- The overall aim of the JOSC is to scrutinise the overall effectiveness of the North Wales Corporate Joint Committee (the CJC ).
- The core functions of the JOSC are:-
  - To review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the CJC (not “call in”);
  - To make reports or recommendations to CJC respect to the discharge of any functions which are the responsibility of the CJC, to include pre-decision scrutiny;
  - To make reports or recommendations to the CJC on matters which affect the CJC.

- It's cycle of meetings would need to be agreed as would the support requirement and work programmes etc.
- d) The remit of the JOSOC includes only the activities of the CJC as a partnership and excludes scrutiny of individual partner organisations (see also para 5).

#### **4. Intended outcome(s) of the joint overview and scrutiny committee**

- a) Ensuring that the JOSOC achieves the following benefits:-
- **Effective challenge** is provided to the CJC and that it is achieving the desired aims.
  - **the focus is on outcomes for people not organisations:** shifting the perspective from inputs to delivering results;
  - **the JOSOC acting as a unifying force:** helping the appointing authorities address regional decision-making across different political, organisational and geographical boundaries;
  - **Accountability:** providing timely review in relation to the CJC's functions.
  - **Efficiency:** maximise resources;
  - **Innovation:** identifying new insights and solutions.
- (b) The Joint Scrutiny Committee will prepare an annual report on achieving on its work and outputs which will be sent to the Appointing Authorities Head of Democratic Services by no later than 31 July in any given year.

#### **6. Elected Member Membership (Councillors)**

- a) There will be an equal number of Elected Members from each appointing authority and no executive members may be on the committee.
- b) The JOSOC will comprise twelve Elected Members; that is two non-executive Elected Members from each of the Constituent Councils .
- c) Each local authority will determine and nominate its Elected committee Members in accordance with its own arrangements. The term of office of the nominated Elected Members shall be a matter for each nominating local authority, subject to a minimum planned term of one municipal year.
- d) Each Elected Member will have a key role in reporting back to their Appointing Authority on the scrutiny undertaken and the outputs.

#### **7. Quorum**

- a) A quorum of one third of Elected Members of the JOSOC will be required to enable a meeting to proceed.
- b) A quorum of one third of Elected Members of any JOSOC sub-committee will be required to enable a meeting to proceed, comprising of at least one Elected Member from each of the appointing authorities.

#### **9. Co-opted Members**

a) The JOSC may invite additional members to serve on the JOSC or sub-committee as co-opted members subject to:-□

- the appointment being approved by a majority of all the members of the JOSC
- the person co-opted to serve on the JOSC, or on a sub-committee, not being entitled to vote at any meeting of the JOSC or sub-committee on any question which falls to be decided at that meeting.
- the person not being an elected member of a local authority, whether that authority is one of the appointing authorities or otherwise.
- the membership of a person co-opted to serve on the JOSC, or on a subcommittee of such a committee, being withdrawn by a majority vote at any time by the JOSC or sub-committee.
- the number of co-opted members on the JOSC not exceeding the number of elected members that sit on the JOSC.

## **10. Termination / suspension of membership**

- a) If an Elected Member appointed to the JOSC ceases to be a member of the Appointing Authority, then that person also immediately ceases to be a member of the JOSC.
- b) If a person appointed as a member of a JOSC is suspended from being a member or a co-opted member of one of the Appointing Authorities, that person may not serve as a member of the JOSC for the duration of the suspension.
- c) If a co-opted member appointed to the JOSC ceases to be an employee/member of the organisation he/she was appointed from, then that person immediately ceases to be a member of the JOSC.

## **11. Voting rights**

- a) All Elected Members may vote on any question that falls to be decided at that meeting
- b) Where there is an equality of votes at a meeting of a JOSC or sub-committee, the chair has a second or casting vote.
- c) A person co-opted to serve on the JOSC or on a sub-committee is not entitled to vote at any meeting of the JOSC or sub-committee on any question which falls to be decided at that meeting (also see Co-opted Members above).

## **12. Sub Committees of the JOSC**

- a) The JOSC can establish sub-committees in order to operate in a more streamlined and flexible manner to undertake its statutory functions.
- b) Any sub-committees appointed by the JOSC will comprise at least four Elected Members, together with any co-opted members as agreed when establishing the sub-committee. The number of co-opted members on the sub-committee must not exceed the number of elected members that sit.
- c) A sub-committee is to comprise an equal number of Elected Members of each of the appointing authorities.



- d) Any report or recommendations made by a sub-committee of the JOSC is subject to approval by a resolution of the JOSC.
- e) Any sub-committee can only exercise the functions conferred upon it by the JOSC.

### **13. Political Balance**

- a) Each Appointing Authority must ensure that, as far as practicable, the members of the JOSC reflect the balance of political groups for the time being prevailing among the members of the Appointing Authority.

### **14. Appointment of Chair and Vice Chair**

- a) A JOSC must appoint a chair of the committee from within its Elected Member membership.
- b) A JOSC may appoint a vice-chair and this must be from within its Elected Member membership.
- c) The Chair will be appointed from within its Elected Member membership on a rotational annual basis and the allocation of the vice-chair (if appointed) will be given to the member of the Authority which is next scheduled to hold the position of Chair.
- d) Any sub-committee must appoint a chair, and may appoint a vice chair, from amongst its Elected Member membership.

### **15. Access to meetings and documentation etc.**

- a) The JOSC, or a sub-committee, is to be treated as a committee or sub-committee of a principal council for the purposes of Part VA of the Local Government Act 1972 (access to meetings and documents of certain authorities, committees and subcommittees).

### **16. Meetings of the JOSC**

- a) Meetings will initially be held on a quarterly basis with a schedule of meeting dates circulated and agreed at the start of each financial year. Extra meetings may be called where 50% of the Elected Members identify the need.

### **17. Work programme (Forward Plan)**

- a) In consultation with the CJC The JOSC should agree a forward plan to identify what issues the JOSC intends to focus upon during the course of the year.
- b) The forward plan should provide a clear rationale as to the purpose of considering a particular topic, and to the methods by which it will be investigated.
- c) The JOSC must have regard to The Local Government (Wales) Measure 2011 and guidance, which places a requirement to engage with the public.
- d) The JOSC must consult the CJC on the proposed Forward Plan

### **18. Access to information rules**

- a) Meetings of the JOSC will be subject to the same access to information rules as other public meetings of the councils.
- b) The Chair will adhere to the access to information rules of his/her respective Authority.

## **19. Rules of Procedure**

- a) Members of the JOSC and the public must have regard for the Chair who will have the authority to determine on any rules of procedure during meetings of the JOSC.
- b) The Chair will adhere to the rules of procedure of his/her respective Authority.

## **20. Declarations of Interest**

- a) All Elected Members shall observe the Code of Conduct in force for their respective Authorities, whilst co-opted members shall observe the Code of Conduct of the Authority of the Chair of the JOSC at the time the co-opted member was appointed.
- b) Members of the JOSC must declare any interest during meetings of the JOSC (and withdraw from the meeting if necessary) in accordance with the paragraph above.

## **21. Confidentiality of Information**

- a) In accordance with Members' respective Authority's Code of Conduct, members (Elected Members and Co-opted Members) of the JOSC must not disclose any information considered 'exempt' in accordance with Section 100A (4) of the Local Government Act 1972.
- b) The Proper Officer for the JOSC shall be ??

## **22. Administrative arrangements**

- a) The secretariat function will be provided by the CJC ? same Authority as the Chair for the period he/she is appointed for. The function includes:
  - Arranging regular meetings of the JOSC - meetings are held within appropriate timescales following meetings of the CJC and it's Sub Committees
  - Preparing agendas and commissioning papers for meetings - Agendas and commissioning papers are prepared and distributed in a timely manner.
  - Inviting participants
  - Managing attendance
  - Provision of meeting venues
  - Minute taking
  - Preparing evidence for Scrutiny
  - In alignment with the nominated Chair, the supporting Officer is from the same authority, which would allow for a shared resource approach

## **23. JOSC meeting procedures (including sub-committees)**

- a) Main agenda items will be identified at the previous meeting in line with the agreed work programme. At this point potential witnesses and broad themes should be considered.
- b) Prior to the meeting all JOSC Members should be engaged in raising and discussing possible questions by email. The JOSC Chair will facilitate this process.
- c) A pre-meeting for all JOSC Members will be held for 30 minutes immediately before each JOSC meeting. The purpose is to ensure that members are fully prepared for the JOSC meeting and that the questioning strategy is clear.
- d) During the meeting, the JOSC Chair will be responsible for ensuring that questioning is effective and that the JOSC achieves its objective.
- e) Those invited to attend for a particular agenda item shall not be expected to remain at the meeting.
- f) At the close of the meeting, witnesses will be asked to leave to enable JOSC Members to discuss their conclusions and any recommendations arising from the meeting. These conclusions and recommendations will be reported to the PSB and relevant Cabinet Member(s) in the form of a Chairs' Letter. This part of the meeting should review the effectiveness of the meeting and identify ways that future meetings could be improved

#### **24. Responding to the JOSC recommendations**

- a) The JOSC will agree outcomes of its meetings and detail the conclusions and any recommendations arising from a JOSC meeting.
- b) Where recommendations have been made to the CJC a written response would be expected within two months, indicating whether the recommendation is to be accepted and what action (if any) will be taken in response.

#### **25. Evidence Gathering**

- a) The JOSC is entitled to gather evidence in connection with any review or inquiry it undertakes as part of their agreed work plan.
- b) The JOSC shall adopt methods of gathering evidence to inform its deliberations. These include, but are not limited to, task and finish groups, holding enquiries, undertaking site visits, conducting public surveys, holding public meetings, commissioning research, hearing from witnesses and appointing advisors and assessors. The knowledge of Members is also a valuable source of evidence and should be considered as part of each inquiry.

#### **26. Corporate Joint Committees (General) (No. 2) (Wales) Regulations- Regulation 8 and 9**

- a) Without prejudice to the right of any relevant Overview and Scrutiny Committee of an Appointing Authority under Regulation 8 the JOSC when it intends to make a report or recommendations to an Appointing Authority/ies or the executive of an Appointing Authority/ies on matters which affect the authority's area or the inhabitants of that area and the report or recommendations relate to the exercise of a function of the CJC :

- The CJC must co-operate with the JOSC and give it such reasonable assistance as it requests in connection with the exercise of its functions.
  - Assistance provided under paragraph (2) may include—
    - arranging for a member of the CJC to attend and answer questions at a meeting of the committee;
    - arranging for a member of the staff of the CJC to attend and answer questions at a meeting of the committee;
    - providing information.
    - providing copies of documents in the possession or under the control of the CJC
- b) Where the JOSC formally publishes a report or recommendation in accordance with Section 21B(2) of the Local Government Act 2000 or regulation 13(2) of the Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013 the CJC must:
- consider the report or recommendation, and
  - before the end of the period of 2 months beginning with the day the report by the committee is published publish a statement setting out the steps it intends to take in light of the report or recommendation in exercising its functions.

## **27. Setting the agenda**

- a) Individual agenda items, other than standing items, are to be determined in the first instance by the Work Programme which is to be established and agreed by the JOSC. The decision to consider additional items or defer planned items will be a matter for the discretion of the Chair.
- b) Any matter that is referred to the JOSC or a sub-committee by any member of the JOSC or a sub-committee will be included on the agenda for, and discussed at, a meeting of the JOSC or the relevant sub-committee. See “Reference of matters to joint overview and scrutiny committee, etc” below

## **28 . Reference of matters to joint overview and scrutiny committee, etc**

- a) Any member of the JOSC can refer to the committee any matter which is relevant to its functions.
- b) Any member of a sub-committee of the JOSC can refer to the committee any matter which is relevant to its functions.
- c) Any member of any of the appointing authorities can refer to the JOSC any local government matter which is relevant to the functions of the JSOC.
- d) Any referral as per a) to c) above will be included on the agenda for, and discussed at, a meeting of that committee or sub-committee.

- I
- e) Where the JOSC makes a report or recommendations in relation to a matter referred to it by that member, it must provide the member with a copy of the report or recommendations.

### **29. Training and Development**

- a) Training will be provided to members of the JOSC as and when required / appropriate.

### **30. Expenses, Allowances and Salaries**

- a) The JOSC will not be responsible for or pay any expenses or allowances.
- b) The remuneration of Chair of the JOSC (or a Sub-Committee of the JOSC) is prescribed by the Independent Remuneration Panel for Wales and is a matter for the constituent local authorities to decide whether such a post will be paid.
- c) All Elected Members and Co-opted Members will need to apply to their respective Authority or Organisation for any payment of expenses etc.

### **31 Meeting Venue / time**

This page is intentionally left blank



## CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Wednesday 6 November 2024
<b>Report Subject</b>	Part 2 Reports and Information
<b>Report Author</b>	Chief Officer (Governance)

### EXECUTIVE SUMMARY

Formal council meetings are open to the public, with the agenda and associated reports published on the Council's website.

However, certain information can be exempt from being heard in the public domain and/or accessed by the public. The definition of what information can be exempt from the public is contained in the Local Government Act 1972.

When exempt information is considered at a meeting, members of the press and public can be excluded from the meeting. Excluding the press and public is often referred to as 'moving into Part 2'.

At the July meeting of Corporate Resources Overview & Scrutiny Committee, several members queried the use of 'Part 2' and when information considered under such conditions could be discussed / released to the public.

### RECOMMENDATIONS

1.	That the Committee welcomes the decision to provide press releases to councillors before they are sent to the press.
2.	That the Committee continues with the current process for determining what information can/cannot be released from reports containing exempt information, noting that:  Members should either <ul style="list-style-type: none"> <li>i. await the official release of information by the Council, or</li> <li>ii. seek the advice of the Monitoring Officer</li> </ul> before making public any exempt information.

## REPORT DETAILS

1.00	EXPLAINING THE USE OF 'PART 2' REPORTS AND INFORMATION
1.01	<p>At the Corporate Resources Overview and Scrutiny Committee meeting on 19 July 2024, the use of 'Part 2' to discuss reports at Committee meetings was raised.</p> <p>The Committee resolved: <i>"That comments on the process for dealing with exempt reports be referred to the Constitution &amp; Democratic Services Committee for consideration."</i></p>
1.02	<p>Reports are provided to councillors to enable them to either advise on or take decisions on behalf of the Council. The information contained within the reports is therefore provided to councillors for the purposes of running the organisation.</p>
1.03	<p>The overwhelming majority of reports are considered in public. However, the use of 'Part 2' when considering items at meetings is not new and is used in a limited number of circumstances as per the definition of confidential and exempt information in the Local Government Act 1972. It is something that occurs across all levels of Government and is used to protect the interests of the council (as a corporate body), private individuals, commercial organisations who have or seek dealings with the council etc.</p>
1.04	<p>Part 4 of Schedule 12A of the Local Government Act 1972 details the exempt information in paragraphs 12 to 18:</p> <ul style="list-style-type: none"><li>12. Information relating to a particular individual.</li><li>13. Information which is likely to reveal the identity of an individual.</li><li>14. Information relating to the financial or business affairs of any particular person (including the authority holding that information).</li><li>15. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.</li><li>16. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.</li><li>17. Information which reveals that the authority proposes —<ul style="list-style-type: none"><li>a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or</li><li>b. to make an order or direction under any enactment.</li></ul></li><li>18. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.</li></ul> <p>18 A-C Specific exemptions for Standards Committees</p>



	These are (or should be) referenced on the agenda whenever an item is identified as being exempt.																					
1.05	<p>In deciding whether to exclude an item from being heard in and/or accessed by the public, a <i>Public Interest Test</i> is applied.</p> <p>Committee reports are assessed on a case-by-case basis having regard to a number of factors designed to ensure a proper balance is achieved between:</p> <ul style="list-style-type: none"> <li>• transparency</li> <li>• the right to know,</li> <li>• such rights as personal privacy; and</li> <li>• the delivery of effective government.</li> </ul> <p>In applying that test, the Council has to be cognisant of parallel routes to access information such as the Freedom of Information Act 2000 (FOI). So, whilst it might be possible (even expected) that the council would classify the available budget for a contract as commercially sensitive under paragraph 14, guidance issued by the Information Commissioner’s Office makes clear that under FOI such information should be released. So, there would be little gain seeking to restrict it under the Local Government Act 1972 only to be forced to reveal it under FOI.</p>																					
1.06	Since the County Council Election in May 2022, for the period to July 2024, 130 out of 3,108 (4%) reports discussed at either Full Council or Cabinet were considered under ‘Part 2’ conditions across the six North Wales Local Authorities.																					
1.07	<p>A crude numerical analysis of the proportion of reports at either Full Council or Cabinet under ‘Part 2’ conditions is listed below:</p> <ul style="list-style-type: none"> <li>• Flintshire – 43/613 (7%)</li> <li>• Conwy – 40/684 (6%)</li> <li>• Wrexham – 21/439 (5%)</li> <li>• Anglesey – 12/393 (3%)</li> <li>• Denbighshire – 12/395 (3%)</li> <li>• Gwynedd – 2/584 (&lt;1%)</li> </ul>																					
1.08	<p>Table 1 below shows which of the paragraphs are used for moving to ‘Part 2’ across the six North Wales Authorities. Paragraph 14 is the most commonly used – and in the vast majority of cases it is when contract details are being considered.</p> <table border="1"> <thead> <tr> <th>Paragraph</th> <th>Count</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>5</td> <td>4%</td> </tr> <tr> <td>14</td> <td>103</td> <td>79%</td> </tr> <tr> <td>15</td> <td>6</td> <td>5%</td> </tr> <tr> <td>16</td> <td>2</td> <td>2%</td> </tr> <tr> <td>Multiple paragraphs</td> <td>10</td> <td>8%</td> </tr> <tr> <td>Not stated</td> <td>4</td> <td>3%</td> </tr> </tbody> </table> <p>(Table 1)</p>	Paragraph	Count	%	12	5	4%	14	103	79%	15	6	5%	16	2	2%	Multiple paragraphs	10	8%	Not stated	4	3%
Paragraph	Count	%																				
12	5	4%																				
14	103	79%																				
15	6	5%																				
16	2	2%																				
Multiple paragraphs	10	8%																				
Not stated	4	3%																				

Table 2 shows which paragraphs are used, broken down into each Local Authority.

Para	Wrexham	Flints.	Denbighshire	Conwy	Anglesey	Gwynedd
12	0	0	2	2	1	0
14	18	37	8	33	5	2
15	3	3	0	0	0	0
16	0	2	0	0	0	0
Multiple	0	1	2	5	2	0
Not stated	0	0	0	0	4	0

(Table 2)

1.09 For Flintshire specifically, there have been a number of contracts due for renewal where reports have been brought before either Council and/or Cabinet. These were therefore considered exempt due to the potentially commercial sensitivities involved. As can be seen from the table above Gwynedd and Anglesey rarely report contracts to Cabinet/committee, and they, along the other councils, also utilise single member decisions, which we do not.

Similarly, there are a number of recurring items (6) considered under 'Part 2. These are where an item is reported annually, such as the business plans for Newydd, Theatre Clwyd and New Homes. Again these would not be reported to Cabinet/committee at all.

1.10 If one therefore removes the reports utilising the paragraph 14 exemption the figures are as follows:

- Anglesey – 7/393 (1.78%)
- Conwy – 7/684 (1.02%)
- Flintshire – 6/613 (0.98%)
- Denbighshire – 4/395 (1.01%)
- Wrexham – 3/439 (0.68%)
- Gwynedd – 0/584 (0%)

1.11 At the CROSC meeting in July, frustration was expressed by some Members present that they are unsure when they can discuss or comment on items that have been considered under 'Part 2' at a meeting once the decision has been made.

They cited examples that some of the discussions that took place under 'Part 2' conditions were subsequently included in the Council's press releases without Members being informed beforehand.

The Members suggested that they were not aware that the information was being released and therefore felt unsure what they could then discuss and placed at a disadvantage when dealing with enquiries from residents. This has been addressed and the Communications Team now issue press releases to councillors before they are released to the press.

1.12	<p>It was confirmed at the CROSC meeting that the Council does not have a process to 'de-classify' information previously categorised as 'Part 2'.</p> <p>Due to the nature of what is classed as 'Part 2' information, it is not always possible to release the full reports. Some of the information could be particularly sensitive and therefore not appropriate for release, and some might only be appropriate for release after a particular process has concluded. For example, a proposed staff re-organisation might only be appropriate for release after the reorganisation has been concluded and a competitive contract proposal (which included details of pricing) might not be released until the end of the contract term.</p>
1.13	<p>What information can be made public from a report discussed under 'Part 2' conditions is therefore considered carefully on its own merit and only released on behalf of the Council by an authorised representative. The Chief Officer Governance as monitoring officer is the officer appointed for that task.</p> <p>Deciding to declassify council information is/would be a decision made on behalf of the council. Since individual councillors are not permitted to make decisions on behalf of the council, they need to either 1) await the official release of information by the Council, or 2) seek the advice of the Monitoring Officer before making public any exempt information.</p>
1.14	<p>Due to the range of information that could be classed as exempt, and the length of some reports, it would be resource intensive to proactively review 'Part 2' reports to decide whether any information can be 'de-classified'. At present the decision whether to declassify information is taken reactively as and when the release of that information is requested. Such requests have not been common to date.</p> <p>The existing guidance as outlined in para. 1.03 therefore remains appropriate to continue.</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	None arising from this report.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	Not applicable.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	None arising from this report.

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

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p><a href="#">Flintshire County Council Constitution</a></p> <p><b>Contact Officer:</b> Steven Goodrum, Democratic Services 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	<p><b>Part 2:</b> a term used for exempt information as defined in the Local Government Act 1972.</p> <p><b>Confidential information</b> - under the Local Government Act 1972, this is defined as</p> <p>“Section 100A (3). For the purposes of subsection (2) above, “confidential information” means—</p> <p>(a) information furnished to the council by a Government department upon terms (however expressed) which forbid the disclosure of the information to the public; and</p> <p>(b) information the disclosure of which to the public is prohibited by or under any enactment or by the order of a court;</p> <p>and, in either case, the reference to the obligation of confidence is to be construed accordingly.”</p>



## Constitution and Democratic Services Committee

<b>Date of Meeting</b>	Wednesday 6 <sup>th</sup> November 2024
<b>Report Subject</b>	Climate Change Committee Terms of Reference
<b>Cabinet Member</b>	Collective Responsibility
<b>Report Author</b>	Chief Officer (Planning, Environment & Economy)
<b>Type of Report</b>	Operational

### **EXECUTIVE SUMMARY**

Following an internal audit of Climate change, sustainability and ESG, an action was agreed to review the Climate Change Committee's Terms of Reference to ensure it addresses the risks identified within Member oversight and challenge of the programme.

The revised Terms of Reference were presented at the Climate Change Committee in September and were supported by the committee members.

### **RECOMMENDATIONS**

1	To approve the amendment to 9.16.5 Primary objective 1 and recommend to Council that this be adopted.
2	To approve the addition of Primary objective 3 and recommend to Council that this be adopted.
3	To approve the addition of Primary objective 4 and recommend to Council that this be adopted.

## REPORT DETAILS

1.00	EXPLAINING THE REPORT
1.01	<p>As part of the agreed Internal Audit Plan, an internal audit of the Council’s climate change, environmental sustainability and ESG was undertaken.</p> <p>The purpose of the audit was to assess a number of risks related to the management of climate change, environmental sustainability and ESG within the Council. The audit provided some level of assurance, and also identified a number of areas where key controls were not generally adequate or effective.</p>
1.02	<p>Within the audit, there was an identified area for further improvement.</p> <ul style="list-style-type: none"> <li>• Lack of Member oversight and challenge – The governance and reporting framework in place is not sufficiently robust - there is a risk of lack of clarity as to the role of Climate Change Committee in relation to the programme oversight and delivery.</li> </ul> <p>The management action agreed to address this risk finding was for the Committee’s Terms of Reference to be reviewed.</p>
1.03	<p>Having reviewed the Terms of Reference (Appendix 1), there is good reference to the need for the Committee to have oversight and challenge of the Climate Change Strategy and Action Plan as its primary function.</p> <p>Within <b>9.16.5 Role and Function</b> there are two primary objectives listed.</p> <p>The first of these primary objectives details the need to <b><i>‘assist and advise the Council on how to become a net zero carbon emitter by 2030’</i></b>. By way of reiteration, this wording has been extended upon to emphasise the need for the Committee’s oversight of the programme progress and action plan delivery.</p>
1.04	<p>The second primary objective draws the Committee outward to <b><i>‘consult with, and raise awareness amongst the public, business and suppliers around carbon reduction’</i></b>. This primary objective is outward focussed and must be balanced against objective 1 to ensure that the Committee is providing the level of internal Member oversight and challenge, as has been identified as the risk by Internal Audit.</p>
1.05	<p>A third primary objective is suggested to be included <b><i>‘to work to ensure collective cross-portfolio responsibility on climate change, including advising and assisting other committees across the Council’</i></b>. This objective is intended to influence Members of the Committee who also sit on other Council Committees to champion and ensure climate change impacts are considered within those Committee functions also. This addition would reinforce the Member oversight and challenge risk identified by internal audit.</p>

1.06	A fourth primary objective is suggested to be moved from 'roles and functions to achieve objectives' into 'Primary objectives' <b>9.16.5.4 to consider economic, environmental and social challenges and risks arising from climate change for the Council, and others.</b> Again, this is an outward focus and would need to be balanced against objective 1 to ensure sufficient scrutiny and oversight is given to the Council's own activities and performance.
1.07	<b>9.16.5.6</b> includes reference to the Committee continuing to develop, for approval by the Cabinet, the Climate Change Strategy and Action Plan  <b>9.16.5.10</b> references the requirement to advise Cabinet on a number of aspects all related specifically to the Council's own carbon footprint.
1.08	The draft Terms of Reference in Appendix 1 provides adequate assurance of the responsibilities of the Committee in overseeing and challenging the Climate Change Programme. It is the role of the Committee members to ensure they are meeting these role and function requirements so as to provide a robust governance and reporting framework for the programme.

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

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	Advice sought from Committee services and Governance to ensure format and wording is consistent throughout the Constitution.  Recommendations made by Climate Change Committee at the 6 <sup>th</sup> September 2024 meeting.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	The recommendations will ensure that the Council addresses the risks identified in the internal audit report. Actions undertaken intend to minimise the risk of failure in the Council's ability to meet its carbon reduction ambitions.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1 – Draft Terms of Reference Climate Change Committee

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	None.

<b>7.00</b>	<b>OFFICER CONTACT 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	<p><b>Carbon emissions:</b> Used interchangeably with greenhouse gas emissions; meaning emissions of carbon dioxide, methane etc from human and natural activities and sources. Wider greenhouse gas emissions are collectively calculated into a ‘carbon dioxide equivalent’ displayed as CO<sub>2</sub>e.</p> <p><b>Carbon Footprint:</b> A measurement of the council’s carbon emissions during a defined period of time, given as tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)</p> <p><b>Decarbonisation –</b> Reduction of carbon emissions that result from an activity, material or product</p> <p><b>Greenhouse Gas/ Carbon emissions:</b> Emissions of carbon dioxide, methane etc from human and natural activities and sources. Wider greenhouse gas emissions are collectively calculated into a ‘carbon dioxide equivalent’ displayed as CO<sub>2</sub>e.</p> <p><b>Methodology:</b> How the collected raw data used for carbon emission calculations is managed and rated in terms of its reliability. This is governed by Welsh Government.</p> <p><b>Net Zero Carbon:</b> Emissions of greenhouse gases are balanced by the removal of greenhouse gases from the atmosphere such as by trees, peatland and carbon capture and storage technologies.</p>



## **9.16 THE CLIMATE CHANGE COMMITTEE**

### **Composition**

#### **9.16.1 Membership**

The Climate Change Committee is composed of 12 Members.  
The Climate Change Committee is subject to the rules of political balance in the Local Government and Housing Act 1989.

#### **9.16.2 Term of Office**

It is important that members of the Committee are able to build up expertise and so there should be continuity of membership for a whole council term in so far as is possible.

#### **9.16.3 Quorum**

A meeting of the Climate Change Committee shall only be quorate when at least one third of the committee's members are attending the meeting.

#### **9.16.4 Chairing the Committee**

9.16.4.1 The Full Council will appoint the Chair of the Climate Change Committee at the Annual Meeting. The Climate Change Committee will elect its own vice chair.

9.16.4.2 The Chair and Vice Chair will serve from the first meeting after the Annual Meeting of Council (or the first meeting at which they were elected if later) until the end of the municipal year or until the member ceases to be a member of the committee or ceases to be a councillor (for whatever reason).

#### **9.16.5 Role and Function**

The primary objectives of the Climate Change Committee are to:

9.16.5.1 assist and advise the Council on how to become a net zero carbon emitter by December 2030 by overseeing the delivery of the Climate Change strategy and action plan;

9.16.5.2 consult with, and raise awareness amongst, the public, business and suppliers on steps that can be taken to reduce carbon emissions;

9.16.5.3 work to ensure collective cross-portfolio responsibility on climate change, including advising and assisting other committees across the Council;

9.16.5.4 To consider the economic, environmental and social challenges/risks arising from climate change for businesses, residents, suppliers and the Council;

It will have the following roles and functions to help the Council achieve those objectives:

9.16.5.5 To gather information on and model annual Council greenhouse gas emissions;

~~9.16.5.4 To consider the economic, environmental and social challenges/risks arising from climate change for businesses, residents, suppliers and the Council;~~

9.16.5.6 Reviewing, leading on and commenting on the Council Plan's Green Theme priorities and complementary priorities within other themes of the Council Plan;

9.16.5.7 To continue to develop, for approval by the Cabinet, the Climate Change Strategy and Action Plan with the aim of reducing the Council's net greenhouse gas emissions, the implementation of which it will continue to oversee;

9.16.5.8 To promote and support the use of renewable energy opportunities across the Council's estate and wider communities;

9.16.5.9 To support and promote Welsh Government's strategy to create a sustainable, circular economy in Flintshire;

9.16.5.10 To encourage local businesses in their efforts to reduce their carbon footprint and become more resource efficient.

9.16.5.11 To advise the Cabinet on:

9.16.5.12 steps it can take to limit the impact of the Council's services on the natural environment and supporting the wider communities of Flintshire to reduce their own carbon footprint;

9.16.5.13 the use, good management and protection of the Council's green spaces to deliver multiple benefits to the environment and its residents and visitors;

9.16.5.14 how to reduce the environmental impact of the Council's fleet by maximising the use of sustainable forms of transport;

9.16.5.15 how to ensure that the Council's retained housing stock meets the Welsh Housing Quality Standard developing plans for the de-carbonisation of council homes;

9.16.5.16 how to ensure that the Council's non-residential buildings and land supports and contributes to the Council's net zero carbon agenda and supports the aims and objectives within the Council's Climate Change Strategy

9.16.5.17 To review and make recommendations on procurement policy and practice to reduce greenhouse gas emissions from our suppliers;

9.16.5.18 To recommend to Council a policy for sustainable and long term energy usage in its capital projects;

9.16.5.19 To advise any other Committee on matters within the remit which might affect achievement of the aims within the Climate Change Strategy and Action Plan

#### **9.16.6 Scope and Resources**

9.16.6.1 The Climate Change Committee cannot make decisions which affect the Council's Budget or Policy Framework, but it may make recommendations to Cabinet for investment as part of the cycle for preparing the Medium Term Financial Strategy and/or Capital Programme

#### **9.16.7 Work Programme**

9.16.7.1 The Committee will prepare a forward work programme which will be reviewed and approved at each Committee meeting.

#### **9.16.8 Rules of Procedure and Debate**

9.16.8.1 The Council Procedure Rules at Section 4.10 of the Model Welsh Constitution will apply to the meetings of the Climate Change Committee Members.

This page is intentionally left blank



## CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Wednesday, 6 <sup>th</sup> November 2024
<b>Report Subject</b>	Independent Remuneration Panel for Wales (IRPW) draft Annual Report 2025-2026
<b>Report Author</b>	Democratic Services Manager

### EXECUTIVE SUMMARY

Each year, the Independent Remuneration Panel for Wales (IRPW) determines the rates of payment which are to be made to elected and co-opted members of Welsh Local Authorities for the following year.

Established by the Local Government (Wales) Measure 2011, the IRPW is independent of local authorities. It has emphasised from its inception that:

*“Local democracy and governance of public services is not cost free and need to be valued if we are to enable everyone to participate. Levels of remuneration need to be set at a level sufficient to encourage a diversity of willing and able people to undertake local governance through elected, appointed or co-opted roles.”*

The draft Annual Report is sent by the IRPW to local government bodies in Wales each year. This year, it did so on the 4<sup>th</sup> October, requesting any comments about the report to be made no later than the 29<sup>th</sup> November.

The IRPW is required to consider any representations which it receives on the draft report before issuing its final version in February.

The basic salary in 2025-2026 for elected members of County Councils is proposed to increase to £19,771 with effect from 1<sup>st</sup> April 2025.

Increases are also proposed for all other Special Responsibility Allowances (Senior Salaries).

### RECOMMENDATIONS

1	That the Committee considers and comments on the Determinations made by the Independent Remuneration Panel for Wales in their draft Annual Report for 2025-2026.
---	--

2	That the Democratic Services Manager be authorised to make a response on behalf of the Committee, reflecting the decision made at the meeting to the Independent Remuneration Panel for Wales.
---	--

## **REPORT DETAILS**

<b>1.00</b>	<b>DETAILING THE DRAFT ANNUAL REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) 2025-2026</b>
1.01	<p>The Independent Remuneration Panel for Wales (IRPW) is responsible for setting the levels and arrangements for the remuneration of elected and co-opted members of the following organisations:</p> <ul style="list-style-type: none"> <li>• Principal Councils, County and County Borough Councils</li> <li>• Community and Town Councils</li> <li>• National Park authorities</li> <li>• Fire and Rescue authorities</li> <li>• Corporate Joint Committees</li> </ul>
1.02	The IRPW produces a report in February each year, which sets out what it has decided the rates of payment to elected and co-opted members of those organisations listed in paragraph 1.01 should be for the following year. These are called Determinations.
1.03	The Panel also issues a draft report in October/November each year for consultation on the Determinations. As part of the consultation, they include a series of specific questions, which they ask for feedback on.
1.04	<p>In their report (which is attached as appendix 1), the Panel states:</p> <p><i>The Panel believes fair and reasonable levels of remuneration are crucial to local democracy. We therefore again agreed to continue to align levels of remuneration for elected members of Principal Councils, Corporate Joint Committees (CJCs), National Park and Fire and Rescue Authorities within the context of average Welsh earnings. This has meant using the Annual Survey of Hours and Earnings within Wales (ASHE) published by Office for National Statistics (ONS) as the main benchmark for setting remuneration.</i></p>
1.05	<p>The Panel continue to base the basic Members salary on the full-time equivalent of 3 days a week. Special Responsibility Payments (Senior Salaries) made to Members, including the Leader and any Deputy/ies are based on the full-time equivalent of 5 days a week.</p> <p>The table below shows the 2024-2025 IRPW determined salary levels and the proposed levels for 2025-2026. All salaries include the basic salary. (Determinations 1 and 2).</p>

	<b>Position</b>	<b>Current, 2024 IRPW Determination</b>	<b>Proposed, 2024 IRPW Determination</b>
	Member of Council	£18,666	£19,771
	Committee Chair (where remunerated)	£27,999	£29,657
	Leader of largest Opposition Party	£27,999	£29,657
	Chair of Council	£27,999	£29,657
	Vice-Chair of Council	£22,406	£23,726
	Leader	£62,998	£66,727
	Deputy Leader	£44,099	£46,709
	Cabinet Member	£37,799	£40,036
	Presiding Member*	£27,999	£29,726
	Deputy Presiding Member*	£18,666	£19,771
	* Flintshire County Council doesn't have either of these posts.		
1.06	<p>The Panel introduced a new, hourly rate of payment for co-opted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities last year (for 2024-2025). They retained the half-day and full-day payments, but there were no changes to these rates of remuneration.</p> <p>The Panel determined (and continues to do so) that it is for each authority to decide the appropriate rate to apply (daily, half-daily, or hourly).</p> <p>Work will be undertaken during November to better understand the implications of introducing hourly rates of pay for co-opted members, versus retaining the half and full-day rates. A report will be brought to the next meeting of the Committee detailing the findings, ahead of the expected final report from the IRPW in February 2025.</p>		
1.07	<p>Whilst the Panel believes that councillors should be remunerated, it does note that any member or co-opted member may give notice in writing to the proper officer of the authority that they elect to forgo any part of their entitlement to a payment under the determination of the Panel for that particular year (as relating to the authority).</p> <p><b>They do stress that this must be their own personal choice and cannot be influenced by other individuals or political groups.</b></p>		

1.08	<p>The Panel are proposing that all of the other determinations will remain the same and therefore be applied to 2025-2026. These cover:</p> <ul style="list-style-type: none"> <li>• Contributions towards costs of care and personal assistance;</li> <li>• Reimbursement of Travel and subsistence costs;</li> <li>• Compensation for financial loss;</li> <li>• Co-opted Members and</li> <li>• Restrictions on receiving double remuneration where a member holds more than one post.</li> </ul>
1.09	<p>As with each draft Annual Report, the Panel are seeking feedback on the content of the report.</p> <p>The Committee is therefore invited to consider, and comment on the Independent Remuneration Panel for Wales Draft Annual Report and its Determinations for 2025-2026.</p> <p>The IRPW is required to consider any representations which it receives on the draft report before issuing its final version of the report in February.</p>
1.10	<p>In addition to seeking responses to the consultation on the draft report, the IRPW are also asking for feedback on 4 specific questions that accompany the report. These are detailed in paragraphs 1.12 to 1.15, though only Questions 1 and 2 relate to Flintshire County Council.</p> <p>In each question, the responses are:</p> <p>‘Yes’, ‘No’ or ‘No Opinion’, with an option to include additional comments.</p> <p>The consultation period ends on 29<sup>th</sup> November.</p>
1.11	<p>The Panel’s functions will transfer to the Democracy and Boundary Commission Cymru (DBCC) on 1<sup>st</sup> April 2025. The role and remit of the DBCC has been expanded to include the functions of the IRPW, notably setting the remuneration for members of the same bodies as the IRPW.</p> <p>The DBCC will continue the same approach as that of the IRPW, producing a draft annual report in October/November 2025, ahead of a final report in February 2026.</p>
1.12	<p><i>Uplift of remuneration using the Welsh Annual Survey of Hours and Earnings (ASHE)</i></p> <p>Q1: The Panel is fully aware of the current constraints on public funding and the impact its decisions will have on the budgets of Principal Authorities. The Panel is also mindful of our Aims and Objectives to provide a fair and reasonable remuneration package to support elected members and to encourage diversity of representation.</p> <p>We therefore propose using the ASHE for all Wales to increase their remuneration in line with the average earnings of their constituents.</p>



	Do you think that the Panel has struck the right balance between affordability and adequate remuneration for representatives? If not, do you have other suggestions?
1.13	<p><i>Impact of current determinations</i></p> <p>Q2: Following evidence received from Heads of Democratic Services of Principal Councils, on local flexibility for payments to co-opted members, serving on committees of Principal Councils, National Park Authorities and Fire and Rescue Authorities. This Panel consulted on this proposal and responses (from the consultation on the 2024 to 2025 draft annual report) supported the Panel's determinations and so no changes were made in the final Determinations, resulting in the Panel allowing relevant officers to decide if it would be appropriate to apply a day or half day rate or to use an hourly rate where it is sensible to aggregate a few short meetings.</p> <p>The Panel would now like to know if this determination has been adopted by your relevant authority:</p>
1.14	<p>Q3: Last year, in conjunction with One Voice Wales, the Panel held a seminar on the treatment of tax on members Community and Town Councils (CTC) allowances. This was followed up with guidance on how to apply the exemption to the working from home allowance (£156).</p> <p>The Panel is interested to learn if the seminar and or guidance has increased the number of CTC members receiving the allowance.</p>
1.15	<p>Q4: All allowances paid to elected members of Community and Town Councils should be recorded on the Annual Statement of Payments for Community and Town Councils (noting Statements already submitted by Community and Town Councils will be accepted would be accepted). This includes NIL returns.</p> <p>Earlier this year, a revised Statement template and advice note were issued to Community and Town Councils. The Panel are interested if the Template has again increased the number of councillors claiming allowances?</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	<p>Any member or co-opted member may by notice in writing to the proper officer of the authority elect to forgo any part of their entitlement to a payment under the determination of the Panel for that particular year (as relating to the authority).</p> <p>If all of the increases are accepted as per the IRPW report, there will be a budget increase (excluding on-costs) of £93,006 for 2025-2026.</p>

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	The IRPW are consulting about their proposals and Members have the opportunity to feedback their views.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	The decision to increase Member Salaries is made by the Independent Remuneration Panel for Wales, not Flintshire County Council.

<b>5.00</b>	<b>APPENDICES</b>
5.01	<b>Appendix 1:</b> Independent Remuneration Panel for Wales (IRPW) draft Annual Report, October 2024.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>The background paper to this report is the Independent Remuneration Panel for Wales Annual report, attached as an appendix.</p> <p><b>Contact Officer:</b> Steven Goodrum, Democratic Services 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	<p><b>Independent Remuneration Panel for Wales (IRPW)</b> – body established by the Welsh Government to determine the level of Local Authority payments to Members.</p> <p><b>Determinations</b> – the decisions which the IRPW makes.</p> <p><b>Basic Salary</b> – the salary or allowance which the IRPW determines should be paid to each Member of the Council. For 2024/25 this will be £17,600.</p> <p><b>Senior Salary</b> – a senior salary is payable to a Councillor with special responsibility such as the Leader, Deputy Leader, Cabinet Members, Committee Chairs and the leader of the largest opposition group (a Group B Council such as Flintshire may pay up to 18 senior salaries).</p> <p><b>Civic Salaries</b> – these are the payments made to the Chair and Vice-Chair of Council.</p>



# Draft Annual Report 2025 to 2026

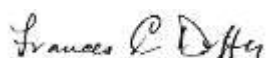
October 2024

## Contents

<b>Section</b>		<b>Page</b>
1	Foreword	2
2	Introduction	3-5
3	Role and responsibilities of the Panel	6-7
4	Transfer of Functions to Democracy and Boundary Commission Cymru	8
5	Methodology	9-10
6	Determinations for 2025 to 2026	11-20
7	Summary of Determinations 2025 to 2026	21-22
8	Contact Details	23

## 1. Foreword

- 1.1 Welcome to the draft Annual Report of the Independent Remuneration Panel for Wales ("Panel), setting the decisions and determinations on pay, expenses, and benefits for elected members of Principal Councils, Corporate Joint Committees (CJCs), Community and Town Councils, National Park Authorities and Fire and Rescue Authorities for implementation from April 2025. This is the final draft report before the Panel's functions transfer over to the Democracy Boundary Commission Cymru (DBCC) from 1 April 2025.
- 1.2 You can find out more about our Panel members on our [website](#).
- 1.3 This has been a busy year for the Panel, with the focus on compliance, engagement, fairness and research, whilst also preparing for the transfer of functions to the DBCC.
- 1.4 Since its inception, I believe that the Panel has had a significant and beneficial influence on the value of elected members of local government in Wales at all levels and in respect of all the all authorities that are within its remit. In particular, the Panel has sought to ensure that remuneration issues do not act as a barrier to participation in local democracy.
- 1.5 The Local Government Measure requires the Panel to take cognisance of the overall cost to the public purse. We have continued to do this, and maintained the principle that the remuneration of elected members of our Principal Councils is linked specifically to the average wages of people in Wales. I am satisfied that the balance between fairness and support to elected members and the overall impact on public finances has been achieved for 2025 to 2026.
- 1.6 I wish to give my appreciation and thanks to the Panel for their professionalism, engagement and judgement during the last few years. This has enabled the Panel's Determinations to be robust, sound and well supported by stakeholders. Also, my grateful thanks to the members of our Secretariat who have supported the Panel.
- 1.7 This draft annual report is now issued for consultation. We have again put forward a set of specific questions where we would welcome your feedback. We welcome any additional comments either on the detail of the proposed Determinations or on other relevant areas you think the Panel should consider.
- 1.8 The Consultation period ends on **29 November 2024** (you can either, write to us (see contact details), [email](#) us your comments or complete the [form](#) on our website) and after deliberating on your feedback, and taking cognisance of any change in circumstances, the Panel will issue its final Determinations and annual report by the 28 February 2025.



**Frances Duffy, Chair**  
Independent Remuneration Panel for Wales

## 2. Introduction

- 2.1 Last year we published our first Strategic Plan, setting out the framework for our deliberations and wider context for our decisions from 2023 to 2025.
- 2.2 The strategy outlines an appropriate and fair remuneration framework, aimed at encouraging inclusion and participation in order to support local democracy, and giving communities their voice.
- 2.3 The Panel has a role to promote a wider understanding of the work of local and community council members, to encourage participation in local democracy and to improve diversity of councillors to better represent the diversity of local communities. The Panel has previously introduced reimbursement for cost of care (for all elected members) and a working from home and ICT allowance (community and town councillors) aimed at removing potential barriers relating to caring responsibilities and home working enabling elected members to participate in local democracy.
- 2.4 The Panel continues to monitor, where it can, the impact of its determinations on improving diversity within local democracy, and with the support of Welsh Government, sought views on the association between remuneration and diversity within local democracy. The Panel has written to Welsh Government to ask for support in providing a better baseline of evidence to monitor and track changes in the demographics of our elected officials.
- 2.5 With a strengthened Panel, we continue to focus on building our research and evidence plan to support our discussions on our remuneration framework. We publish our Research and Evidence paper each year along with the Final Report in line with our aim to be open and transparent in all our decision making.
- 2.6 The Panel believes fair and reasonable levels of remuneration are crucial to local democracy. We therefore again agreed to continue to align levels of remuneration for elected members of Principal Councils, Corporate Joint Committees (CJCs), National Park and Fire and Rescue Authorities within the context of average Welsh earnings. This has meant using the Annual Survey of Hours and Earnings within Wales (ASHE) published by Office for National Statistics (ONS) as the main benchmark for setting remuneration.
- 2.7 The [Local Government \(Wales\) Measure 2011](#) states that “the Panel must take into account what it considers will be the likely financial impact on relevant authorities” of its decisions. We considered evidence on public sector finances and the impact on Principal Authorities’ budgets before determining remuneration levels across the local government family.
- 2.8 Whilst the total cost of remuneration for elected members is relatively low in terms of overall budgets, the Panel are aware of the continuing economic and fiscal strain on Principal Councils. In reaching our decision to continue the link between elected members remuneration and the average earnings of their constituents, the Panel remain of the view that a fair and reasonable remuneration package will continue to support elected members and not act as

a barrier to participation. This is an important principle, underpinning our considerations on appropriate remuneration.

- 2.9 In line with our commitment to simplifying reporting and compliance requirements, the Panel this year looked at the reporting for Community and Town Councils (CTCs). We provided clerks of CTCs with a new template report and will continue to monitor the level of payments made. These annual returns form an important part of the evidence that the Panel considers in determining the impact and effectiveness of our decisions.
- 2.10 We addressed queries from CTCs regarding the PAYE treatment of the mandatory allowance for working from home (£156 per annum) and the option of a flat rate of £52 a year for consumables. We updated our guidance on this issue, and this has helped reduce the number of queries. We are mindful of the help that One Voice Wales continues to give to local clerks and councillors on remuneration issues and will again this year hold an online seminar for all community councillors during the consultation period.
- 2.11 We are also mindful of a continuing, albeit reducing, number of CTC councillors who decide to forego all or part of their entitlement. We strongly believe that councillors should be reimbursed for expenses they necessarily incur whilst carrying out their duties.
- 2.12 We introduced a total sum reporting for all mandatory payments to members of CTCs for working from home, the flat rate consumables allowance and travel and subsistence claims. This is in line with the reporting of costs of care and personal assistance claims. The Panel feels this will give the right balance between public accountability and individual privacy, and we hope will encourage all to accept the payments they are entitled to.
- 2.13 Also, last year, the Panel introduced the option for coopted members of Principal Councils, National Parks Authorities and Fire and Rescue Authorities, to be paid an hourly rather than daily rate where thought appropriate. We will be looking at the annual payment returns for this year to monitor the take up of this.
- 2.14 We have reviewed and updated our [Guidance](#) (previously called the Regulations) to better support relevant authorities to be able to comply with our determinations about members' remuneration, including payments, reporting and publication requirements as set out in this draft annual report.
- 2.15 A key issue that the Panel considered in depth this year was the development of the new Corporate Joint Committees (CJCs). After research into the progress being made and taking evidence and feedback from CJCs and Welsh Government policy colleagues, the Panel issued a Draft Supplementary Report covering the remuneration of lay members of CJCs on 27 June 2024.
- 2.16 The Panel considered it important that payments and allowances to elected and appointed members of all relevant authorities within the local government family are fair and consistent. It was the Panel's view that the situation regarding remuneration of lay members of CJCs was anomalous with remuneration of

coopted members with other local government authorities.

- 2.17 As a result, the Panel consulted with stakeholders about aligning the approach taken to remunerating lay members of CJsCs with the remuneration of coopted members across the relevant authorities within the local government family, asking if lay members of a CJC should be paid in the same way as coopted members of other relevant authorities.
- 2.18 The Panel expresses its appreciation to those who took the time to send their views and comments. The responses were almost all supportive of the approach set out in the report.
- 2.19 The Panel issued a [Final Supplementary Report](#) on 31 July 2024.
- 2.20 The final area that the Panel is considering actioning this year is to undertake a review of Framework and Methodology for Remuneration of Senior Roles in Principal Councils, Community and Town Councils (CTCs), and CJsCs. This is a considerable piece of work requiring full examination and subsequent research, and the Panel therefore intends to develop a more detailed scope of the nature of the research and methodology required over the coming months in order for the new Democracy and Boundary Commission Cymru (DBCC) to take this work forward.
- 2.21 Additionally, the Panel has become aware of some concerns over the workload and demands on senior roles in National Park Authorities and Fire and Rescue Authorities. The Panel therefore proposes incorporating research questions that would support a review into these areas also within the scope of the research framework described above.
- 2.22 As we come to the end of the year, and the winding up of the Panel and the transfer of its functions to the DBCC, the Panel will be preparing a Legacy Report which we intend to act as a summary of the main issues we have researched and made decisions on over the past 10 or so years and form an evidence base for the DBCC to take forward.



### **3. Role and responsibilities of the Panel**

#### **Our Role:**

3.1 The Panel is responsible for setting the levels and arrangements for the remuneration of elected and coopted members of the following organisations:

- Principal Councils – County and County Borough Councils
- Community and Town Councils
- National Park Authorities
- Fire and Rescue Authorities
- Corporate Joint Committees

3.2 The Panel is an independent organisation and the organisations listed above are required, by law, to implement the decisions it makes.

3.3 We make determinations on:

- The salary structure within which members are remunerated
- The type and nature of allowances to be paid to members
- Whether payments are mandatory or allow a level of local flexibility
- Arrangements in respect of family absence
- Arrangements for monitoring compliance with the Panel's decisions

#### **Our Aim:**

- Supporting local democracy and giving communities their voice, through setting up an appropriate and fair remuneration framework, which encourages inclusion and participation.

#### **Our Goals:**

- Our Determinations should ensure that levels of remuneration are fair, reasonable, represent value for money for the taxpayer, and are set within the context of Welsh earnings and the wider financial circumstances of Wales.
- Our Determinations should support elected members from a diverse range of backgrounds, and levels of remuneration should not act as a barrier to participation.

## **Our Strategic Objectives:**

- To make evidence based Determinations
- To use clear and accessible communications
- To proactively engage and consult
- To simplify compliance and reporting
- To work collaboratively

## **Panel Membership**

Frances Duffy, Chair  
Saz Willey, Vice Chair  
Bev Smith  
Dianne Bevan  
Kate Watkins

Detailed information about the members, our Strategic Plan, our deliberations and supporting research and evidence can be found on the website: [Panel website](#)

## **4. Transfer of Functions to Democracy and Boundary Commission Cymru**

4.1 Following an independent ten-year review of the Panel in 2021, the Panel's functions will transfer over to the Democracy and Boundary Commission Cymru on 1 April 2025. This is as a result of the Elections and Elected Bodies (Wales) Act being passed in July 2024. Having received Royal Assent in the Autumn, the Act expands the role and remit of the DBCC across aspects of a healthy Welsh democracy, including setting the remuneration for members of the following bodies across Wales:

- Principal Councils
- Town and Community Councils
- Corporate Joint Committees
- Fire and Rescue Authorities
- National Park Authorities

4.2 As the DBCC draws on the same evidence base and stakeholders to undertake its own work and its purpose is also rooted in promoting effective local democracy, there is already a strong connection between the work of the two organisations. Both agendas rely on having a real understanding and appreciation of the needs of the population of Wales, the way in which elected members and councils operate and an understanding of members' workloads.

4.3 As the Panel is required now, the DBCC will be expected to produce a draft Annual Report for consultation and take account of responses prior to publishing a final Report by 28 February each year. The Report will set out its determination about remuneration levels for the following financial year.

4.4 The Panel will be abolished via the Elections and Elected Bodies (Wales) Act on 31 March 2025.

4.5 We are working closely with the DBCC to ensure a seamless transfer of the Panel's functions on 1 April 2025. We have set up a transition workstream to capture requirements such as development of a legacy report which will provide details on the Panel's history as well areas which might be considered by the DBCC in the future.

## 5. Methodology

- 5.1 As set out in our strategic objectives the Panel has committed to making evidence-based decisions.
- 5.2 This year we again prepared an evidence and research paper to pull together the various sources of information that the Panel considered in making its draft Determinations. This provided a wide range of data, evidence and contextual factors to inform the Panel's decision-making process in relation to its Determinations for the 2025-2026 financial year. This included:
- Data on average UK and Wales weekly earnings, including ASHE – the Annual Survey of Hours and Earnings
  - Public and private sector pay trends
  - Annual CPIH and CPI inflation rates
  - Benchmarks, including councillor remuneration in Scotland
  - Research on councillor workload, views and attitudes to remuneration and diversity (Welsh Government)
  - Data collected on the take up of remuneration and benefits packages by councillors
  - Democratic Health of Community and Town Councils
  - Data on local authority finances
- 5.3 The full set of evidence and research considered will be published on our [website](#).
- 5.4 The Panel engaged directly with key stakeholder representative groups including the Welsh Local Government Association and One Voice Wales, Society for Local Council Clerks, North and Mid Wales Association of Local Councils. We also received evidence from the Chair of North Wales Fire and Rescue Service, Chair of National Parks Wales (who is also Chair of Pembrokeshire Coast National Park Authority and the Chair of South West Wales CJC (who is also the Leader of Swansea City Council).
- 5.5 In March, the Panel attended the One Voice Wales conference. This enabled the Panel to meet delegates and discuss issues relating to the Panel's deliberations. The Panel will be attending this year's conference and look forward to meeting CTC clerks and councillors.
- 5.6 The Panel also met with the Convention of Scottish Local Authorities (COSLA), Scottish Government and the Convener of Scottish Local Authorities Remuneration Committee (SLARC) to discuss SLARC's independent review of councillor remuneration and particular methodology for setting councillor remuneration. The Panel found the conversation interesting and informative on how the Scottish remuneration methodology compares with Wales.
- 5.7 The Panel looks forward to engaging with Heads of Democratic Services and Leaders of Principal Councils, during the consultation period. These discussions provide an opportunity for the Panel to explore views about existing arrangements, the impact decisions are having on individuals, how the arrangements are operating in practice and any issues or concerns individuals

wish to raise. It also provides an opportunity for discussion about emerging situations which the Panel may need to consider in respect of its decision making.

- 5.8 The Panel would like to thank all those that contributed to our deliberations either directly or through feedback and questions on our last report.

## 6. Determinations for 2025 to 2026

### Principal Councils

#### Basic salary for elected members of principal councils:

##### Determination 1

- 6.1 The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of three days a week. The Panel regularly reviews this time commitment, and no changes are proposed for 2025 to 2026.
- 6.2 The Panel is fully aware of the current constraints on public funding and the impact its decisions will have on the budgets of Principal Authorities. The Panel is also mindful of our Aims and Objectives to provide a fair and reasonable remuneration package to support elected members and to encourage diversity of representation.
- 6.3 The Panel also noted that in previous electoral cycles, the remuneration of councillors fell far behind the key benchmark of Average Hourly Earnings in Wales (ASHE) and a significant uplift was therefore required in 2022.
- 6.4 The Panel has therefore determined that for the financial year 1 April 2025 to 31 March 2026 it is right to retain the link between the basic salary of councillors and the average salaries of their constituents. The basic salary will be aligned with three fifths of all Wales 2022 ASHE, the latest figure available at drafting. **This will be £19,771.**

#### Salaries paid to Senior, Civic and Presiding members of principal councils:

##### Determination 2

- 6.5 The limit on the number of senior salaries payable (“the cap”) will remain in place.
- 6.6 All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. No changes to banding are proposed this year.
- 6.7 The basic pay element will be uplifted in line with ASHE and this uplift will also apply to the role element of Bands 1, 2, 3, 4 and 5.
- 6.8 The salary of a leader of the largest (Group A) council will therefore be £74,141.
- 6.9 All other payments have been decided in reference to this and are set out in Table 1.

## Group A

- Cardiff
- Rhondda Cynon Taf
- Swansea

**Table 1 – Salaries payable to Basic, Senior, Civic and Presiding members of principal councils (Group A)**

<b>Description</b>	<b>Amount</b>
Basic salary	£19,771
Band 1 leader	£74,141
Band 1 deputy leader	£51,899
Band 2 executive members	£44,485
Band 3 committee chairs (if paid)	£29,657
Band 4 Leader of the largest opposition group	£29,657
Band 5 Leader of other political groups (if paid) and deputy civic head	£23,726
Civic Head (if paid)	£29,657
Deputy Civic Head (if paid)	£23,726
Presiding member (if paid)	£29,657
Deputy Presiding Member (basic only)	£19,771

## Group B

- Bridgend
- Caerphilly
- Carmarthenshire
- Conwy
- Flintshire
- Gwynedd
- Newport
- Neath Port Talbot
- Pembrokeshire
- Powys
- Vale of Glamorgan
- Wrexham

**Table 1 – Salaries payable to Basic, Senior, Civic and Presiding members of principal councils (Group B)**

<b>Description</b>	<b>Amount</b>
Basic salary	£19,771
Band 1 leader	£66,727
Band 1 deputy leader	£46,709
Band 2 executive members	£40,036
Band 3 committee chairs (if paid)	£29,657
Band 4 Leader of the largest opposition group	£29,657
Band 5 Leader of other political groups (if paid) and deputy civic head	£23,726
Civic Head (if paid)	£29,657
Deputy Civic Head (if paid)	£23,726
Presiding member (if paid)	£29,657
Deputy Presiding Member (basic only)	£19,771

### **Group C**

- Blaenau Gwent
- Ceredigion
- Denbighshire
- Merthyr Tydfil
- Monmouthshire
- Torfaen
- Isle of Anglesey

**Table 1 – Salaries payable to Basic, Senior, Civic and Presiding members of principal councils (Group C)**

<b>Description</b>	<b>Amount</b>
Basic salary	£19,771
Band 1 leader	£63,020
Band 1 deputy leader	£44,114
Band 2 executive members	£37,812
Band 3 committee chairs (if paid)	£29,657
Band 4 Leader of the largest opposition group	£29,657
Band 5 Leader of other political groups (if paid) and deputy civic head	£23,726
Civic Head (if paid)	£29,657
Deputy Civic Head (if paid)	£23,726
Presiding member (if paid)	£29,657
Deputy Presiding Member (basic only)	£19,771

6.10 There are no further changes to the payments and benefits paid to elected members. All current Determinations will be published on our [website](#).

6.11 There have been no changes made to allowances for Travel and subsistence; Care and Personal Assistance; Sickness Absence; Corporate Joint



Committees, Assistants to the Executive, additional salaries and Job-sharing arrangements.

## **Salaries for Joint Overview and Scrutiny Committee:**

### **Determination 3**

6.12 The salary of a chair of a Joint Overview and Scrutiny Committee will continue to be aligned to Band 3 and will be set at £9,886.

6.13 The salary of a vice-chair is set at 50% of the Chair and will be £4,943.

6.14 There are no other changes.

## **Payments to National Parks Authorities and Fire and Rescue Authorities:**

### **Determination 4**

6.15 The three national parks in Wales - Eryri (Snowdonia), Pembrokeshire Coast and Bannau Brycheiniog (Brecon Beacons), were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of a National Park Authority (NPA) for each park. National Park authorities comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

6.16 The three fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.

6.17 In line with the Panel's decision to increase the basic salary of elected members of principal councils, the remuneration level for ordinary members of both NPAs and FRAs is also increased in line with ASHE.

6.18 The remuneration for Chairs will remain linked to a principal council Band 3 senior salary. Their role element will therefore increase accordingly. Deputy chairs, Committee chairs and other paid senior posts will remain linked to a Band 5. Full details of the levels of remuneration for members of NPAs and FRAs is set out in Table 2.

**Table 2 – Payments to National Parks Authorities**

<b>National Parks Authorities</b>	<b>Amount</b>
Basic salary for ordinary member	£5,576
Chair	£15,462
Deputy Chair (where appointed)	£9,531
Committee Chair or other senior post	£9,531

**Table 2 – Payments to Fire and Rescue Authorities**

<b>Fire and Rescue Authorities</b>	<b>Amount</b>
Basic salary for ordinary member	£2,788
Chair	£12,674
Deputy Chair (where appointed)	£6,743
Committee Chair or other senior post	£6,743

6.19 All current Determinations, including restrictions on receiving double allowances, will be published on our website. Other than the above increases, there are no changes proposed this year.

### **Payments made to co-opted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities:**

#### **Determination 5**

6.20 The current Determination (made in the 2022 to 2023 Annual Report) states that coopted members of the relevant bodies should be remunerated on a day or half day basis. In addition, the relevant officer may decide on the total number of days remunerated in a year and set a reasonable time for meeting preparation.

6.21 The Panel has noted the changes to working practices, put in place during Covid and now becoming more routine, that has meant a move towards more frequent use of online meetings and or training courses, often short, as well as more regular committee meetings. The panel also received feedback from Heads of Democratic Services raising this issue.

6.22 The Panel therefore determined there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings, as outlined in Table 3.

**Table 3: Payments made to co-opted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities**

<b>Role</b>	<b>Hourly rate payment</b>	<b>Up to 4 hours payment rate</b>	<b>4 hours and over payment rate</b>
Chairs of standards and audit committees	£33.50	£134	£268
Ordinary Members of Standards Committees who also chair Standards Committees for Community and Town Councils	£29.75	£119	£238
Ordinary Members of Standards Committees; Education Scrutiny Crime and Disorder Scrutiny Committee and Audit Committee	£26.25	£105	£210
Community and Town Councillors sitting on Principal Council Standards Committees	£26.25	£105	£210

**Payments to co-opted (lay) members of Corporate Joint Committees:**

**Determination 6**

6.23 Co-opted lay members of a Corporate Joint Committee (CJC) will be paid on the same basis as co opted (lay) members with voting rights of other bodies within the local government family.

6.24 The amounts are set out below:

**Table 4: Payments made to co-opted (lay) members of Corporate Joint Committees**

<b>Role</b>	<b>Hourly rate payment</b>	<b>Up to 4 hours payment rate</b>	<b>4 hours and over payment rate</b>
Lay chairs of committees	£33.50	£134	£268
Ordinary lay members with voting rights	£29.75	£119	£238

6.25 This determination is valid from 31 July 2024.

## **Community and Town Councils**

6.26 The Panel continues to mandate payments for the extra costs of working from home and payments for office consumables. There is no change to the Determination made last year.

### **Mandatory Payments:**

#### **Determination 7**

##### **Payment for extra costs of working from home**

6.27 All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

##### **Set payment for consumables**

6.28 Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

6.29 It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

### **Compensation for Financial Loss:**

#### **Determination 8**

6.30 Compensation for financial loss is an optional payment.

6.31 Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE. To maintain this link, the figures for 2025 to 2026 are now proposed as:

£126.74 for a full day and £63.37 for a half day.

### **Reporting Requirements:**

#### **Determination 9**

6.32 Community and Town Councils are required to submit an annual statement of payments to the Panel by the 30 September each year, and also publish this on their website. The Panel have provided a template return for clerks to use.

6.33 The Panel have discussed and considered changing the requirements for Community and Town Councils when submitting their statement of payment returns. The Panel's aim is to simplify administration and encourage Councils to ensure all mandatory payments are made to individual members.

6.34 The Panel proposed that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid.

6.35 This brings these in line with the reporting of the costs of care and personal assistance allowances.

**Table 5: Payments to Community and Town Councils**

<b>Type of Payment</b>	<b>Group</b>	<b>Requirement</b>
Extra costs payment	1 (Electorate over 14,000)	Mandatory for all members
Senior role	1 (Electorate over 14,000)	Mandatory £500 for 1 member; optional for up to 7
Mayor or chair	1 (Electorate over 14,000)	Optional: up to a maximum of £1,500
Deputy mayor or deputy chair	1 (Electorate over 14,000)	Optional: up to a maximum of £500
Attendance allowance	1 (Electorate over 14,000)	Optional
Financial loss	1 (Electorate over 14,000)	Optional
Travel and subsistence	1 (Electorate over 14,000)	Optional
Costs of care or personal assistance	1 (Electorate over 14,000)	Mandatory
Extra costs payment	2 (Electorate over 10,000 to 13,999)	Mandatory for all members
Senior role	2 (Electorate over 10,000 to 13,999)	Mandatory for 1 member; optional up to 5
Mayor or chair	2 (Electorate over 10,000 to 13,999)	Optional: up to a maximum of £1,500
Deputy mayor or deputy chair	2 (Electorate over 10,000 to 13,999)	Optional: up to a maximum of £500
Attendance allowance	2 (Electorate over 10,000 to 13,999)	Optional
Financial loss	2 (Electorate over 10,000 to 13,999)	Optional
Travel and subsistence	2 (Electorate over 10,000 to 13,999)	Optional

<b>Type of Payment</b>	<b>Group</b>	<b>Requirement</b>
Costs of care or personal assistance	2 (Electorate over 10,000 to 13,999)	Mandatory
Extra costs payment	3 (Electorate over 5,000 to 9,999)	Mandatory for all members
Senior role	3 (Electorate over 5,000 to 9,999)	Optional up to 3 members
Mayor or chair	3 (Electorate over 5,000 to 9,999)	Optional - Up to a maximum of £1,500
Deputy mayor or deputy chair	3 (Electorate over 5,000 to 9,999)	Optional - Up to a maximum of £500
Attendance allowance	3 (Electorate over 5,000 to 9,999)	Optional
Financial loss	3 (Electorate over 5,000 to 9,999)	Optional
Travel and subsistence	3 (Electorate over 5,000 to 9,999)	Optional
Costs of care or personal assistance	3 (Electorate over 5,000 to 9,999)	Mandatory
Extra Costs Payment	4 (Electorate over 1,000 to 4,999)	Mandatory for all members
Senior Role	4 (Electorate over 1,000 to 4,999)	Optional up to 3 members
Mayor or Chair	4 (Electorate over 1,000 to 4,999)	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	4 (Electorate over 1,000 to 4,999)	Optional - Up to a maximum of £500
Attendance Allowance	4 (Electorate over 1,000 to 4,999)	Optional
Financial Loss	4 (Electorate over 1,000 to 4,999)	Optional
Travel and Subsistence	4 (Electorate over 1,000 to 4,999)	Optional
Costs of Care or Personal Assistance	4 (Electorate over 1,000 to 4,999)	Mandatory
Extra Costs Payment	5 (Electorate less than 1,000)	Mandatory for all members
Senior Role	5 (Electorate less than 1,000)	Optional up to 3 members
Mayor or Chair	5 (Electorate less than 1,000)	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	5 (Electorate less than 1,000)	Optional - Up to a maximum of £500
Attendance Allowance	5 (Electorate less than 1,000)	Optional
Financial Loss	5 (Electorate less than 1,000)	Optional
Travel and Subsistence	5 (Electorate less than 1,000)	Optional

Type of Payment	Group	Requirement
Cost of Care or Personal Assistance	5 (Electorate less than 1,000)	Mandatory

6.36 There have been no changes made to payments for undertaking senior roles; allowances for Travel and subsistence; Care and Personal Assistance or Attendance allowance. All current Determinations will be published on our [website](#).

## **7. Summary of Determinations 2025 to 2026**

### **Determination 1**

The basic level of salary for elected members of principal councils is set at £19,771.

### **Determination 2**

The salary of a leader of the largest (Group A) council will be £74,141. All other payments have been decided in reference to this. All payments are set out in Table 1.

### **Determination 3**

The salary of a chair of a Joint Overview and Scrutiny Committee will be £9,886.

The salary of vice-chair will be £4,943.

### **Determination 4**

The basic pay of members of National Park Authorities and Fire and Rescue Authorities has been increased. All payments are set out in Table 2.

All current Determinations, including restrictions on receiving double allowances, will be published on our website. Other than the above increases, there are no changes proposed this year.

### **Determination 5**

For co opted member payments, the Panel proposes there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings.

The full and half day rates remain unchanged from 2024 to 2025. The only change is the stipulation of hourly rates, as set out in Table 3.

### **Determination 6**

Co opted lay members of a Corporate Joint Committee (CJC) will be paid on the same basis as co opted (lay) members with voting rights of other bodies within the local government family, as set out in Table 4.

### **Determination 7**

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home. And Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or



alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

### **Determination 8**

Compensation for financial loss is an optional payment.

Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE. To maintain this link, the figures for 2025 are now proposed as:

£126.74 for a full day and £63.37 for a half day.

### **Determination 9**

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

All other Determinations set out in the 2024 to 2025 [Annual Report](#) of the Panel remain valid and should be applied.

## 8. Contact details

8.1 To request a printed version of the Annual Report please [email us](#) or write to:

Independent Remuneration Panel for Wales  
Third Floor East  
Crown Buildings  
Cathays Park  
Cardiff CF10 3NQ

Telephone: 03000 616095  
Email: [irpmailbox@gov.wales](mailto:irpmailbox@gov.wales)

8.2 This Annual Report and other information about the Panel and its work are available on our [website](#).



## CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Wednesday, 6 November 2024
<b>Report Subject</b>	Appointment of the Leader of the Council
<b>Report Author</b>	Chief Officer (Governance)

### EXECUTIVE SUMMARY

The Leader of Council resigned over the summer. Whilst a new Leader was appointed at the next available Full Council meeting, the Constitution did not specifically require that to happen. The drafting could therefore be tightened up to specify what needs to happen in such circumstances.

### RECOMMENDATIONS

1	<p>That when the Constitution is amended in accordance with the report to require a new Leader to be appointed either:</p> <ol style="list-style-type: none"> <li>1) at the next available council meeting whenever the office falls vacant, or</li> <li>2) immediately after the Leader is removed by a motion on notice.</li> </ol>
---	---

### REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE APPOINTMENT OF THE LEADER OF THE COUNCIL</b>
1.01	<p>The rules for appointing the Leader of Council are set out in the Constitution under the business to be transacted at the Annual Meeting (paragraph 4.10.1(v)). The duration of the Leader's term of office is provided for in paragraph 5.3 as follows:</p> <p>"5.3 The Leader will hold office until:</p>

	<p>a) he/she resigns from the office; or</p> <p>b) he/she is suspended from being a Councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or</p> <p>c) he/she is no longer a Councillor; or</p> <p>d) the next Annual Meeting of the Council save that the Council may remove the Leader from office at an earlier date but only in the event of a change in political control of the Council.”</p>
1.02	<p>There are two points to note:</p> <ol style="list-style-type: none"> <li>1) there is no other provision mentioning the appointment of a new Leader (even in the event of the Leader being removed following a notice of motion).</li> <li>2) the limitation in paragraph 5.3(d) is inconsistent with the rule on dismissal of the Leader by notice of motion (at paragraph 14.10.11)</li> </ol>
1.03	<p>It is suggested therefore that paragraph 5.3 should be re-written as follows:</p> <p>“5.3.1 The Leader will hold office until:</p> <ol style="list-style-type: none"> <li>a) he/she resigns from the office; or</li> <li>b) he/she is suspended from being a Councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or</li> <li>c) he/she is no longer a Councillor; or</li> <li>d) the next Annual Meeting of the Council (unless dismissed following a notice of motion under council procedure rule 14.10.11.6)</li> </ol> <p>5.3.2 In the event that the office of Leader falls vacant pursuant to sub paragraphs 5.3.1 a) or c) above, then a new Leader shall be elected at the next following meeting of Full Council (whether that be an ordinary meeting, or a special meeting called specifically for the purpose)</p> <p>5.3.3 In the event that the office of Leader falls vacant pursuant to council procedure rule 11.6 (Motion to Remove the Leader), then a new Leader shall be elected as the next item of business at the same meeting of Full Council.</p>

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

--	--

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	Following consideration by this committee the issue will need to be appointed to Full Council for adoption as part of the constitution.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	The risks of making/not making the proposed changes are minimal given that the Council did comply with its duty to appoint a new Leader at the next available Full Council meeting, and would, therefore, presumably do so again in the event that another Leader cease to hold office. However, the proposed changes put the matter beyond doubt.

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

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<b>Contact Officer:</b> Gareth Owens, Chief Officer (Governance) <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>Annual Meeting</b> – each year the council is required to hold an annual meeting in May to undertake certain items of business specified in legislation and its constitution.  <b>Special Meeting</b> – a meeting of the council called to transact specific item(s) of business. The types of business that can be considered at special meetings are limited.

This page is intentionally left blank



## CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Wednesday, 6 November 2024
<b>Report Subject</b>	Member facilities following office rationalisation
<b>Cabinet Member</b>	Cabinet Member for Corporate Services
<b>Report Author</b>	Chief Officer (Governance)
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

The Council is moving forward with the redevelopment of the County Hall Campus to address the future needs of the Council.

This move has implications for the facilities that will be available for the democratic function of the council. The Constitution & Democratic Services Committee is required to review the adequacy of provision by the authority of staff, accommodation and other resources to discharge Democratic Services functions.

This report therefore sets out the main considerations for the Committee ahead of vacating County Hall.

### RECOMMENDATIONS

1	That a Working Group be formed from the Committee membership to consider what facilities can be provided to Members following the relocation from County Hall to deliver the democratic functions of the council.
2	That the Working Group reports back to the Committee at the January 2025 meeting.

## REPORT DETAILS

1.00	<b>EXPLAINING THE MEMBER FACILITIES FOLLOWING OFFICE RATIONALISATION REPORT</b>
1.01	<p>A report was presented to Corporate Resources Overview &amp; Scrutiny Committee (CROSC) (10-Oct-24) and Cabinet (15-Oct-24) titled <b>Office Rationalisation Programme and County Hall Campus</b>.</p> <p>The report outlined the proposal to move forward with the redevelopment of the County Hall Campus to address the future needs of the Council. It is split into 3 phases.</p>
1.02	<p>Phase one of the project has already commenced and will run until 28<sup>th</sup> February 2025. The main objective of phase one is to move as much and as many people out of County Hall as is possible.</p>
1.03	<p>The need to vacate County Hall by 28th February 2025 had been fixed given the relocation of the Data Centre, after which time there will be no network and/or WiFi facilities at County Hall.</p>
1.04	<p>Vacating County Hall and relocating to an alternative location (likely Ty Dewi Sant) will have an impact on the democratic functions of Council, including:</p> <ul style="list-style-type: none"> <li>• where Council meets,</li> <li>• the provision of a physical location for 'Member Services',</li> <li>• provision of physical meeting space(s) for political Groups,</li> <li>• the location (if any) of a Chairman's room,</li> <li>• storage for Civic memorabilia,</li> <li>• display of artefacts / gifts,</li> <li>• name boards,</li> <li>• Civic pictures (i.e. previous Chairs).</li> </ul>
1.05	<p><u>Council Meetings</u></p> <p>The council currently offers meetings in 'hybrid' form. It is widely accepted that the Chair and meeting facilitator attend a meeting in person but offering 'hybrid' meetings allows other attendees to join remotely from a different location.</p> <p>County Hall has two rooms that are suitable for hosting 'hybrid' Council meetings: the Lord Barry Jones Council Chamber and the Delyn Room.</p> <p>The Delyn Room is used for Committee meetings and is suitable for up to 30 attendees. The Council Chamber is then used for larger meetings, including Full Council, being able to seat around 100 attendees.</p> <p>At Ty Dewi Sant, meeting room space is at a premium, with only the <b>Auditorium</b> of a suitable size to accommodate meetings with more than 30 physical attendees.</p>



The Auditorium will therefore be utilised for the Council's smaller **Committee** meetings, which will continue to be offered as 'hybrid'.

Capacity in the Auditorium may be an issue for Full Council meetings due to the numbers of people in attendance: up to 67 Elected Members, plus Chief Officers, Democratic Services Officers, other Officers, and members of the public.

Alternative ways of hosting larger meetings may need to be explored, such as:

- Making use of facilities at Theatre Clwyd when it re-opens following refurbishment.
- Allocate space in the Auditorium based on the political make-up of the council. If this approach was used, assuming seating capacity in the Auditorium is set at 50, based on the current political make up of the council, the number of seats allocated to each Group would be as follows:

Group	No	%	Allocation
Labour	29	43%	22
Independent	13	19%	10
True Independent	7	10%	5
Eagle	6	9%	4
FPV	5	7%	4
Lib Dem	3	4%	2
Conservative	1	1%	1
Other	3	4%	2
	67	100%	50

There are some Local Authorities who have adopted this approach and so more work needs to be undertaken to explore the practical application of this option further.

- Make use of other local community facilities.

1.06

### Member Services

There is an area at County Hall which includes resources for elected Members. It is a relatively large area that consists of 3 separate rooms with 'pigeonholes' for elected Members' post, a 'library' with copies of reports and publications, a photocopier/printer, 'dining room', desktop pc, and even a television. Free refreshments for Members were provided, and it was well attended by Councillors who were often in County Hall visiting other officers and/or attending physical meetings.

Member Services also provides support for the Chairman of Flintshire County Council. It is also where all of the Civic and ceremonial regalia is stored.

Historically, several members of staff were based in Member Services, providing administrative support to Members who would drop in. Since the pandemic, when there was a move to deliver the services based at County

	<p>Hall remotely because of adapting to the lockdowns, Member Services has reduced to being resourced by 1X 0.8FTE member of staff.</p> <p>All Councillors now have access to IT equipment that enables contact with officers without having to visit them in person, including those who work in Member Services. Staff across a range of services can work remotely, and council meetings have moved to 'hybrid', meaning Councillors do not attend County Hall as frequently.</p> <p>There is still a need to have some physical presence to deliver Member Services – such as printing materials for the Chairman’s Civic Service and Charity Ball, completing claim forms for Councillors, and issuing payments.</p> <p>How Member Services supports elected Members after the move from County Hall will need to be reviewed to ensure it remains ‘fit-for-purpose’ and can meet the ongoing needs of Councillors.</p>
1.07	<p><u>Group Room(s)</u></p> <p>A number of rooms on the first floor at County Hall are reserved for use by the political groups of the council. The number in use at any one time can vary according to the political make up of the council. Indeed, this can change several times during each election cycle.</p> <p>The rooms have office furniture and equipment that were originally designed for use when meetings were held in-person, and Members did not have access to IT equipment.</p> <p>As with Member Services, since the pandemic, with elected Members visiting County Hall less frequently, the group rooms have been used less and less.</p> <p>It is usually the case that more Members attend County Hall on the day of a Full Council Meeting. However, and despite having a group room, some political groups reserve other meeting rooms before council meets, usually the Clwyd Room and/or Delyn Room.</p> <p>With space at Ty Dewi Sant at a premium, it is unlikely that a room can/will be made available to each group. How and where individual groups meet will need to be considered ahead of the move from County Hall.</p>
1.08	<p><u>Chairman’s Room</u></p> <p>The Chairman’s Room is located adjacent to, and with direct access to, the Council Chamber. It is furnished like a sitting room, has private bathroom facilities, and is where the Chairman has traditionally entertained guests.</p> <p>It is still used by the Chairman for private meetings, sealing documents, to prepare ahead of a Full Council, and to retire to during and after meetings.</p> <p>School visits are hosted from the Chairman’s Room, and there are a number of display cabinets that contain civic gifts and memorabilia that have been presented to the council by visiting dignitaries.</p>

	<p>What facilities are afforded the Chairman following the move from County Hall will need careful consideration. Care needs to be given to the facilities in order to protect the dignity, privacy and status of the Chairman.</p>
1.09	<p><u>Storage</u></p> <p>There is a storage room located in Member Services which is used for maintaining a stock of civic ceremonial regalia and memorabilia. Some of this is valuable and will require a secure location.</p>
1.10	<p><u>Display of artefacts / gifts</u></p> <p>There are a number of display cabinets at County Hall, containing historical artefacts, Civic regalia, and commemorative gifts. All of these will need to be relocated.</p> <p>An inventory of the contents on display and in storage at County Hall will need to be taken and categorised accordingly. Consideration will need to be given to where these will be displayed in the future.</p>
1.11	<p><u>Name boards</u></p> <p>There are a number of name boards displayed at County Hall. All of these will need to be relocated. Consideration will need to be given to where these will be displayed in the future.</p>
1.12	<p><u>Civic pictures/photographs</u></p> <p>There are a number of images displayed at County Hall, including former Chairman of the Council. All of these will need to be relocated.</p> <p>An inventory of the pictures and photographs on display, and in storage at County Hall will need to be taken and categorised accordingly. Consideration will need to be given to where these will be displayed in the future.</p>
1.13	<p>Paragraph 9.6.8 b) of the Council's Constitution states <i>The Constitution &amp; Democratic Services Committee shall ... Review the adequacy of provision by the authority of staff, accommodation and other resources to discharge Democratic Services functions.</i></p> <p>The Democratic Services Committee therefore needs to give consideration to what facilities are appropriate to allow the democratic function of the council to operate effectively once County Hall has been vacated.</p> <p>It is important that provision of facilities for Members is realistic, and meets their needs within the financial constraints the council finds itself in, together with the requirement to ensure asset utilisation is maximised.</p> <p>Recognition needs to be given to the changes and evolution that has taken place in recent years in terms of how the council operates, specifically how meetings are delivered, and the limited space that will be available at other locations, including Ty Dewi Sant.</p>

	It is therefore proposed that a Working Group be formed from the Committee membership to consider what facilities can be provided for Members. The Working Group will be required to report back to the Committee at the next Constitution & Democratic Services Committee meeting on 21 January 2025.
--	--

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	These are documented in the report presented to Cabinet on 15 October 2024.

<b>3.00</b>	<b>IMPACT ASSESSMENT AND RISK MANAGEMENT</b>
3.01	An Integrated Impact Assessment will need to undertaken when the Working Group present their suggestions to the Committee in January 2025.

<b>4.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
4.01	Reports have been presented at Corporate Resources Overview & Scrutiny Committee and Cabinet.  Further reports will be presented to CROSC and Cabinet as appropriate.

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

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	Corporate Asset Management Plan, as presented to Cabinet in October 2022, available <a href="#">online</a> .  <a href="#">CROSC Report: Office Rationalisation Programme and County Hall Campus</a>

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<b>Contact Officer:</b> Steven Goodrum, Democratic Services 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	<p><b>Asset Management Plan</b> - A plan maintained by an authority of the condition and suitability of its assets, updated regularly and utilised to assess future capital needs.</p> <p><b>Hybrid Meeting</b> – A meeting where some attendees access the meeting remotely from a different location whilst others attend the physical location in person.</p>

This page is intentionally left blank



## CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Wednesday 6 <sup>th</sup> November 2024
<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.

Having a Forward Work Programme presents an opportunity for Members of the Committee to formulate and influence the future work of the Committee. An effective Forward Work Programme will ensure it is Member-led and includes the right issues.

A copy of the draft Forward Work Programme is attached at Appendix 1 for Members' consideration which has been recently updated.

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 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.

## REPORT DETAILS

1.00	EXPLAINING THE FORWARD WORK PROGRAMME
1.01	<p>The work of the Committee can be defined as having two main areas of responsibility:</p> <ol style="list-style-type: none"><li>1. The detailed consideration of proposed changes to the constitution prior to them being reported to Council for adoption.</li><li>2. Statutory role to oversee the role of the Head of Democratic Services to support (non-executive) members and promote scrutiny.</li></ol>
1.02	<p>Items feed into a Committee's Forward Work Programme from a number of sources, but will broadly cover:</p> <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> <p>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.</p>
1.03	<p>Once the Schedule of Meetings has been agreed at the AGM in May, the Forward Work Programme will be updated and brought back to Committee in June.</p>
1.04	<p>Members are encouraged to consider and propose items for inclusion on the FWP, noting the guidance at paragraph 1.05.</p>
1.05	<p>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:</p> <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	Publication of this report constitutes consultation.

<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 2024 to 2025</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 (November 2024)**

<b>Date of meeting</b>	<b>Subject</b>	<b>Purpose of Report / Presentation</b>	<b>Responsible / Contact Officer</b>
<b>Tuesday, 21<sup>st</sup> January 2025</b>	<b>Diversity in Democracy Action Plan</b>	For the committee to consider, review and update the Council's 'Diversity in Democracy Action Plan'.	Democratic Services Manager
	<b>Meeting arrangements</b>	For the committee to consider and review the arrangements and management of meetings following feedback at the committee's September meeting.	Democratic Services Manager
	<b>Review of Constitution: Motions on Notice and Questions</b>	A request has been referred to the committee to examine the use of 'Motions on Notice' under Section 11 of the Constitution and 'Questions' under Section 9.	Democratic Services Manager
	<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.	Democratic Services Manager
<b>Tuesday, 25<sup>th</sup> March 2025</b>	<b>Update on <a href="#">Statutory and Non-Statutory Guidance for Principal Councils in Wales</a> – supporting provisions within the Local Government Act 2000, the Local Government (Wales) Measure 2011 and the Local Government and Elections (Wales) Act 2021.</b>	To provide Members with an update on the implementation of the measures outlined in the Statutory and Non-Statutory Guidance for Principal Councils in Wales document.	Democratic Services Manager

## CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

Date of meeting	Subject	Purpose of Report / Presentation	Responsible / Contact Officer
	<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.	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
	<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
<b>Friday, 13<sup>th</sup> June 2025</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.	Democratic Services Manager