

Public Document Pack

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



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

To: All Members of the Council

16 July 2024

Dear Sir/Madam

NOTICE OF HYBRID MEETING
FLINTSHIRE COUNTY COUNCIL
MONDAY, 22ND JULY, 2024 at 1.00 PM

Yours faithfully

Steven Goodrum
Democratic Services Manager

Please note: Attendance at this meeting is either in person in The Lord Barry Jones Council Chamber, 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 PRESENTATIONS

Purpose: Social Care Accolades' finalists

1. Building Bright Futures for Children and Families - Child to Adult Team (C2A)
2. Effective Leadership Award - Sandra Stacey, Marleyfield House Care Home Manager
3. Working in Partnership - Micro-Care
4. Working in Partnership - North Wales Together: Learning Disability Transformation Programme

2 TRIBUTES TO NEIL AYLING

Purpose: To enable Members to pay tribute to Neil Ayling.

3 TRIBUTES TO FORMER COUNCILLOR GARETH ROBERTS

Purpose: To enable Members to pay tribute to the late former Councillor Gareth Roberts.

4 APOLOGIES FOR ABSENCE

Purpose: To receive any apologies.

5 DECLARATIONS OF INTEREST

Purpose: To receive any Declarations and advise Members accordingly.

6 MINUTES (Pages 5 - 22)

Purpose: To confirm as a correct record the minutes of the meetings held on 14 May 2024.

7 CHAIR'S COMMUNICATIONS

Purpose: To receive the communications as circulated.

8 PETITIONS

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

PRINCIPAL ITEMS OF BUSINESS

9 REVIEW OF POLITICAL BALANCE (Pages 23 - 28)

Report of Chief Officer (Governance)

Purpose: Due to a change in group membership we need to review the Political Balance and the allocation of seats on Committees.

10 ANNUAL REPORT OF THE STANDARDS COMMITTEE (Pages 29 - 40)

Report of Chief Officer (Governance)

Purpose: To approve the Committee's Annual Report of the Standards Committee.

ORDINARY ITEMS OF BUSINESS

11 ROLLING REVIEW OF THE EMPLOYEES CODE OF CONDUCT (Pages 41 - 72)

Report of Chief Officer (Governance)

Purpose: As part of the rolling review of the Constitution, we need to consider whether the Employees Code of Conduct needs any amendments to keep it up to date.

12 UPDATE REGARDING URGENT ITEM DISCUSSED AT CABINET 30 MAY 2024 (Pages 73 - 76)

Report of Democratic Services Manager

Purpose: To update Council following the consideration of an urgent item (Future options: leisure, libraries, and museum services) at Cabinet on 30 May 2024 in accordance with the Council's constitution.

13 SCHEDULE OF REMUNERATION 2024/25 (Pages 77 - 92)

Report of Democratic Services Manager

Purpose: For Council to approve the schedule of remuneration for elected and co-opted Members for 2024/25 for publication, now all appointments have been made.

14 **NOTICE OF MOTION** (Pages 93 - 96)

Purpose: This item is to receive any Notices of Motion: two have been received and are attached to the agenda.

FOR INFORMATION

15 **PUBLIC QUESTION TIME**

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

16 **QUESTIONS** (Pages 97 - 98)

Purpose: To note the answers to any questions submitted in accordance with County Council Standing Order No. 9.4(A). Six were received by the deadline.

17 **QUESTIONS FROM MEMBERS ON COMMITTEE MINUTES**

Purpose: To consider any issues raised by Members arising from the Minutes of the Cabinet, Scrutiny Committees and other Committees, together with any questions raised under Section 4.20 of the Council's Constitution. Copies of the Minutes of the various meetings that have taken place since the last ordinary meeting of the Council which have been approved and published on the Authority's website, can be obtained, if required, via the Committee and Member Services.

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

FLINTSHIRE COUNTY COUNCIL
14 MAY 2024

Minutes of the Flintshire County Council Annual Meeting held as a hybrid meeting on Tuesday, 14 May 2024 (11am)

PRESENT: Councillor Dennis Hutchinson (Chair)

Councillors: Mike Allport, Glyn Banks, Pam Banks, Marion Bateman, Sean Bibby, Chris Bithell, Gillian Brockley, Helen Brown, Mel Buckley, Teresa Carberry, Tina Claydon, David Coggins Cogan, Geoff Collett, Steve Copple, Bill Crease, Paul Cunningham, Rob Davies, Ron Davies, Adele Davies-Cooke, Chris Dolphin, Rosetta Dolphin, Mared Eastwood, David Evans, Chrissy Gee, David Healey, Gladys Healey Ian Hodge, Andy Hughes, Dave Hughes, Ray Hughes, Alasdair Ibbotson, Paul Johnson, Christine Jones, Richard Jones, Simon Jones, Fran Lister, Richard Lloyd, Dave Mackie, Gina Maddison, Roz Mansell, Allan Marshall, Hilary McGuill, Ryan McKeown, Billy Mullin, Debbie Owen, Ted Palmer, Andrew Parkhurst, Mike Peers, Michelle Perfect, Vicky Perfect, Carolyn Preece, David Richardson, Ian Roberts, Dan Rose, Kevin Rush, Dale Selvester, Jason Shallcross, Sam Swash, Linda Thew, Linda Thomas, Ant Turton, Roy Wakelam, Arnold Woolley and Antony Wren

APOLOGY: Councillor Carol Ellis

IN ATTENDANCE: Chief Executive, Chief Officer (Governance), Chief Officer (Social Services), Chief Officer (Education and Youth), Chief Officer (Housing and Communities), Chief Officer (Planning, Environment and Economy), Corporate Manager (People and Organisational Development), Corporate Finance Manager, Streetscene Service Manager, Democratic Services Manager and team

Guests: Lord Barry Jones and Lady Janet Jones

1. DECLARATIONS OF INTEREST

None.

2. CHAIR'S REVIEW OF THE YEAR 2023-24

As the outgoing Chair, Councillor Gladys Healey presented her review of the year for 2023-24. She expressed her gratitude for being given the opportunity to carry out the role and thanked her husband and Consort Councillor David Healey, her Chaplain and officers who had all supported her. She went on to highlight fundraising achievements for her chosen charities and was grateful for the support of the Vice-Chair and his Consort during this challenging year, wishing them well for their forthcoming term of office.

3. **ELECTION OF CHAIR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2024/25, INVESTITURE OF CHAIN OF OFFICE AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Mike Peers paid tribute to the outgoing Chair for the way in which she had fulfilled her duties throughout her year in office. In nominating Councillor Dennis Hutchinson as Chair of the Council for the municipal year 2024/25, he spoke about his extensive record in local government and personal achievements, wishing him success in his new role with the support of his Consort Jeanne.

In seconding the proposal, Councillor Ian Roberts spoke in support of Councillor Hutchinson's personal qualities and took the opportunity to commend Councillor Gladys Healey for her successful year.

No further nominations were received.

On being put to the vote, Councillor Dennis Hutchinson was appointed as Chair of the Council for the municipal year 2024/25. In response, he thanked Members for the honour bestowed on him and after paying tribute to Councillor Gladys Healey for her conduct during the year, led a vote of thanks from the Chamber.

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

Councillor Gladys Healey was presented with her retiring Chair's Badge of Office and a gift was presented to her Consort, Councillor David Healey.

The Chair's Consort, Mrs Jeanne Hutchinson, was invested with her Chain of Office.

RESOLVED:

That Councillor Dennis Hutchinson be elected Chair of the Council for the municipal year 2024/25.

(At this point Councillor Dennis Hutchinson chaired the remainder of the meeting)

4. **APPOINTMENT OF VICE-CHAIR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2024/25, INVESTITURE OF CHAIN OF OFFICE AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Michelle Perfect proposed that Councillor Mel Buckley be elected Vice-Chair of the Council for the municipal year 2024/25 and commended her service in local government.

In seconding the proposal, Councillor Ian Roberts spoke in support of Councillor Buckley's personal and professional qualities, wishing her well in the role.

No further nominations were received.

On being put to the vote, Councillor Mel Buckley was appointed as Vice-Chair of the Council for the municipal year 2024/25. Councillor Buckley responded by expressing gratitude for the honour.

Councillor Buckley was invested with the Chain of Office by the Chair and signed her Declaration of Acceptance of Office in the presence of the Chief Executive. Councillor Buckley's Consort, Joe Stonely, would be invested with the Chain of Office at a future meeting.

RESOLVED:

That Councillor Mel Buckley be elected Vice-Chair of the Council for the municipal year 2024/25.

Having been invited to speak, Lord Barry Jones paid tributes to the outgoing and incoming Chairs.

5. ELECTION OF THE LEADER OF THE COUNCIL

Councillor Paul Johnson spoke in support of his nomination for Councillor Ian Roberts as Leader of the Council for the municipal year 2024/25. His comments were echoed by Councillor Chris Dolphin who seconded the motion.

Councillor Alasdair Ibbotson explained his reasons for being unable to support the nomination and his decision to form a new political group, calling upon the other groups to work together constructively.

Councillor Helen Brown's nomination for Councillor Richard Jones as Leader of the Council was seconded by Councillor Mike Peers.

In respect of further nominations, Councillor Gillian Brockley proposed Councillor Carolyn Preece and was seconded by Councillor Ibbotson.

Councillor David Coggins Cogan's nomination for Councillor Andrew Parkhurst was seconded by Councillor Carolyn Preece.

No further nominations were received.

Councillors Coggins Cogan and Sean Bibby both requested a recorded vote on the four nominations, for which the requisite number of Members stood in support.

The following voted for Councillor Richard Jones:

Councillors: Mike Allport, Glyn Banks, Pam Banks, Marion Bateman, Helen Brown, Steve Copple, Bill Crease, Rob Davies, Adele Davies-Cooke, Chrissy Gee, Ian Hodge, Andy Hughes, Richard Jones, Dave Mackie, Roz Mansell, Allan Marshall, Debbie Owen, Mike Peers, David Richardson, Dale Selvester, Jason Shallcross, Linda Thew, Ant Turton, Roy Wakelam and Antony Wren.

The following voted for Councillor Andrew Parkhurst:
Councillors: David Coggins Cogan and Andrew Parkhurst

The following voted for Councillor Carolyn Preece:
Councillors: Gillian Brockley, Alasdair Ibbotson, Carolyn Preece, Dan Rose and Sam Swash

The following voted for Councillor Ian Roberts:
Councillors: Sean Bibby, Chris Bithell, Mel Buckley, Teresa Carberry, Tina Claydon, Geoff Collett, Paul Cunningham, Ron Davies, Chris Dolphin, Rosetta Dolphin, Mared Eastwood, David Evans, David Healey, Gladys Healey, Dave Hughes, Ray Hughes, Dennis Hutchinson, Paul Johnson, Christine Jones, Simon Jones, Fran Lister, Richard Lloyd, Gina Maddison, Hilary McGill, Ryan McKeown, Billy Mullin, Ted Palmer, Michelle Perfect, Vicky Perfect, Ian Roberts, Kevin Rush, Linda Thomas and Arnold Woolley.

On being put to the vote, Councillor Ian Roberts was appointed Leader of the Council for the municipal year 2024/25.

RESOLVED:

That Councillor Ian Roberts be appointed Leader of the Council for the municipal year 2024/25.

6. APPOINTMENT OF THE CABINET BY THE LEADER OF THE COUNCIL

In accordance with the Constitution, Councillor Ian Roberts set out his choice of Councillors to serve on the Cabinet. He clarified that he would assume responsibility for Leisure until the current situation was resolved. He went on to thank Councillor Billy Mullin for his years of service on Cabinet.

RESOLVED:

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

Cabinet Member	Portfolio
Ian Roberts	Leader of the Council and Cabinet Member for Leisure
Christine Jones	Deputy Leader and Cabinet Member for Social Services and Well-being
Dave Hughes	Deputy Leader and Cabinet Member for Streetscene and Transport
Chris Bithell	Cabinet Member for Planning, Public Health and Public Protection
Paul Johnson	Cabinet Member for Finance and Social Value
Sean Bibby	Cabinet Member for Housing
David Healey	Cabinet Member for Climate Change and Economy

Mared Eastwood	Cabinet Member for Education, Welsh Language and Culture
Linda Thomas	Cabinet Member for Corporate Services

7. **CONSTITUTIONAL ISSUES INCLUDING COMMITTEES**

The Council considered the report of the Chief Officer (Governance) which dealt with matters that required decision at the Annual Meeting, in accordance with Council Procedure Rule 1.1 (vii) - (xiv). The report also dealt with the appointment of other Committees and Chairs and other issues such as allocation of seats under political balance. The report was split into sections, each one dealing with one decision that needed to be made and the relevant issues for consideration.

Councillor Ian Roberts moved recommendations 1, 2 and 3 (subject to a review of the Terms of Reference for the Corporate Resources Overview & Scrutiny Committee and the name and responsibilities of the Climate Change Committee). The motion was seconded by Councillor Ted Palmer and on being put to the vote, was carried.

(i) **Appointment of Committees**

RESOLVED:

That Council appoints the following Committees for 2024/25:

Appeals Committee
Climate Change Committee
Clwyd Pension Fund Committee
Constitution and Democratic Services Committee
Governance & Audit Committee
Grievance Committee
Grievance Appeals Committee
Investigation and Disciplinary Committee
Joint Governance Committee (for Pensions)
Licensing Committee
Overview & Scrutiny Committees as follows:

- Community & Housing
- Corporate Resources
- Education, Youth & Culture
- Environment & Economy
- Social & Healthcare

Planning Committee
Standards Committee

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

RESOLVED:

That the size of each Committee be as set out in paragraph 1.03 of the report.

(iii) Terms of Reference of Committees

RESOLVED:

That the Terms of Reference for each Committee be approved, as set out in the Constitution, subject to a review of the Terms of Reference for the Corporate Resources Overview & Scrutiny Committee and Climate Change Committee.

At this point, there was an adjournment to consider changes to political balance due to the formation of the new political group. Upon reconvening, the Chief Officer (Governance) suggested a change in the order of items as the appointment of Committee Chairs would help to inform Political Balance on which two revised options were shared. On being put to the vote, this was agreed.

(iv) Appointment of Chairs of Standing Committees

The Chief Officer (Governance) explained that Committee Chairs were appointed by different bodies as set out in paragraph 1.17, noting restrictions on eligibility. Whilst Overview & Scrutiny Committees were chosen by the political groups based on the strength of the various groups and which had seats on the Cabinet, Council was required to appoint Chairs for five of the Committees.

For Chair of the Climate Change Committee, Councillor Helen Brown's nomination for Councillor Alasdair Ibbotson was duly seconded as was Councillor David Healey's nomination for Councillor Geoff Collett.

Councillor David Healey suggested that the review of the Terms of Reference give more focus to the protection of nature through diversity.

A recorded vote was requested to which the requisite number of Members stood in support.

The following voted for Councillor Collett:

Councillors: Sean Bibby, Chris Bithell, Mel Buckley, Teresa Carberry, Tina Claydon, Geoff Collett, Paul Cunningham, Ron Davies, Chris Dolphin, Rosetta Dolphin, Mared Eastwood, David Evans, David Healey, Gladys Healey, Dave Hughes, Ray Hughes, Paul Johnson, Christine Jones, Simon Jones, Fran Lister, Richard Lloyd, Gina Maddison, Hilary McGuill, Ryan McKeown, Billy Mullin, Ted Palmer, Michelle Perfect, Vicky Perfect, Ian Roberts, Kevin Rush and Linda Thomas.

The following voted for Councillor Ibbotson:

Councillors: Mike Allport, Glyn Banks, Pam Banks, Marion Bateman, Gillian Brockley, Helen Brown, David Coggins Cogan, Steve Cople, Bill Crease, Rob Davies, Adele Davies-Cooke, Chrissy Gee, Ian Hodge, Andy Hughes, Dennis Hutchinson, Alasdair Ibbotson, Richard Jones, Dave Mackie, Roz Mansell, Allan Marshall, Debbie Owen, Andrew Parkhurst, Mike Peers, Carolyn Preece,

David Richardson, Dan Rose, Dale Selvester, Jason Shallcross, Sam Swash, Linda Thew, Ant Turton, Roy Wakelam and Antony Wren.

On being put to the vote, Councillor Ibbotson was appointed Chair of the Climate Change Committee.

For Chair of the Clwyd Pension Fund Committee, Councillor David Coggins Cogan's nomination for Councillor Dan Rose was duly seconded as was Councillor Sean Bibby's nomination for Councillor Ted Palmer. A recorded vote was requested to which the requisite number of Members stood in support.

The following voted for Councillor Palmer:

Councillors: Sean Bibby, Chris Bithell, Mel Buckley, Teresa Carberry, Tina Claydon, Geoff Collett, Paul Cunningham, Ron Davies, Chris Dolphin, Rosetta Dolphin, Mared Eastwood, David Evans, David Healey, Gladys Healey, Dave Hughes, Ray Hughes, Paul Johnson, Christine Jones, Simon Jones, Fran Lister, Richard Lloyd, Gina Maddison, Hilary McGuill, Ryan McKeown, Billy Mullin, Ted Palmer, Michelle Perfect, Vicky Perfect, Ian Roberts, Kevin Rush and Linda Thomas.

The following voted for Councillor Rose:

Councillors: Mike Allport, Glyn Banks, Pam Banks, Marion Bateman, Gillian Brockley, Helen Brown, David Coggins Cogan, Steve Copple, Bill Crease, Rob Davies, Adele Davies-Cooke, Chrissy Gee, Ian Hodge, Andy Hughes, Dennis Hutchinson, Alasdair Ibbotson, Richard Jones, Dave Mackie, Roz Mansell, Allan Marshall, Debbie Owen, Andrew Parkhurst, Mike Peers, Carolyn Preece, Dan Rose, Dale Selvester, Jason Shallcross, Sam Swash, Linda Thew, Ant Turton, Roy Wakelam and Antony Wren.

On being put to the vote, Councillor Rose was appointed Chair of the Clwyd Pension Fund Committee.

For Chair of the Constitution & Democratic Services Committee, Councillor Helen Brown's nomination for Councillor Rob Davies was seconded by Councillor Mike Peers. There were no further nominations and on being put to the vote, this was carried.

For Chair of the Licensing Committee, Councillor Ibbotson's nomination for Councillor Peers was duly seconded as was Councillor Sean Bibby's nomination for Councillor Rosetta Dolphin. A recorded vote was requested to which the requisite number of Members stood in support.

The following voted for Councillor Peers:

Councillors: Mike Allport, Glyn Banks, Pam Banks, Marion Bateman, Gillian Brockley, Helen Brown, David Coggins Cogan, Steve Copple, Bill Crease, Rob Davies, Adele Davies-Cooke, Chrissy Gee, Ian Hodge, Andy Hughes, Dennis Hutchinson, Alasdair Ibbotson, Richard Jones, Dave Mackie, Roz Mansell, Allan Marshall, Debbie Owen, Andrew Parkhurst, Mike Peers, Carolyn Preece, Dan Rose, Dale Selvester, Jason Shallcross, Sam Swash, Linda Thew, Ant Turton, Roy Wakelam and Antony Wren.

The following voted for Councillor Rosetta Dolphin:

Councillors: Sean Bibby, Chris Bithell, Mel Buckley, Teresa Carberry, Tina Claydon, Geoff Collett, Paul Cunningham, Ron Davies, Chris Dolphin, Rosetta Dolphin, Mared Eastwood, David Evans, David Healey, Gladys Healey, Dave Hughes, Ray Hughes, Paul Johnson, Christine Jones, Simon Jones, Fran Lister, Richard Lloyd, Gina Maddison, Hilary McGuill, Ryan McKeown, Billy Mullin, Ted Palmer, Michelle Perfect, Vicky Perfect, Ian Roberts, Kevin Rush and Linda Thomas.

On being put to the vote, Councillor Mike Peers was appointed Chair of the Licensing Committee.

For Chair of the Planning Committee, Councillor Richard Jones nominated Councillor Richard Lloyd. There were no further nominations and on being put to the vote, this was carried.

RESOLVED:

- (a) That the Chairs of the following Committees be appointed (noting any restrictions on eligibility):
- Climate Change Committee - Councillor Alasdair Ibbotson
 - Clwyd Pension Fund Committee - Councillor Dan Rose
 - Constitution & Democratic Services Committee - Councillor Rob Davies
 - Licensing Committee - Councillor Mike Peers
 - Planning Committee - Councillor Richard Lloyd
- (b) That the Grievance Committee, the Grievance Appeals Committee and Investigation & Disciplinary Committee should each appoint their own Chair from amongst their respective memberships.

(v) **Political Balance**

The report set out the basis of the statutory requirement for allocating committee seats to political groups as well as separating out the 'employment' committees to ensure that smaller groups were not disadvantaged; a practice which required specific agreement from all Members. The rules did not apply to Cabinet or Standards Committee.

The Chief Officer (Governance) referred to the two additional options which had been circulated and advised that option 5 did not align with the Committee Chairs determined in the previous item. His recommendation that the second (untitled) option be adopted was put to the vote and carried.

RESOLVED:

- (a) That seats be allocated in accordance with political balance as set out in the revised spreadsheet and the rules on membership of the Committees as set out within the report; and

(b) That the seats on the Grievance, Grievance Appeals and Investigation and Disciplinary Committees be allocated to give a broad political spread of membership.

(vi) Appointment of Chairs of Overview & Scrutiny Committees

The Chief Officer (Governance) explained the requirements for the appointment of Chairs of Overview & Scrutiny Committee taking into account the strength of the various political groups and those with seats on Cabinet. In conclusion, the Labour and Independent groups were each entitled to two seats and the newly formed Flintshire People's Voice group were entitled to one seat.

Councillor Richard Jones proposed that the Independent group retain the Chairs of Corporate Resources Overview & Scrutiny Committee and Community & Housing Overview & Scrutiny Committee. He also proposed that the Flintshire People's Voice group nominate the Chair of the Social & Health Care Overview & Scrutiny Committee, with the Labour group nominating chairs for the two remaining committees. This was duly seconded and on being put to the vote, was carried.

RESOLVED:

That the Chairs of Overview & Scrutiny Committees be allocated as follows:

Overview & Scrutiny Committee:	Group to choose Chair:
Community & Housing	Independent
Corporate Resources	Independent
Education, Youth & Culture	Labour
Environment & Economy	Labour
Social & Healthcare	Flintshire People's Voice

(vii) Approval of the Constitution

The Chief Officer (Governance) sought approval of the Constitution which detailed the Council's functions and was kept under rolling review.

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

RESOLVED:

That the rules, procedures, delegations and codes/protocols within the Constitution be approved.

(viii) Nominations to Internal Bodies

The existing Scheme of Delegation provided for an Appointments Committee for first and second tier officers comprising seven Members. This was not a standing Committee and was convened when required by seeking nominations from Group Leaders.

Councillor Marion Bateman moved approval of the recommendation and was seconded by Councillor Roy Wakelam. On being put to the vote, this was carried.

RESOLVED:

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

(ix) Standards Committee

The Chief Officer explained the composition of the Standards Committee, including the three County Councillors who had been appointed until April 2027. As Councillor Andrew Parkhurst had stood down from the Committee, nominations were sought to replace him for the remainder of this term.

Councillor Helen Brown proposed that Councillor Ian Hodge be appointed. This was seconded by Councillor Richard Jones and on put to the vote, was carried.

RESOLVED:

That Councillor Ian Hodge be appointed as a third Councillor to serve on the Standards Committee for the remainder of this term.

(x) Appointments to Outside Bodies

As appointments had been made at the 2022 Annual Meeting for the whole Council term, approval was sought for delegated authority to be given to the Chief Executive, in consultation with Group Leaders, to make any amendments to appointments to outside bodies, as required.

The recommendation was put to the vote and carried.

RESOLVED:

That Council delegates authority to the Chief Executive, in consultation with Group Leaders, to make any amendments to appointments to outside bodies as required.

8. CORPORATE PARENTING CHARTER: 'A PROMISE FOR WALES'

As Cabinet Member for Social Services, Councillor Christine Jones presented the Corporate Parenting Charter, launched by Welsh Government to ensure that services for care-experienced children and young people in Wales were underpinned by empowerment, equality, non-discrimination, participation, and accountability and protection. Members were asked to reaffirm their collective responsibility as 'corporate parents' by adopting the Charter, with a commitment to engage with children and young people to measure organisational success and commitment to the Charter.

The recommendations were moved and seconded by Councillors Richard Jones and Chris Bithell.

RESOLVED:

- (a) That Flintshire County Council signs 'the pledge' and adopts the Corporate Parenting Charter: 'A Promise for Wales'; and
- (b) That the Children's Services Forum take a lead in measuring organisational success and commitment to the Corporate Parenting Charter.

9. SCHEDULE OF MEETINGS

The Chief Officer (Governance) presented the schedule of meetings for 2024/25 following consultation. There were a number of conventions which had been adopted to avoid meeting clashes and accommodate Members' wishes where possible. An additional recommendation for dates/times to be changed in exceptional circumstances at the discretion of the Democratic Services Manager in consultation with the Committee Chair would help to build in flexibility.

As Chair of the Planning Committee, Councillor Richard Lloyd requested that the site visits scheduled for 27 August and meeting on 28 August be moved to 2 September and 4 September respectively. He also asked whether Planning Committee meetings could revert back to 1pm on days where there was no scheduled meeting in the morning. He was seconded by Councillor Mike Peers.

Councillor Richard Jones asked that the Corporate Resources Overview & Scrutiny Committee meetings on 16 January and 13 February 2025 be moved to the following days (Friday mornings) due to other meetings scheduled in the afternoons. He suggested that Members of that Committee may wish to consider regular Friday slots to avoid meeting clashes.

Other Members spoke in support of removing the convention to hold committee meetings on designated days which would allow flexibility to the diary.

The Chief Officer clarified the proposed changes which would be progressed by the Democratic Services Manager and team.

On that basis, the changes were put to the vote and carried.

RESOLVED:

- (a) That the draft Schedule of Meetings for 2024/25 be approved subject to the following changes:
 - To remove the requirement for committee meetings to be held on designated days.
 - To move the August dates for Planning Committee to the following week.
 - To change the start time of Planning Committee meetings to 1pm where there are no morning meetings scheduled.
 - To move the January and February 2025 dates of the Corporate Resources Overview & Scrutiny Committee to the Friday mornings.

- (b) That the Democratic Services Manager be given delegated authority, in conjunction with the relevant Committee Chair, to amend the Schedule of Meetings in exceptional circumstances.

10. MEMBERS OF THE PRESS IN ATTENDANCE

There were five members of the public present at the start of the meeting.

(The meeting started at 11am and ended at 2.55pm)

.....
Chair

FLINTSHIRE COUNTY COUNCIL
14TH MAY 2024

Minutes of the meeting of Flintshire County Council held as a hybrid meeting on Tuesday, 14th May 2024.

PRESENT: Councillor Dennis Hutchinson (Chair)

Councillors: Mike Allport, Glyn Banks, Pam Banks, Marion Bateman, Sean Bibby, Chris Bithell, Gillian Brockley, Helen Brown, Mel Buckley, Tina Claydon, Geoff Collett, Steve Cople, Bill Crease, Paul Cunningham, Rob Davies, Ron Davies, Adele Davies-Cooke, Chris Dolphin, Rosetta Dolphin, Mared Eastwood, David Evans, Chrissy Gee, David Healey, Gladys Healey, Ian Hodge, Dave Hughes, Dennis Hutchinson, Alasdair Ibbotson, Paul Johnson, Christine Jones, Richard Jones, Simon Jones, Richard Lloyd, Dave Mackie, Gina Maddison, Allan Marshall, Hilary McGuill, Ryan McKeown, Billy Mullin, Ted Palmer, Andrew Parkhurst, Mike Peers, Michelle Perfect, Vicky Perfect, Carolyn Preece, Ian Roberts, Dan Rose, Kevin Rush, Dale Selvester, Sam Swash, Linda Thomas, Roy Wakelam, and Antony Wren.

IN ATTENDANCE:

Chief Executive, Chief Officer (Governance), Chief Officer (Planning, Environment and Economy), Chief Officer (Education and Youth), Chief Officer (Social Services), Corporate Manager, People and Organisational Development, Democratic Services Manager, Team Leader – Democratic Services and Democratic Services Officers.

APOLOGIES FOR ABSENCE:

Councillors: David Coggins Cogan, Carol Ellis, Andy Hughes, Debbie Owen, David Richardson, Ant Turton and Arnold Woolley.

11. DECLARATIONS OF INTEREST

Councillors Glyn Banks, Pam Banks and Dale Selvester declared personal and prejudicial interests in agenda item number 3, Notice of Motion ‘Get Home Safe Licencing’.

12. NOTICES OF MOTION

The Chief Officer (Governance) advised that, although Councillor Coggins Cogan had left the meeting, his Notice of Motion was valid as other Members were able to speak on it.

The following Notices of Motion had been submitted:

Free School Meals - Councillor Coggins Cogan

“In 2023, the Labour Cabinet in Flintshire chose not to provide free school meals during holidays after the Labour Welsh Government stopped paying for them. After Liberal Democrats challenged the decision, it was agreed that provision would be put in place for Christmas 2023, and a long term solution would be reached.

For a second Summer, children in the greatest need in Flintshire face a lack of support, as the cost of living crisis continues to bite. This council cannot and will not allow children to go hungry. The council can afford to make provision for these children, as the cabinet has shown by finding money for other causes and funding pressures which were not included in the budget.

Therefore, this council:

1. Requests Cabinet to draw up plans to provide payments during the school Summer holiday to parents of children eligible for free school meals.
2. Requires that the cabinet approves such plans no later than 3rd June, to allow them to be implemented in good time.
3. Leaves the amount of payment to the cabinet's discretion, subject to a requirement that it not be less than £50 per eligible child."

In speaking to the Notice of Motion on behalf of Councillor Coggins Cogan, Councillor Parkhurst said last year the Council passed a motion for Flintshire County Council to find a way to feed hungry children in the school holidays with a longer term solution to be sought. He said no plan had been put in place or any funding allocated in the budget. He said it would cost approximately £250k for support to be provided over the summer period and he commended such support to the Chamber.

Councillor Glyn Banks seconded the Notice of Motion and said it was important for all Members to support it as it was something that had been provided in the past. It would be a budget pressure but funding needed to be found.

Councillor Ibbotson said his group fully supported the Notice of Motion and felt the Council should consider where it could be doing more, saying there was no greater priority than tackling child poverty.

In responding to the Notice of Motion, the Cabinet Member for Finance and Social Value said he would not be opposing the Notice of Motion but would accept it as it was without amendment. It would be reported to Cabinet so that the deadline of 3rd June could be met.

Priority One in the Flintshire County Plan was Poverty and moving forward, dealing with Poverty and supporting the vulnerable was and would be a high priority for the Council. Sadly, it would remain one problem amongst many for too many residents.

Members would understand that the Notice of Motion would have a financial consequence in terms of this year and subsequent ones, and he would expect that there would be a budget pressure that would have to be considered. He expressed his disappointment that the Working Group set up to look at solutions to Holiday Hunger was not more productive. It was set up by a motion of the Full Council to propose solutions to Council and consider potential impacts on the Budget. Holiday Hunger was not raised in any discussions on the Budget at Overview and Scrutiny Committees or Member workshops. By approving the Notice of Motion it was a commitment to deliver on Holiday Hunger and Food Poverty that the Council was taking and he called for a recorded vote.

He paid tribute to the Flintshire staff who worked tirelessly to deliver services to the county's most vulnerable.

Reporting back on the decision of Cabinet would be done at the earliest opportunity and that the programme would be evaluated.

That said, I support the Notice of Motion.

A number of Members supported the Notice of Motion, whilst raising points on the issue should have been raised during budget discussions; commitment of implementation; where would the money come from and would it result in an increase in Council Tax.

In his right of reply, Councillor Parkhurst thanked Members for cross party support in addressing child poverty. He said Welsh Government needed to recommence plans for such a provision and longer-term solutions.

The requisite number of Members stood in support of a recorded vote.

The following voted for the Notice of Motion:

Councillors: Buckley, Allport, Glyn Banks, Pam Banks, Bateman, Bibby, Bithell, Brockley, Brown, Carberry, Claydon, Copple, Crease, Cunningham, Rob Davies, Ron Davies, Davies-Cooke, Chris Dolphin, Rosetta Dolphin, Eastwood, Evans, Gee, David Healey, Gladys Healey, Dave Hughes, Ibbotson, Johnson, Christine Jones, Richard Jones, Simon Jones, Lister Lloyd, Mackie, Maddison, McGuill, McKeown, Mullin, Palmer, Parkhurst, Peers, Michelle Perfect, Vicky Perfect, Preece, Rose, Rush, Selvester, Swash, Thomas, Wakelam and Wren.

The following voted against the Notice of Motion:

Councillor: Geoff Collett.

RESOLVED:

That the Notice of Motion be supported.

Get Home Safe Licensing – Councillor Alasdair Ibbotson

Flintshire County Council notes:

- 1) that shift work is widespread in many industries, particularly hospitality, as well as health and care workers, retail, cleaning, security and porter staff, and can often entail late-night working
- 2) that many workers, especially women, are increasingly worried about their safety travelling to and from work at night

Flintshire County Council believes:

- 1) that while employers may feel their duty of care to staff ends when an employee finishes a shift, they also need to take into consideration journeys home, especially during unsocial hours

- 2) the weakness of enforcement of the law against sexual assault, including up-skirting, on public transport is appalling and only 2% of victims go on to report sexual harassment on public transport
- 3) that Unite the Union's Get Me Home Safely campaign, which calls on employers to take all reasonable steps to ensure workers are able to get home safely from work at night, is much needed and should be supported
- 4) that greater numbers of trained staff and stronger enforcement of the law against sexual assault and harassment on public transport are urgently needed

Flintshire County Council resolves:

- 1) to use its powers, as others such as East Dunbartonshire Council and Glasgow City Council have done, and adopt a policy that our licencing committee will ensure the process for approving late night licences will be linked to the provision of free transport home
- 2) to instruct that a draft policy shall be prepared, that Unite the Union will be consulted during the drafting of this policy, and that this draft shall be put before this council before the end of the 2024/25 municipal year for a vote on adoption
- 3) to publicly call for the municipal ownership of buses in order to lower prices and improve service provision, especially for night-time and off-peak services

In speaking to the Notice of Motion, Councillor Ibbotson referred to people being subject to assault and attack on walking home for which this would introduce protection. He felt most good employers would take steps for employees travelling to and from work when working unsociable hours. He sought support for endorsement of the scheme set up by Unite to ensure workers got home safe. He added that there would be no cost to Flintshire County Council.

In responding to the Notice of Motion, Councillor Bithell said "Schemes that encourage employers to consider the safety of their staff, going to and from their place of work, should be viewed in positive light. The 'Get Home Safely' scheme is an example of such an initiative.

From a Flintshire County Council perspective, it's good to support such initiatives. The Licensing Policy, in itself, cannot mandate the participation of premise licence holders, however specific reference could be made to it when the policy is next reviewed in 2026, subject to consultation with statutory partners.

The purpose of the Statement of Licensing Policy is to provide guidance for new applicants, and existing premises licence holders, as well as defining how the local authority exercises its functions as the licensing authority. The authority are required to publish a reviewed policy statement every 5 years, and must consult, as a minimum, with the consultees listed in the legislation regardless of whether a full or interim variation to the policy is proposed.

It is important to note that Licensing Committee scrutinises the implementation of the Licensing Policy.

With respect to the resolution concerning the municipal ownership of buses, this is a matter for Welsh Government to take forward on a national scale, however I believe it could benefit our county. If municipal ownership was introduced, I have every

confidence that Flintshire will work in partnership to ensure that local requirements and needs are represented.

Councillor Rosetta Dolphin explained that there was a review of the policy due in 2026 and felt this could feed into that review.

Councillor Simon Jones said he represented a rural ward which had a lot of young people travelling quite a distance to work in the evening. He queried if Unite had carried out a survey of residents in rural areas.

Councillor Ibbotson, in his right of reply, and in response to a comment from Councillor Chris Dolphin, said in the two areas in Scotland these arrangements had been incorporated into their policies. In responding to a question on enforcement, he said this was an employment question and an issue for trade unions or third-party support services for those workers who were not a member of a trade union. On whether a study had been carried out, he said that question would need to be directed to the union. On cost, he said there was no cost to Flintshire on calling for a municipal bus service.

Following queries, Councillor Glyn Banks, Pam Banks and Selvester were advised by the Chief Officer (Governance) that they had a personal and prejudicial interest in the Notice of Motion and were advised not to vote.

The Chief Officer (Governance) explained that the Statement of Licensing Policy would need to be consulted on and the Licensing Manager had confirmed she was content to include it in the next review.

On being put to the vote, the Notice of Motion was carried.

RESOLVED:

That the Notice of Motion be supported.

13. QUESTIONS

Two were received and had been included in the agenda for the meeting.

One was from Councillor Swash on the Notice of Motion passed at Council in September 2023 relating to 'Report a Rogue Landlord' tool. A full written response had been provided to all Members from Councillor Chris Bithell, Cabinet Member for Planning, Public Health and Public Protection and was also read out in the Chamber.

Councillor Swash asked a supplementary question to which Councillor Bithell duly responded to and a full response would be provided by the Chief Officer in writing.

The second one was from Councillor Ibbotson on Stop Notices. A full written response had been provided to all Members from Councillor Chris Bithell, Cabinet Member for Planning, Public Health and Public Protection and was also read out in the Chamber.

Councillor Ibbotson commented on the response provided by the Cabinet Member and read out the numbers relating to his questions and asked a supplementary question which was responded to.

14. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There was one member of the public in attendance.

(The meeting started at 3.00 p.m. and ended at 4.00 p.m.)

.....
Chair



FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Monday, 22 July 2024
Report Subject	Review of Political Balance
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

The Council is required under the Political Balance Rules contained in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 as amended to review the Council's political balance calculations following a number of changes to political group membership.

RECOMMENDATIONS

1	That seats on committees be allocated in accordance with political balance as shown in appendix A.
2	That any changes to nominees be notified to the Democratic Services Manager as soon as possible.

REPORT DETAILS

1.00	EXPLAINING THE CALCULATION OF POLITICAL BALANCE
1.01	The Council is required, as soon as practicable, after a change in the composition of political groups to recalculate political balance in accordance with the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990. Since the last calculation there has been a by election and a number of councillors have moved political group.

1.02	<p>The basis of the statutory requirement is that Committee seats should be allocated to political groups (so far as is practicable) in the same proportion as those groups have to the total membership of the County Council.</p> <p>The allocation of seats on Committees to the political groups must recognise that:-</p> <ul style="list-style-type: none"> (i) There must be no Committees whereby only one group has all the seats; (ii) Where there is a majority group it is entitled to a majority upon every Committee. (This does not apply where the largest group does not have an overall majority); (iii) The total number of seats allocated to each political group should be (in so far as is practicable) in the same proportion as those groups' strengths upon the full Council; (iv) Each Committee should (so far as is practicable) have the same proportional division between political groups as is represented upon the full Council. <p>Thus if a group holds 25% of the total number of Councillors it should have:</p> <ul style="list-style-type: none"> 1) 25% of the overall number of seats on the Council; and 2) 25% seats on each Committee. <p>These rules are applied in hierarchical order so it is more important to allocate the correct number of seats overall than it is to allocate the correct number of seats on a particular committee.</p> <p>NB Under the legislation these rules do not apply to either the Cabinet or the Standards Committee.</p>
1.03	<p>In addition, at Flintshire we have 2 non-statutory conventions that we seek to apply when allocating seats:</p> <ul style="list-style-type: none"> 1) we seek to allocate seats to those members who wish to serve on a specific committee. We therefore try to allocate seats, in so far as that is possible, to groups (or individual councillors) based on their expressed wishes; and <p>Whilst we allocate seats to all the groups on each of the "personnel" committees on a politically balanced basis, as these committees meet extremely rarely, we don't take those seats into account when assessing the overall allocation of seats on the principal committees.</p>
1.04	<p>The political balance calculation is attached as Appendix A. This is one possible lawful allocation seats and other possible lawful allocations may exist.</p>

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

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Group leaders and deputies were consulted on the political balance calculation by email.

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

5.00	APPENDICES
5.01	Appendix A – Political Balance table June 2024.

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

7.00	GLOSSARY OF TERMS
7.01	None.

This page is intentionally left blank

Political Balance July 2024 Final

	Labour			Independent			Eagle			Flintshire Peoples' Voice			Liberal Democrat			Conservative			Non Aligned (Cllr Attridge)			Non Aligned (Cllr Hodge)			Total Councill	Cross check
No. of councillors	27			25			4			5			3			1			1			1			67	
% of councillors	40.30%			37.31%			5.97%			7.46%			4.48%			1.49%			1.49%			1.49%			Total	
Notional entitlement	54.40			50.37			8.06			10.07			6.04			2.01			2.01			2.01			Seats	
Allocation of seats	55			50			8			10			6			2			2			2			135.00	
Community, Housing & Assets OSC	5	4.84	0.16	5	4.48	0.52	1	0.72	0.28	1	0.90	-0.10	0	0.54	-0.54	0	0.18	-0.18	0	0.18	-0.18	0	0.18	0.18	12	12.00
Corporate Resources OSC	5	4.84	0.16	4	4.48	-0.48	1	0.72	0.28	1	0.90	-0.10	1	0.54	0.46	0	0.18	-0.18	0	0.18	-0.18	0	0.18	0.18	12	12.00
Education, Youth & Culture OSC	5	4.84	0.16	4	4.48	-0.48	1	0.72	0.28	1	0.90	-0.10	1	0.54	0.46	0	0.18	-0.18	0	0.18	-0.18	0	0.18	0.18	12	12.00
Environment & Econon	5	4.84	0.16	4	4.48	-0.48	1	0.72	0.28	1	0.90	-0.10	1	0.54	0.46	0	0.18	-0.18	0	0.18	-0.18	0	0.18	0.18	12	12.00
Social & Healthcare OSC	5	4.84	0.16	5	4.48	0.52	1	0.72	0.28	1	0.90	-0.10	0	0.54	-0.54	0	0.18	-0.18	0	0.18	-0.18	0	0.18	0.18	12	12.00
Planning	7	6.85	0.15	7	6.34	0.66	0	1.01	-1.01	0	1.27	1.27	1	0.76	0.24	1	0.25	0.75	1	0.25	0.75	0	0.25	0.25	17	17.00
Licensing	5	4.84	0.16	5	4.48	0.52	1	0.72	0.28	1	0.90	-0.10	0	0.54	-0.54	0	0.18	-0.18	0	0.18	-0.18	0	0.18	0.18	12	12.00
Governance & Audit	2	2.42	-0.42	2	2.24	-0.24	0	0.36	-0.36	0	0.45	0.45	1	0.27	0.73	0	0.09	-0.09	1	0.09	0.91	0	0.09	0.09	6	6.00
Climate Change	5	4.84	0.16	4	4.48	-0.48	1	0.72	0.28	1	0.90	-0.10	0	0.54	-0.54	0	0.18	-0.18	0	0.18	-0.18	1	0.18	-0.82	12	12.00
Constitution and Democratic	7	6.45	0.55	5	5.97	-0.97	1	0.96	0.04	1	1.19	0.19	1	0.72	0.28	0	0.24	-0.24	0	0.24	-0.24	1	0.24	-0.76	16	16.00
Pensions	2	2.01	-0.01	2	1.87	0.13	0	0.30	-0.30	1	0.37	-0.63	0	0.22	-0.22	0	0.07	-0.07	0	0.07	-0.07	0	0.07	0.07	5	5.00
Joint Pensions	0	0.40	-0.40	0	0.37	-0.37	0	0.06	-0.06	1	0.07	-0.93	0	0.04	-0.04	0	0.01	-0.01	0	0.01	-0.01	0	0.01	0.01	1	1.00
Fire Authority	2	2.42	-0.42	3	2.24	0.76	0	0.36	-0.36	0	0.45	0.45	0	0.27	-0.27	1	0.09	0.91	0	0.09	-0.09	0	0.09	0.09	6	6.00
Total to Group	55	54.40		50	50.37		8	8.06		10	10.07		6	6.04		2	2.01		2	2.01		2	2.01		135	135
Grievance	5	5.24	-0.24	5	4.85	0.15	1	0.78	-0.22	1	0.97		1	0.58	-0.42	1	0.19	0.81	0	0.19	-0.19	0	0.19		13	13.00
Grievance Appeals	5	5.24	-0.24	5	4.85	0.15	1	0.78	-0.22	1	0.97		1	0.58	-0.42	1	0.19	0.81	0	0.19	-0.19	0	0.19		13	13.00
Invest + Disc	5	5.24	-0.24	5	4.85	0.15	1	0.78	-0.22	1	0.97		1	0.58	-0.42	1	0.19	0.81	0	0.19	-0.19	0	0.19		13	13.00

If the allocations come to a total that is too high/low then the numbers along the bottom/on the right change colour

TABLE 2

	Labour		Independent		Eagle		FPV		Liberal Democrats		Conservative		Non-Aligned		Non-Aligned	
Scrutiny chairs	Round down		Round Up		Round down		Round Up		Entitlement would round up if there were more chairs							
Notional	2.01		1.87		0.30		0.37		0.22		0.07		0.07		0.07	
Actual	2		2		0		1		0		0		0		0	

This page is intentionally left blank



FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Monday, 22 July 2024
Report Subject	Standards Committee Annual Report
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

The Committee must publish an annual report each year which must include (amongst other things):

- 1) A description of its work
- 2) Any notices it has received from the Adjudication Panel for Wales
- 3) Any cases referred to it for a hearing by the Public Services Ombudsman for Wales
- 4) Its opinion on whether group leaders have complied with their duty to promote good behaviour; and
- 5) Any recommendations to the Council on the functions of the committee

The annual report is attached for Council to receive and consider.

RECOMMENDATIONS

1	That the annual report is approved.
---	-------------------------------------

REPORT DETAILS

1.00	EXPLAINING THE STANDARDS COMMITTEE ANNUAL REPORT
1.01	Section 63 of the Local Government and Elections (Wales) Act 2021 requires the committee to produce an annual report and to have regard to guidance issued by ministers when doing so.

1.02	<p>The statutory guidance provides that the annual report must:</p> <p>(1) describe how the Committee's functions have been discharged during the financial year.</p> <p>(2) In particular, the report must include a summary of—</p> <p>(a) what has been done to discharge the general and specific functions conferred on the Committee [to promote and maintain high standards of conduct by the Members and co-opted Members of the authority and Town and Community Councils, and to assist Members and co-opted Members of the authority to observe the authority's Code of Conduct.</p> <p>(b) reports and recommendations made or referred to the Committee [by the Ombudsman]</p> <p>(c) action taken by the Committee following its consideration of such reports and recommendations</p> <p>(d) notices given to the Committee [by the Adjudication Panel for Wales following a hearing];</p> <p>(3) An annual report by a standards Committee of a County Council ... must include the Committee's assessment of the extent to which leaders of political groups on the Council have complied with their duties under section 52A(1) during the financial year.</p> <p>The Committee may also include recommendations to the authority about any matter in respect of which the Committee has functions.</p> <p>The report must be considered by Full Council within three months of it being referred to it.</p>
1.03	<p>The annual report is attached at Appendix 1. It follows the same format as last year's report and describes the work of the committee during the municipal year 2023/24.</p>
1.04	<p>Last year the committee made two recommendations which have both been actioned as described below</p> <ol style="list-style-type: none"> 1) that clerks be reminded of the ability to seek dispensations. The Monitoring Officer wrote to all clerks reminding them of the Committee's ability to grant dispensation and provided training on what was involved in granting a dispensation at the joint meeting in November. 2) that training is provided on how to balance the obligation to treat people with respect and the freedom of political expression. An outline of the training content was agreed with Group Leaders and the training took place in May 2024
1.05	<p>This year the committee has recommended:</p> <ul style="list-style-type: none"> • That standards committee feedback becomes a standing agenda item at all group meetings (picking up on good practice captured within self-assessments); • That an open offer is circulated from the Standards Committee for any member to discuss concerns with us and seek support / guidance; and

	<ul style="list-style-type: none"> That town and community clerks are again reminded of the opportunity for their councillors to apply for a dispensation (in appropriate cases).
--	--

2.00	RESOURCE IMPLICATIONS
2.01	The annual report can be produced and distributed within the existing resources of the council.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	The Standards Committee approved the annual report at its meeting on 3 rd June 2024.

4.00	RISK MANAGEMENT
4.01	Properly assessing levels of compliance with the group leaders' duty is important not least because group leaders in breach of their duty might be regarded as bringing their office into disrepute. The Committee has agreed a process to enable it to undertake the task. Feedback from group leaders last year was positive so the same process has been followed this year.

5.00	APPENDICES
5.01	Appendix 1 – Standards Committee Annual Report.

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

7.00	GLOSSARY OF TERMS
7.01	None.

This page is intentionally left blank

Standards Committee Annual Report



2023
-
2024

Foreword

Welcome to the annual report of Flintshire County Council's Standards Committee for the financial year 2023/2024.

This is the second annual report of the Standards Committee, and it is also the second year of this council term. As such the main focus for the committee has been to review how the code is being applied in practice at meetings of the County, Community and Town councils. We have observed each in turn, highlighted areas of good practice and made recommendations where we think that it would help to improve compliance with the code.

The Committee supports this work by reviewing the findings of the Public Services Ombudsman for Wales and the Adjudication Panel for Wales to identify where lessons can be learnt that might help to prevent councillors transgressing the code.

As always, we continue to review the codes and protocols within the County Council's constitution to ensure that the "rules" by which councillors operate set clear expectations as to what is and is not acceptable behaviour.

We have also sadly lost a member of the committee who needed to stand down due to ill health. We thank him for his efforts, wish him well for his recovery and look forward to working with his replacement in the next municipal year.

I hope that you find the work of the committee, and this report, interesting. Should you wish to learn more about the work of the committee, to participate in its meetings or even wish to become a member when a vacancy next arises, please go to Flintshire County Council's website using the link (www.flintshire.gov.uk).

Signed



Julia Hughes, Chair
Flintshire County Council Standards Committee

Make Up of the Committee

The members of the committee are listed in the table below. The committee consists of 3 types of members as follows:

- 1. Independent Members** – these are recruited by advertisement (a process called co-option) and have no current or prior links with the council other than being on the committee. There are 5 of these so that they form the majority of members on the committee. They serve a maximum of two terms of varying length up to a maximum of 10 years;
- 2. Town & Community Council** – the committee is the Standards Committee for all town and community councils within Flintshire. Those councillors select one of their number in an informal election to represent their perspective on the committee. That representative serves for the whole council term; and
- 3. County Councillors** – there are 3 county councillors on the committee. They serve for the whole term of the council.

The majority of members are therefore not elected but are recruited from members of the public as per the requirements of legislation in Wales. A meeting of the committee can only proceed if at least half of those in the meeting are Independent Members.

Name	Type of Member
Julia Hughes	Independent Member and chair
Mark Morgan	Independent Member and vice chair
David Davies	Independent Member
Jacqueline Guest	Independent Member
Gill Murgatroyd	Independent Member
Ian Papworth	Town & Community Council representative (stood down in February 2024 and replaced by Ros Griffiths from April 2024)
Teresa Carberry	County Councillor
Andrew Parkhurst	County Councillor
Antony Wren	County Councillor

Work of the Committee

The committee typically meets every other month. Meetings are scheduled in the intervening months to consider any urgent requests for a dispensation, and these meetings are cancelled if no such requests have been received.

During 2023/2024 the committee met on the dates listed below:

15th May 2023

3rd July 2023

4th September 2023

6th November 2023 (joint meeting with Town & Community Councils)

4th December 2023

8th January 2024

5th February 2024

4th March 2024

The work of the committee falls into several broad categories:

- 1) Proactive review of rules and procedures in the council's constitution to ensure that they:
 - a. Facilitate or encourage ethical behaviour; and
 - b. remain pertinent and up to date
- 2) Considering requests for dispensation i.e., requests for the prohibition on participation when a councillor has a personal and prejudicial interest to be relaxed. This happens in a range of circumstances such where a council might otherwise be inquorate or where a ward might be unrepresented if the councillor were unable to speak;
- 3) Reports to increase subject awareness such as reporting on the number and type of complaints made about community, county or town councillors under the code, or reports from the Public Services Ombudsman for Wales on their findings;
- 4) Reports on the thresholds and levels of sanctions and areas of good practice. This helps to inform us whether local policy changes are required or additional training needed;
- 5) Reports from Independent Members, who have observed meetings at the county council or town and community councils, on levels of compliance with the code. The committee then gives feedback on good practice and recommendations;
- 6) Reports on the working of the committee such as preparation for and the outcome of ethical liaison meetings, preparing or approving the annual report or setting its own forward work programme. These meetings are a strategic approach to the role of the committee as a proactive one and not just reactive to complaints.

This year the visits planned to Town and Community Councils and additional attendance post feedback at an Ethical Liaison Meeting in October to meetings of Cabinet, Council and Committees at the County Council; have formed a major plank of the committee's work programme. The committee has received feedback from these observations at each of its main meetings and has followed them up with written advice to clerks/councillors.

Work of the Committee

By and large the Committee has been impressed at the visits by the hard work and dedication of councillors at all levels, and by the commitment of clerks and chairs who keep order during sometimes passionate debates. The Committee has been concerned on occasion to see some meetings where it is clear that the code is not being followed and it has followed up these with specific advice and a re-visit to see whether improvements have taken place. The committee feel that as the year has progressed, they have seen a general improvement in behaviours post feedback provided via clerks and in particular post the additional visits arising from the concerns raised at the Ethical Liaison Meeting.

The Committee received a referral from the Public Services Ombudsman in relation to an alleged breach of the code of conduct by a town councillor. The Committee undertook the initial consideration of the complaint and made preparations for a hearing to take place. These preparations were interrupted by the retirement of the town and community council representative and the hearing will take place in the 2024/2025 municipal year.

The committee is aware that a county councillor has been referred to the Adjudication Panel for Wales. The hearing for that councillor was, at the time of publication, expected to be held during the municipal year 2024/2025 and thus outside the reporting period for this report. In due course, the Committee will expect to receive notification of the out-come of that case. It will consider that notification and decide whether it needs to take any action or make any recommendations to the County Council.

The Committee's annual meeting with town and community councils took place in November 2023. The Committee heard about the Society of Local Council Clerks' civility and respect pledge which seeks to reduce bullying, harassment, and intimidation. Signatories to the pledge commit to "treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles". The Committee endorses the aims of the pledge and so promoted it to all town and community councils, encouraging them to sign up.

There are 34 town and community councils within in Flintshire and to date 20 councils have agreed to sign the pledge.

In addition to formal committee meetings the chair & vice chair attend:

- 1) **Ethical liaison meetings** – these are informal meetings with the chair & vice chair of council, the Leader and group leaders to discuss issues of current concern amongst county councillors, and to support group leaders in complying with the group leaders' duty;
- 2) **National Forum for Standards Committee Chairs** – this is a network for sharing best practice between all the chairs of all the Standards Committees in Wales (including the 3 national park authorities and 3 fire & rescue authorities). This has replaced the North and mid Wales Forum. There is secretariat support from the WLGA. Only the chair attends these meetings, vice chairs are not on the membership list but can substitute for chairs if they are unable to attend as per the terms of reference 2022

There were two meetings of this new forum during the period of this report.

June 2023

January 2024

Additionally, charring meetings training February 2024 and training is planned on the process on conducting hearings which will be held on 23/04/24.

Training

Having provided a comprehensive programme of training during 2022/2023 this year the focus has been on supplementing that knowledge by observing/commenting on meetings (see above). For new councillors who are co-opted or elected via by elections a recording of the training sessions is available.

Plus, the Committee worked with group leaders to design a programme of support for them on how to implement the duty to promote ethical behaviour (see below). This includes comprehensive training for all councillors on behaviours as well as skills training for group leaders.

The Committee also continues to provide updates for councillors based on reviewing the findings of the Ombudsman and Adjudication Panel for Wales. These cases where other councillors have failed to follow the code, can show how the code is being applied in practice and thus highlight behaviours that should be avoided.

In order to maintain its own skills and knowledge, the committee undertakes a training session before every meeting. This year the focus has been on the councillors' code of conduct, looking at each provision in a high level of technical detail.

The Penn Review

The Committee has now considered all the recommendations from the Penn Review that can be adopted without the need for legislation. The Committee has recommended several voluntary changes to the code of conduct to reflect recommendations in the Penn Review. These have all been adopted.

Compliance with the Group Leader's Duty

As part of its annual report, the committee is required to report on the extent to which it believes that group leaders have complied with their duty to promote ethical behaviour. Section 62 Local Government and Elections Act 2021 (inserting a new section 52A into the Local Government Act 2000) states:

- (1) A leader of a political group consisting of members of a county council or county borough council in Wales:*
- (a) must take reasonable steps to promote and maintain high standards of conduct by the members of the group, and*
 - (b) must co-operate with the council's Standards Committee (and any sub-Committee of the Committee) in the exercise of the Standards Committee's functions.*
- (2) In complying with subsection (1), a leader of a political group must have regard to any guidance about the functions under that subsection issued by the Welsh Ministers.*

The Committee has met with each group leader and considered a self-assessment report prepared by them on their actions to promote good behaviour. During the year there were a number of changes of group leader and, where appropriate, the Committee has spoken to the outgoing as well as the current group leader.

In discussing this duty with group leaders, they requested a programme of training for themselves on how to establish a good culture and how to persuade group members to follow that culture. In addition, they requested training for all councillors on respectful communication. Having witnessed a number of committee and full council meetings we feel that the training is important to help reinforce respectful behaviours and so we have agreed with group leaders that this training will be mandatory. The committee were satisfied that group leaders have co-operated with the council's Standards Committee in exercising its functions. On the whole, the committee were satisfied that group leaders took reasonable steps to promote and maintain high standards of conduct by the members of the group.

Concerns existed in relation to one group leader in that the self-assessment and verbal representations to the committee in an attempt to evidence efforts, coupled with some behaviours observed within meetings, fell short of what was expected. The group leader was replaced by his deputy group leaders in January of this year. The committee, in speaking to one of the deputy group leaders, established that concerns raised at the Ethical Liaison meeting in October were not disseminated within the group and could therefore not have been effectively addressed. Indeed, it is suggested that standards committee feedback has not been disseminated within the relevant group for an extended time-period. The committee, however, recognises that since change in group leader the promotion of standards and conduct within that group has improved.

Due to the role of the Committee in assessing the compliance of group leaders with their statutory duty, the Committee has become concerned about a potential conflict of interest should a group leader be a member of the Committee. The Committee feels that group leaders should not be a member of the committee. Whilst there is no such bar within the regulations on the make-up of the committee, those regulations pre-date the introduction of the group leaders' duty. The Committee is prepared to monitor the situation for the time being pending any developments that might take place at a national level.

Recommendations for action

Last year the Committee made 2 recommendations for action:

- 1) that clerks be reminded of the ability to seek dispensations. The Monitoring Officer wrote to all clerks reminding them of the Committee's ability to grant dispensation and also provided training on what was involved in granting a dispensation at the joint meeting in November.
- 2) that training is provided on how to balance the obligation to treat people with respect and the freedom of political expression. An outline of the training content was agreed with Group Leaders and a comprehensive programme of training is due to take place in May 2024

This year the Committee recommends that:

- Standards committee feedback becomes a standing agenda item at all group meetings (picking up on good practice captured within self-assessments);
- An open offer is circulated from the Standards Committee for any member to discuss concerns with us and seek support / guidance; and
- Town and community clerks are again reminded of the opportunity for their councillors to apply for a dispensation (in appropriate cases).



FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Monday 22 nd July 2024
Report Subject	Rolling Review of the Employees Code of Conduct
Cabinet Member	Cabinet Member for Corporate Services
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

The Standards Committee reviews all codes and protocols on a rolling basis to ensure that they are up to date and remain pertinent. The Committee has reviewed the Employees Code of Conduct and suggests changes.

The Employees Code of Conduct consists of statutorily mandated text, which cannot be changed, plus additional provisions and explanation. The Committee has recommended changes including:

- 1) Updating the code now that some employees are permitted to stand for political office;
- 2) Provisions regulating employees making public criticism of the Council;
- 3) Behaviour towards colleagues; and
- 4) Dress code.

The Constitution and Democratic Services Committee accepted those changes and also recommended that the code includes more detail on where employees have a familial or emotional relationship with other employees or councillors.

RECOMMENDATIONS

1	That the Council adopts the changes being recommended .
---	---

REPORT DETAILS

1.00	EXPLAINING THE PROPOSED CHANGES TO THE CODE OF CONDUCT
1.01	The Standards Committee carries out a rolling review of codes and protocols within the Constitution to ensure that they remain up to date and pertinent. It has recently reviewed the Employees Code of Conduct and recommends changes. These changes are shown in Appendix 1 as tracked changes and in Appendix 2 as a “clean version”.
1.02	The Employees Code of Conduct includes text in bold italic that is mandated by statute and statutory instrument. The Council cannot change those parts of the code. The remaining text, in normal font, is additional and may be revised or supplemented.
1.03	The Employees Code of Conduct is incorporated into every employee’s contract of employment. Compliance with the code is maintained through operating procedures, training, and management oversight. Unlike the Councillors’ code, enforcement is also managed through the employment relationship and a breach can lead to disciplinary action and ultimately even dismissal.
1.04	<p>Senior managers were consulted to understand whether the code clearly sets out all appropriate expectations for behaviour in relation to employment with the council. They identified the following areas which needed further expansion:</p> <ol style="list-style-type: none"> 1) The code describes expected behaviours to certain groups of people e.g. Councillors and public, but not fellow employees; 2) Employees who wish to stand for election; 3) Statement made publicly by employees that relate to the Council whether in broadcasts, publications or on social media; 4) Use of IT; 5) Dress code.
1.05	The code sets out understandable expectations of behaviour towards councillors and people outside the organisation. It says nothing about expectations between colleagues. It is possible to be over prescriptive on such issues and so a short statement was included to cover minimum expectations of behaviours in work.
1.06	The Local Government and Elections Act 2021 allowed employees to stand for election in the Council where they are employed. If successful, the employee must resign but is not required to give their contractual period of notice. The previous provisions within the code on political activity were updated to reflect this change.
1.07	Public statements by employees can have a powerful effect on the reputation of the Council for both good and ill, whether made in their professional roles or in their private lives. Excessive or unfounded criticism of the Council can also undermine the employer/employee relationship. A short section on public statements relating to the Council

	<p>has been included. This can include social media, and as the Council already has an approved/adopted social media policy, this has been specifically referenced.</p> <p>This was an area which the Standards Committee scrutinised in great detail, being concerned to protect freedom of speech. It considered different options from other councils before synthesising the proposed changes.</p>
1.08	Neither the use of IT nor dress code has previously been addressed under the code. Short paragraphs were therefore included.
1.09	<ol style="list-style-type: none"> 1) When the Constitution and Democratic Services Committee reviewed the proposed amendments it endorsed them and, in addition, recommended the following: Limitation of the obligation to be familiar with contract procedure rules to only those employees who let contracts (the code previously said all employees); 2) More focussed targeting on the prohibition of relationships with councillors so as to expressly exclude any restriction on relationships outside of work which do not impinge on work; and 3) Inclusion of relationships with other employees in the examples of how an employee's private life might conflict with their responsibilities in work
1.10	A number of references to outdated job titles have also been updated.

2.00	RESOURCE IMPLICATIONS
2.01	The resources for ensuring compliance with the Employees' Code are the management structure of the Council. No changes to the resources required arise as a result of the changes proposed to the Code of Conduct.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Senior managers have been consulted. The Standards Committee has been consulted and incorporated its changes into the proposed draft.
3.02	The unions have been consulted via the Flintshire Joint Trades Union Committee (FJTUC). The unions accepted the changes and asked for there to be equality of provision within the councillors' code so that employees and officers adhere to the same standards. There are, of course, different considerations between the role of councillor and employee. These are reflected in, for example, the different enforcement mechanisms. The different role of councillors also gives them greater leeway to raise concerns about the council, though it is to be hoped that internal methods of escalation would be preferred over, for example, public criticism, whether on social media or elsewhere.

4.00	RISK MANAGEMENT
4.01	Ultimately, failure to follow the Code could result in an employee being dismissed and potentially the Council's actions being challenged in an Employment Tribunal. The proposed changes to the Code of Conduct need to strike a careful balance between the legitimate interests of the Council and the rights of the employee. However, by setting standards for appropriate behaviour the code can itself be seen as a form of "risk mitigation".

5.00	APPENDICES
5.01	Appendix 1 – Employees' Code of Conduct in tracked changes Appendix 2 – Employees' Code of Conduct clean copy

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Social media policy Contact Officer: Gareth Owens, Chief Officer (Governance) Telephone: 01352 702344 E-mail: gareth.legal@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	Qualifying Local Government employees – all employees in local government are "qualifying employees" apart from firefighters and teachers.

Proposed Amendments to Employees' Code of Conduct

The words in bold italics comprise the statutory Employees' Code of Conduct which is automatically incorporated into Employees' Contracts of Employment and will prevail in circumstances where there is any contradictory provision elsewhere in the Code.

General Principles

1. ***The public is entitled to expect the highest standards of conduct from all qualifying employees of relevant authorities. The role of such employees is to serve their employing Authority in providing advice, implementing its policies, and delivering services to the local community. In performing their duties, they must act with integrity, honesty, impartiality and objectivity.***

1.1 Local government employees are expected to give the highest possible standard of service to the public and, where it is part of their duties, to provide appropriate advice to Councillors and fellow employees with impartiality. Flintshire employees are expected to show respect and courtesy in their dealings with the public, Councillors and fellow employees providing them with impartial and appropriate advice.

Accountability

2. ***Qualifying employees of relevant authorities work for their employing Authority and serve the whole of that Authority. Qualifying employees are defined as all employees of a relevant Authority unless exempted by statutory regulation, e.g. Teachers and Officers of Fire Authorities. They are accountable to, and owe a duty to that Authority. They must act in accordance with the principles set out in this Code, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.***

2.1 Employees must report any impropriety or breach of procedure to their immediate manager, except where that relates to the conduct of the manager when it must be reported to the manager's manager. Managers should, in turn, report breaches to their manager. The Chief Officer shall notify the [Head of Legal & Democratic Services-Monitoring Officer](#) of the occurrence.

2.2 All employees are required to familiarise themselves with and comply with the Council's Financial Procedure Rules. Any employee who fails to observe Financial Procedure Rules may be subject to disciplinary [action proceedings](#).

2.3 [All employees responsible for advertising, awarding or managing](#)

[contracts are required to familiarise themselves with and comply with the Council's Contract Procedure Rules. Any employee who fails to observe Contract Procedure Rules may be subject to disciplinary proceedings.](#) In addition, Orders and contracts must be awarded on merit and no special favour should be shown in the procurement process to businesses run by, for example, friends, partners or relatives. No part of the local community should be discriminated against.

- 2.4 Employees involved in the procurement process and dealing with [Contractors](#) should be clear on the separation of client and [Contractor](#) roles within the Authority. Senior employees who have both a client and [Contractor](#) responsibility must be aware of the need for accountability.
- 2.5 Employees in [Contractor](#) or client units must exercise fairness and impartiality when dealing with all customers, suppliers, other [Contractors](#) and sub-[Contractors](#).
- 2.6 Employees who are privy to confidential information on [Tenders](#) or costs for either internal or external [Contractors](#) must not disclose that information to any unauthorised party or organisation.
- 2.7 Employees contemplating a management buyout must, as soon as they have formed a definite intent, inform their manager and withdraw from the contract awarding processes.
- 2.8 Employees must ensure that no special favour is shown to current or [recent](#) former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity. [Employees should also refer to Paragraph 8 of this code of conduct.](#)
- 2.9 Employees must be aware that it is a serious criminal offence for them corruptly to receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity. If an allegation is made it is for the employee to demonstrate that any such rewards have not been corruptly obtained.
- 2.10 Local Government Act 1972 117 - Pecuniary Interests - provides that if officers know that a contract in which they have a pecuniary interest is before the local Authority, they must give notice of their interest to the Authority. This does not, of course, apply to a contract with them in their own name because the Authority will then know of their interest. Section 117(2) forbids any officer "under colour of' their office or employment to accept "any fee or reward" whatsoever other than proper remuneration.
- 2.11 *The Bribery Act 2010*

The Bribery Act 2010 creates criminal offences for any individual who either offers or receives a financial or other advantage intending the advantage to be rewarded by the improper performance of a function or activity. The Act also creates an offence of directly or indirectly offering, promising or giving a bribe to a foreign public official so as to influence the actions of the foreign public official. Any individual found guilty of any of these offences is liable to imprisonment for up to a maximum period of 10 years.

- 2.12 Where an outside organisation wishes to sponsor or is seeking to sponsor a local government activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Any offer of sponsorship should only be accepted if the appropriate Chief Officer has so decided. Particular care must be taken when dealing with Contractors or potential Contractors.
- 2.13 Any offers of sponsorship received by employees should be referred to their Chief Officer for decision.
- 2.14 Where the Authority wishes to sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to an appropriate manager of any such interest. Similarly, where the Authority through sponsorship, grant aid, financial or other means, gives support in the community, employees must ensure that impartial advice is given and that there is no conflict of interest involved.

Political Neutrality

3. ***-Qualifying employees of relevant authorities, whether or not politically restricted, must follow every lawfully expressed policy of the Authority and must not allow their own personal or political opinions to interfere with their work. Where qualifying employees are politically restricted (by reason of the post they hold or the nature of the work they do), they must comply with any statutory restrictions on their political activities.***
- 3.1 Employees serve the Authority as a whole. It follows they must serve all Councillors and not just those of the controlling group, and must ensure that the individual rights of all Councillors are respected.
- 3.2 Subject to the Authority's conventions, employees may be required to advise political groups. They must do so in ways which do not compromise their political neutrality.
- 3.3 Employees, whether or not politically restricted, must follow every lawful expressed policy of the Authority and must not allow their own personal or political opinions to interfere with their work.

- 3.4 Political assistants appointed on fixed term contracts in accordance with the local Government and Housing Act 1989 are exempt from the standards set in paragraphs 3.1 to 3.3.
- 3.5 The Local Government and Housing Act 1989, Pt 1 contains provisions to stop 'twin-tracking' (where a senior local Authority employee is also an elected [Member Councillor](#) of another local Authority) and to restrict the political activity of senior employees. Local Authority employees holding politically restricted posts are disqualified from membership of any local Authority, other than a [Town parish](#) or [Community Council](#) (s1(1)), from being an MP, [MSAM](#) or MEP and are subject to prescribed restrictions on their political activity (s1(5),(6)).
- 3.6 The Local Government & Housing Act 1989 requires each Council to maintain a list of its politically restricted posts. These are posts which are:-
- (a) specified in the legislation, such as the Head of Paid Service, Chief Officers and their Deputies.
 - (b) those posts which have delegated powers to make decisions on behalf of the Council.
 - (c) those posts that regularly provide advice at Council, Cabinet or formal Committee or sub Committee meetings.
 - (d) those posts that speak on behalf of the authority on a regular basis to journalists and broadcasters.
- 3.7 The political restrictions are deemed to be incorporated in the contract of employment of every local Authority employee who holds a politically restricted post. If you are uncertain as to whether your post is politically restricted you should seek clarification from your immediate manager and, if uncertainty remains, contact the [Democracy and Governance Democratic Services](#) Manager.
- [3.8 The Local Government and Elections \(Wales\) Act 2021 allows employees who do not hold politically restricted posts to stand for election. If successfully elected, such employees must resign before taking up their position as councillor, though they are not required to give their full contractual notice \(their resignation takes effect immediately\). Guidance and advice will be offered to all employees standing for election on to avoid contravening this code of conduct during their campaign.](#)

Relations with members, the public and other employees

4. ***Mutual respect between qualifying employees and members is essential to good local government, and working relationships***

should be kept on a professional basis.

5. Qualifying employees of relevant authorities should deal with the public, members and other employees sympathetically, efficiently, and without bias.

5.1 Councillors

Employees are responsible to the Authority through its senior managers. For some their role is to give advice to Councillors and senior managers, and all are there to carry out the Authority's work. Mutual respect between employees and Councillors is essential to good local government. Close personal familiarity between employees and individual Councillors in the workplace can damage the relationship and prove embarrassing to other employees and Councillors and should therefore be avoided. Where an employee is related to or in a relationship with a councillor this must be declared to the employee's manager.

5.2 The Local Community and Service Users

Employees should always remember their responsibilities to the community they serve and must ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the Authority.

5.3 Other Employees

It is essential to the effective running of the Council that employees maintain appropriate professional relationships with other employees. Employees must be supportive, co-operative and respectful towards colleagues in all parts of the Council. As with councillors, close personal familiarity with other employees in the workplace can be embarrassing, and should therefore be avoided. Where an employee is related to or in a relationship with another employee this must be declared to the employee's manager.

5.4 Contractors

Orders and contracts must be awarded on merit, by fair competition and no special favour should be shown to businesses run by, for example, friends, partners or relatives in the procurement process. No part of the local community should be discriminated against. Employees should also refer to paragraph 8 of this code of conduct.

If during the course of your work you are dealing with an external Contractor with whom you have, or have had within the last 12 months, a business or private relationship you must immediately make your manager aware of that relationship.

Equality

- 6. *Qualifying employees of relevant authorities must comply with policies relating to equality issues, as agreed by the Authority, in addition to the requirements of the law.***
- 6.1 All local government employees must ensure that policies relating to equality issues as agreed by the Authority are complied with in addition to the requirements of the law. All members of the local community, customers and other employees have a right to be treated with fairness and equity.

Stewardship

- 7. *Qualifying employees of relevant authorities must ensure that they use public funds entrusted to them in a responsible and lawful manner, and must not utilise property, vehicles or other facilities of the Authority for personal use unless authorised to do so.***
- 7.1 All employees are required to familiarise themselves with the Council's Financial Procedure Rules and Contract Procedure Rules and know where they can inspect a copy of them. Any doubt concerning Financial Procedure Rules and Contract Procedure Rules should be raised with your immediate manager and, if the doubt continues, with the Finance Department
- 7.2 Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the Authority.

Personal Interests

- 8. *Whilst qualifying employees' private lives are their own concern, they must not allow their private interests to conflict with their public duty. They must not misuse their official position or information acquired in the course of their employment to further their private interests, or the interests of others. In particular, they must comply with:***
- (1) *any rules of their relevant Authority on the registration and declaration by employees of financial and non - financial interests,***
- (2) *any rules of their relevant Authority on the declaration by employees of hospitality or gifts offered to or received by them, from any person or organisation doing or seeking to do***

business, or otherwise benefiting or seeking to benefit from a relationship with the Authority. Qualifying employees must not accept benefits from a third party unless authorised to do so by their relevant Authority.

8.1 In addition to the criminal offence under Section 117 of the Local Government Act 1972 concerning pecuniary interests (see paragraph 2.10 above) there are the following rules concerning personal interests.

8.2 Employees have a personal interest whenever a reasonable person would perceive a conflict between the employee's private affairs and the work the employee does for the authority. A personal interest can arise in a range of different circumstances as set out in the following paragraphs, including (but not limited to) the matters listed below:

- [Dealings with someone with whom they are in a relationship](#)

- Dealing with friends, family or an organisation with which the employee is associated
- Gifts or hospitality
- Outside work including paid and non-paid roles

8.3 There would be a personal interest under 8.2 if in the course of the employee's Council work he/she would normally deal with a matter that would affect him/her, their family, a close personal associate, their property, or an organisation they are associated with. For instance, if in the course of the employee's work they would normally deal with a planning application affecting a relative's property or where the employee is involved in processing a payment to an organisation with which the employee is associated.

8.4 Wherever the employee has such a personal interest they should immediately draw it to the attention of their Line Manager who would normally decide that the employee should not be involved in dealing with that matter. This does not mean that the employee can not be trusted but is to protect both the Council's reputation and the employee's reputation against allegations of favouritism. In exceptional circumstances where the employee's skills can not be replicated the Manager may allow the employee to undertake the work but put in place other controls such as being copied into all communications.

8.5 The arrangements must be recorded in writing and communicated to all other employees who need to know what the arrangements are. Each Chief Officer should have a register to record all such declarations of interest and any consequential working arrangements promptly in it. It is the employee's responsibility to ensure their declaration of interest is recorded.

8.6 The Council has [approved forms an online system](#) which may be used for the reporting and recording of interests, and which gives guidance on when to declare an interest and how managers should handle such

interests once declared. [DOI System](#)

8.7 Intellectual property

Intellectual property is a generic term that includes inventions, creative writings and drawings. If these are created by the employee during the course of employment then, as a general rule, they belong to the employer. However, various Acts of Parliament cover different types of intellectual property.

8.8 Inventions and Patents

Inventions made before 1st June 1978 are the property of the employer if made in the course of that employer's employment. However, the Patents Act 1977 states that after the 1st June 1978 inventions are only the property of the employer if:-

- * they have been made in the course of the employee's normal duties; or
- * they have been made in the course of duties specifically assigned to the employee and where invention might be reasonably expected; or
- * it was made in the course of the employee's duties and at the time the employee had (because of the nature of his or her duties and particular responsibilities arising from them) a special obligation to further the interests of the employer.

8.9 Chief Officers, those Managers reporting directly to them and employees with delegated powers will be asked to voluntarily register their membership of all clubs, societies and organisations.

Section 9 – Gifts & Hospitality

9.1 In addition to the criminal offences covered by the Bribery Act 2010 referred to in paragraph 2.11 above there are the following rules concerning gifts and hospitality.

9.2 Employees must not retain personal gifts obtained, whether directly or indirectly, as a result of their work for the authority. The only gifts that employees are entitled to retain are insignificant items of token value such as pens and diaries. With any other gifts the employee should draw this to the attention of their Line Manager who may decide that rather than the gift being returned it should be forwarded to the Member Support Office as a donation to the Chair's charity. All offers of gifts should be recorded in the register maintained by the Chief Officers.

9.3 Offers of hospitality can only be accepted when authorised by Chief Officers or where covered by paragraph 9.4 below.

9.4 Unless specifically authorised by the Chief Officer hospitality can only be accepted when an employee is attending conferences or courses, launch events, award ceremonies and other events/functions organised

by Council, partners or other public bodies at which the Council needs to be represented where it is clear the hospitality is being offered indiscriminately and the value of any such hospitality does not exceed £~~40~~25.

- 9.5 When gifts or hospitality are declined those making the offer should be courteous but firmly informed of the procedures and standards operating within the authority that require it to be declined.
- 9.6 It is the employee's responsibility to ensure that offers of gifts and hospitality are recorded in the appropriate departmental register.

Section 10 – Employees' Outside Work

- 10.1 All employees have conditions of service which require them to obtain written consent before they take on any outside employment. This includes:
- running a business that is related to an employee's work for the council e.g. a lawyer running a private law firm ; or
 - having any other work or employment outside of the Council that is related to the work carried out for the Council e.g. a licensing officer running licensed premises
- 10.2 Employees must not undertake outside work if their official work for the authority overlaps in any way with such outside work. It is irrelevant whether or not the outside work is paid for or not.
- 10.3 No outside work of any sort can be undertaken on Council premises or use Council facilities such as telephones or IT. Incoming correspondence or telephone calls relating to outside work are also not allowed.
- 10.4 Whilst an employee's right to a private life is respected that does not justify conduct which could reasonably be regarded as bringing the authority into disrepute or significantly and fundamentally affect the employee's ability to work for the Council.
- 10.5 There would be a breach of paragraph 10.4, for example:
- if an employee acts in such a way that when other employees or service users became aware of it they reasonably refuse to work or communicate with the employee; or
 - the employee works extremely long hours across both jobs to the detriment of their work for the Council; or
 - the employee is distracted in the performance of Council duties by the outside job.

Section 11 – Disclosure of Information

- 11.1 Flintshire supports the principles of open government and encourages employees to assist the public in obtaining public documentation in accordance with the rights contained in the Local Government Act 1972, the Freedom of Information Act 2000 and Environmental Information Regulations 2004.
- 11.2 The Council's Constitution, available on the Infonet, contains Access to Information Procedure Rules explaining the legislation relating to these information rights. If an employee is uncertain as to whether information being sought should be disclosed the employee must seek advice from his/her Manager and, if uncertainty remains, the Manager can seek guidance from the Information Governance Manager.
- 11.3 Only employees with specific delegated authority may disclose to members of the public any information arising, documentation considered or events occurring at a time when a Council, Cabinet, Committee or sub-Committee meeting has decided to exclude the press and public from that part of its meeting.
- 11.4 Employees must not disclose personal data where this is not permitted under the General Data Protection Regulation. If in doubt seek advice from your Manager and explain to the person requesting the information the importance of complying with the data protection legislation. If the Manager is uncertain, advice is available from the appropriate member of the Council's Information Governance Team.
- 11.5 These rules apply not only to the press and public but also to requests from partner agencies or external bodies. Requests for information from councillors must be handled in accordance with the Council's Information Sharing Rules that are in the Constitution.
- 11.6 Where enforcing authorities such as the Police, Wales Audit Office or Health & Safety Executive are seeking information they may be doing so pursuant to statutory powers which they would quote. It is important to ensure that the request is being made by the regulatory body not an impostor. Legitimate bodies accept the need to produce written authority. If in doubt advice is available from the Council's Legal Department. Where such bodies are not using their statutory powers to obtain information then personal information should not be disclosed without ensuring it would not breach the General Data Protection Regulation.
- 11.7 Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor pass it on to others who might use it in such a way. Any particular information received by an employee from a Councillor which is personal to that Councillor and does not belong to the Authority must not be divulged by the employee without the prior approval of that Councillor, except where such disclosure is required or sanctioned by the law.

Whistleblowing

12. ***In the event that a qualifying employee becomes aware of activities which that employee believes to be illegal, improper, unethical or otherwise inconsistent with this Code, the employee should report the matter, acting in accordance with the employee's rights under the Public Interest Disclosure Act 1998, and with the relevant Authority's confidential reporting procedure, or any other procedure designed for this purpose.***

Appointment of Employees

13. ***-Qualifying employees of relevant authorities involved in the recruitment and appointment of employees must ensure that appointments are made on the basis of merit. In order to avoid any possible accusation of bias, such employees must not be involved in any appointment, or any other decisions relating to discipline, promotion or pay and conditions for any other employee, or prospective employee, to whom they are related, or with whom they have a close personal relationship outside work.***
- 13.1 Employees involved in appointments must ensure that these are made on the basis of merit. It would be unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees must not be involved in an appointment where they are related to an applicant, or have a close personal relationship outside work with him or her.
- 13.2 Similarly, employees must not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner or close personal friend.
- 13.3 All candidates for any appointment under Flintshire County Council shall, when making an application, disclose in writing to the Authority whether to their knowledge they are related to any [Member of the Authority councillor](#) or to a holder of any senior office under the Authority. Deliberate omission to make such a disclosure will disqualify the candidate and, if the omission is discovered after appointment, he/she shall be liable to dismissal. Every senior officer of the Authority shall similarly disclose to the Authority any relationship known to him/her to exist between himself/herself and a candidate for an appointment of which he/she is aware. The Chief Executive's office will keep a record of any such disclosure made.

Investigations by Monitoring Officers

14. -Where a Monitoring Officer is undertaking an investigation in accordance with regulations made under section 73(1) of the Local Government Act 2000 an non-qualifying employee must comply with any requirement made by that Monitoring Officer in connection with such an investigation.

Publications, Broadcasts and Social Media

Publications and Broadcasts

15.1 Employees must not publish or authorise without the permission of their Chief Officer:

- i. the publication of any book or article by them, either alone or with others,
- ii. the transmission of any broadcast which indicates that the writer is an employee of or connected with Flintshire County Council.

15.2 Similarly, employees must not, without permission from their Chief Officer, make any communication to a newspaper, journal or broadcaster in which there is any indication that they are an employee or otherwise connected with Flintshire County Council.

15.3 The Council has established a Communications team, which is responsible for all-official press releases and statements. Individuals who are asked by the media to make comments should refer such requests direct to that team.

15.4 The prohibitions in paragraphs 15.1 – 15.3 are not intended to restrict the right of employees to:

- i. conduct authorised activities on behalf of recognised trade unions;
or
- ii. make protected disclosures in accordance with the Council's whistleblowing policy/Public Interest Disclosure Act 1998
- iii. conduct any campaign for election to public office

Social Media

15.4 The personal image you project in social media may adversely reflect on the image of the Council. We recommend you:

- i. use mature discretion in all personal communications when using social media.
- ii. do not imply you are speaking for the Council when using social media for personal reasons. Never use the Council e-mail

address, logos or other Council identification. Make it clear that what you say is representative of your personal views only. You should not say anything about councillors, colleagues, your managers or your workplace which is defamatory, untrue or offensive. You must not use foul language. You must not say anything that could potentially bring the Council into disrepute or subject it to legal challenge.

15.5 Consider the use of privacy settings. Remember that everything you post:

- i. can go global within seconds
- ii. will stay public for a long time
- iii. can be republished on other websites or other social media sites
- iv. can be copied, used and amended by others
- v. could be changed to misrepresent what you said
- vi. can attract comments and interest from other people/the media

15.6 Please remember that everything you say in a personal capacity on social media sites is your responsibility. The consequences of not adhering to this guidance and of bringing the Council into disrepute through your use of social media could result in disciplinary proceedings and could lead to dismissal.

15.7 Any legal actions which might be brought against you as a result of what you post will be your responsibility and any financial consequences will be yours and yours alone.”

16 Information Technology and Data Security

16.1 Employees must ensure that they follow the Council's security procedures in relation to the use and storage of computers, and electronic data. Particular care should be taken to observe required procedures when using passwords and when logging on and off, especially when working with confidential records or sensitive material.

17 Standard of Dress and Appearance

17.1 There is a general expectation that dress will be appropriate to the nature of the duties, responsibilities and task being undertaken by the individual. The Council values and welcomes the ethnic diversity of its

workforce and will take account of ethnic and religious dress requirements with sensitivity

Proposed Amendments to Employees' Code of Conduct

The words in bold italics comprise the statutory Employees' Code of Conduct which is automatically incorporated into Employees' Contracts of Employment and will prevail in circumstances where there is any contradictory provision elsewhere in the Code.

General Principles

1. ***The public is entitled to expect the highest standards of conduct from all qualifying employees of relevant authorities. The role of such employees is to serve their employing Authority in providing advice, implementing its policies, and delivering services to the local community. In performing their duties, they must act with integrity, honesty, impartiality and objectivity.***
- 1.1 Local government employees are expected to give the highest possible standard of service to the public and, where it is part of their duties, to provide appropriate advice to Councillors and fellow employees with impartiality. Flintshire employees are expected to show respect and courtesy in their dealings with the public, Councillors and fellow employees providing them with impartial and appropriate advice.

Accountability

2. ***Qualifying employees of relevant authorities work for their employing Authority and serve the whole of that Authority. Qualifying employees are defined as all employees of a relevant Authority unless exempted by statutory regulation, e.g. Teachers and Officers of Fire Authorities. They are accountable to, and owe a duty to that Authority. They must act in accordance with the principles set out in this Code, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.***
- 2.1 Employees must report any impropriety or breach of procedure to their immediate manager, except where that relates to the conduct of the manager when it must be reported to the manager's manager. Managers should, in turn, report breaches to their manager. The Chief Officer shall notify the Monitoring Officer of the occurrence.
- 2.2 All employees are required to familiarise themselves with and comply with the Council's Financial Procedure Rules. Any employee who fails to observe Financial Procedure Rules may be subject to disciplinary proceedings.
- 2.3 All employees responsible for advertising, awarding or managing contracts are required to familiarise themselves with and comply with

the Council's Contract Procedure Rules. Any employee who fails to observe Contract Procedure Rules may be subject to disciplinary proceedings. In addition, orders and contracts must be awarded on merit and no special favour should be shown in the procurement process to businesses run by, for example, friends, partners or relatives. No part of the local community should be discriminated against.

- 2.4 Employees involved in the procurement process and dealing with contractors should be clear on the separation of client and contractor roles within the Authority. Senior employees who have both a client and contractor responsibility must be aware of the need for accountability.
- 2.5 Employees in contractor or client units must exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors.
- 2.6 Employees who are privy to confidential information on tenders or costs for either internal or external contractors must not disclose that information to any unauthorised party or organisation.
- 2.7 Employees contemplating a management buyout must, as soon as they have formed a definite intent, inform their manager and withdraw from the contract awarding processes.
- 2.8 Employees must ensure that no special favour is shown to current or former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity. Employees should also refer to Paragraph 8 of this code of conduct.
- 2.9 Employees must be aware that it is a serious criminal offence for them corruptly to receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity. If an allegation is made it is for the employee to demonstrate that any such rewards have not been corruptly obtained.
- 2.10 Local Government Act 1972 117 - Pecuniary Interests - provides that if officers know that a contract in which they have a pecuniary interest is before the local Authority, they must give notice of their interest to the Authority. This does not, of course, apply to a contract with them in their own name because the Authority will then know of their interest. Section 117(2) forbids any officer "under colour of their office or employment to accept "any fee or reward" whatsoever other than proper remuneration.
- 2.11 *The Bribery Act 2010*

The Bribery Act 2010 creates criminal offences for any individual who either offers or receives a financial or other advantage intending the advantage to be rewarded by the improper performance of a function or activity. The Act also creates an offence of directly or indirectly offering, promising or giving a bribe to a foreign public official so as to influence the actions of the foreign public official. Any individual found guilty of any of these offences is liable to imprisonment for up to a maximum period of 10 years.

- 2.12 Where an outside organisation wishes to sponsor or is seeking to sponsor a local government activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Any offer of sponsorship should only be accepted if the appropriate Chief Officer has so decided. Particular care must be taken when dealing with contractors or potential contractors.
- 2.13 Any offers of sponsorship received by employees should be referred to their Chief Officer for decision.
- 2.14 Where the Authority wishes to sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to an appropriate manager of any such interest. Similarly, where the Authority through sponsorship, grant aid, financial or other means, gives support in the community, employees must ensure that impartial advice is given and that there is no conflict of interest involved.

Political Neutrality

3. ***Qualifying employees of relevant authorities, whether or not politically restricted, must follow every lawfully expressed policy of the Authority and must not allow their own personal or political opinions to interfere with their work. Where qualifying employees are politically restricted (by reason of the post they hold or the nature of the work they do), they must comply with any statutory restrictions on their political activities.***
- 3.1 Employees serve the Authority as a whole. It follows they must serve all Councillors and not just those of the controlling group, and must ensure that the individual rights of all Councillors are respected.
- 3.2 Subject to the Authority's conventions, employees may be required to advise political groups. They must do so in ways which do not compromise their political neutrality.
- 3.3 Employees, whether or not politically restricted, must follow every lawful expressed policy of the Authority and must not allow their own personal or political opinions to interfere with their work.

- 3.4 Political assistants appointed on fixed term contracts in accordance with the local Government and Housing Act 1989 are exempt from the standards set in paragraphs 3.1 to 3.3.
- 3.5 The Local Government and Housing Act 1989, Pt 1 contains provisions to stop 'twin-tracking' (where a senior local Authority employee is also an elected Councillor of another local Authority) and to restrict the political activity of senior employees. Local Authority employees holding politically restricted posts are disqualified from membership of any local Authority, other than a Town or Community Council (s(1)), from being an MP, MS or MEP and are subject to prescribed restrictions on their political activity (s(5),(6)).
- 3.6 The Local Government & Housing Act 1989 requires each Council to maintain a list of its politically restricted posts. These are posts which are:-
- (a) specified in the legislation, such as the Head of Paid Service, Chief Officers and their Deputies.
 - (b) those posts which have delegated powers to make decisions on behalf of the Council.
 - (c) those posts that regularly provide advice at Council, Cabinet or formal Committee or sub Committee meetings.
 - (d) those posts that speak on behalf of the authority on a regular basis to journalists and broadcasters.
- 3.7 The political restrictions are deemed to be incorporated in the contract of employment of every local Authority employee who holds a politically restricted post. If you are uncertain as to whether your post is politically restricted you should seek clarification from your immediate manager and, if uncertainty remains, contact the Democratic Services Manager.
- 3.8 The Local Government and Elections (Wales) Act 2021 allows employees who do not hold politically restricted posts to stand for election. If successfully elected, such employees must resign before taking up their position as councillor, though they are not required to give their full contractual notice (their resignation takes effect immediately). Guidance and advice will be offered to all employees standing for election to avoid contravening this code of conduct during their campaign.

Relations with members, the public and other employees

4. ***Mutual respect between qualifying employees and members is essential to good local government, and working relationships should be kept on a professional basis.***

5. Qualifying employees of relevant authorities should deal with the public, members and other employees sympathetically, efficiently, and without bias.

5.1 Councillors

Employees are responsible to the authority through its senior managers. For some their role is to give advice to councillors and senior managers, and all are there to carry out the authority's work. Mutual respect between employees and councillors is essential to good local government. Close personal familiarity between employees and individual councillors in the workplace can damage the relationship and prove embarrassing to other employees and councillors and should therefore be avoided. Where an employee is related to or in a relationship with a councillor this must be declared to the employee's manager.

5.2 The Local Community and Service Users

Employees should always remember their responsibilities to the community they serve and must ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the Authority.

5.3 Other Employees

It is essential to the effective running of the Council that employees maintain appropriate professional relationships with other employees. Employees must be supportive, co-operative and respectful towards colleagues in all parts of the Council. As with councillors, close personal familiarity with other employees in the workplace can be embarrassing, and should therefore be avoided. Where an employee is related to or in a relationship with another employee this must be declared to the employee's manager.

5.4 Contractors

Orders and contracts must be awarded on merit, by fair competition and no special favour should be shown to businesses run by, for example, friends, partners or relatives in the procurement process. No part of the local community should be discriminated against. Employees should also refer to paragraph 8 of this code of conduct.

If during the course of your work you are dealing with an external contractor with whom you have, or have had within the last 12 months, a business or private relationship you must immediately make your manager aware of that relationship.

Equality

6. Qualifying employees of relevant authorities must comply with

policies relating to equality issues, as agreed by the Authority, in addition to the requirements of the law.

6. 1 All local government employees must ensure that policies relating to equality issues as agreed by the Authority are complied with in addition to the requirements of the law. All members of the local community, customers and other employees have a right to be treated with fairness and equity.

Stewardship

7. ***Qualifying employees of relevant authorities must ensure that they use public funds entrusted to them in a responsible and lawful manner, and must not utilise property, vehicles or other facilities of the Authority for personal use unless authorised to do so.***
- 7.1 All employees are required to familiarise themselves with the Council's Financial Procedure Rules and Contract Procedure Rules and know where they can inspect a copy of them. Any doubt concerning Financial Procedure Rules and Contract Procedure Rules should be raised with your immediate manager and, if the doubt continues, with the Finance Department
- 7.2 Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the Authority.

Personal Interests

8. ***Whilst qualifying employees' private lives are their own concern, they must not allow their private interests to conflict with their public duty. They must not misuse their official position or information acquired in the course of their employment to further their private interests, or the interests of others. In particular, they must comply with:***
- (1) ***any rules of their relevant Authority on the registration and declaration by employees of financial and non - financial interests,***
- (2) ***any rules of their relevant Authority on the declaration by employees of hospitality or gifts offered to or received by them, from any person or organisation doing or seeking to do business, or otherwise benefiting or seeking to benefit from a relationship with the Authority. Qualifying employees must not accept benefits from a third party unless authorised to do so by their relevant Authority.***

- 8.1 In addition to the criminal offence under Section 117 of the Local Government Act 1972 concerning pecuniary interests (see paragraph 2.10 above) there are the following rules concerning personal interests.
- 8.2 Employees have a personal interest whenever a reasonable person would perceive a conflict between the employee's private affairs and the work the employee does for the authority. A personal interest can arise in a range of different circumstances as set out in the following paragraphs, including (but not limited to) the matters listed below:
- Dealings with someone with whom they are in a relationship
 - Dealing with friends, family or an organisation with which the employee is associated
 - Gifts or hospitality
 - Outside work including paid and non-paid roles
- 8.3 There would be a personal interest under 8.2 if in the course of the employee's Council work he/she would normally deal with a matter that would affect him/her, their family, a close personal associate, their property, or an organisation they are associated with. For instance, if in the course of the employee's work they would normally deal with a planning application affecting a relative's property or where the employee is involved in processing a payment to an organisation with which the employee is associated.
- 8.4 Wherever the employee has such a personal interest they should immediately draw it to the attention of their Line Manager who would normally decide that the employee should not be involved in dealing with that matter. This does not mean that the employee can not be trusted but is to protect both the Council's reputation and the employee's reputation against allegations of favouritism. In exceptional circumstances where the employee's skills can not be replicated the Manager may allow the employee to undertake the work but put in place other controls such as being copied into all communications.
- 8.5 The arrangements must be recorded in writing and communicated to all other employees who need to know what the arrangements are. Each Chief Officer should have a register to record all such declarations of interest and any consequential working arrangements promptly in it. It is the employee's responsibility to ensure their declaration of interest is recorded.
- 8.6 The Council has an online system which may be used for the reporting and recording of interests, and which gives guidance on when to declare an interest and how managers should handle such interests once declared.
- 8.7 Intellectual property

Intellectual property is a generic term that includes inventions, creative writings and drawings. If these are created by the employee during the course

of employment then, as a general rule, they belong to the employer. However, various Acts of Parliament cover different types of intellectual property.

8.8 Inventions and Patents

Inventions made before 1st June 1978 are the property of the employer if made in the course of that employer's employment. However, the Patents Act 1977 states that after the 1st June 1978 inventions are only the property of the employer if:-

- * they have been made in the course of the employee's normal duties; or
- * they have been made in the course of duties specifically assigned to the employee and where invention might be reasonably expected; or
- * it was made in the course of the employee's duties and at the time the employee had (because of the nature of his or her duties and particular responsibilities arising from them) a special obligation to further the interests of the employer.

8.9 Chief Officers, those Managers reporting directly to them and employees with delegated powers will be asked to voluntarily register their membership of all clubs, societies and organisations.

Section 9 – Gifts & Hospitality

9.1 In addition to the criminal offences covered by the Bribery Act 2010 referred to in paragraph 2.11 above there are the following rules concerning gifts and hospitality.

9.2 Employees must not retain personal gifts obtained, whether directly or indirectly, as a result of their work for the authority. The only gifts that employees are entitled to retain are insignificant items of token value such as pens and diaries. With any other gifts the employee should draw this to the attention of their Line Manager who may decide that rather than the gift being returned it should be forwarded to the Member Support Office as a donation to the Chair's charity. All offers of gifts should be recorded in the register maintained by the Chief Officers.

9.3 Offers of hospitality can only be accepted when authorised by Chief Officers or where covered by paragraph 9.4 below.

9.4 Unless specifically authorised by the Chief Officer hospitality can only be accepted when an employee is attending conferences or courses, launch events, award ceremonies and other events/functions organised by Council, partners or other public bodies at which the Council needs to be represented where it is clear the hospitality is being offered indiscriminately and the value of any such hospitality does not exceed £25.

9.5 When gifts or hospitality are declined those making the offer should be

courteous but firmly informed of the procedures and standards operating within the authority that require it to be declined.

- 9.6 It is the employee's responsibility to ensure that offers of gifts and hospitality are recorded in the appropriate departmental register.

Section 10 – Employees' Outside Work

- 10.1 All employees have conditions of service which require them to obtain written consent before they take on any outside employment. This includes:
- running a business that is related to an employee's work for the council e.g. a lawyer running a private law firm ; or
 - having any other work or employment outside of the Council that is related to the work carried out for the Council e.g. a licensing officer running licensed premises
- 10.2 Employees must not undertake outside work if their official work for the authority overlaps in any way with such outside work. It is irrelevant whether or not the outside work is paid for or not.
- 10.3 No outside work of any sort can be undertaken on Council premises or use Council facilities such as telephones or IT. Incoming correspondence or telephone calls relating to outside work are also not allowed.
- 10.4 Whilst an employee's right to a private life is respected that does not justify conduct which could reasonably be regarded as bringing the authority into disrepute or significantly and fundamentally affect the employee's ability to work for the Council.
- 10.5 There would be a breach of paragraph 10.4, for example:
- if an employee acts in such a way that when other employees or service users became aware of it they reasonably refuse to work or communicate with the employee; or
 - the employee works extremely long hours across both jobs to the detriment of their work for the Council; or
 - the employee is distracted in the performance of Council duties by the outside job.

Section 11 – Disclosure of Information

- 11.1 Flintshire supports the principles of open government and encourages employees to assist the public in obtaining public documentation in accordance with the rights contained in the Local Government Act 1972, the Freedom of Information Act 2000 and Environmental Information Regulations 2004.

- 11.2 The Council's Constitution, available on the Infonet, contains Access to Information Procedure Rules explaining the legislation relating to these information rights. If an employee is uncertain as to whether information being sought should be disclosed the employee must seek advice from his/her Manager and, if uncertainty remains, the Manager can seek guidance from the Information Governance Manager.
- 11.3 Only employees with specific delegated authority may disclose to members of the public any information arising, documentation considered or events occurring at a time when a Council, Cabinet, Committee or sub-Committee meeting has decided to exclude the press and public from that part of its meeting.
- 11.4 Employees must not disclose personal data where this is not permitted under the General Data Protection Regulation. If in doubt seek advice from your Manager and explain to the person requesting the information the importance of complying with the data protection legislation. If the Manager is uncertain, advice is available from the appropriate member of the Council's Information Governance Team.
- 11.5 These rules apply not only to the press and public but also to requests from partner agencies or external bodies. Requests for information from councillors must be handled in accordance with the Council's Information Sharing Rules that are in the Constitution.
- 11.6 Where enforcing authorities such as the Police, Wales Audit Office or Health & Safety Executive are seeking information they may be doing so pursuant to statutory powers which they would quote. It is important to ensure that the request is being made by the regulatory body not an impostor. Legitimate bodies accept the need to produce written authority. If in doubt advice is available from the Council's Legal Department. Where such bodies are not using their statutory powers to obtain information then personal information should not be disclosed without ensuring it would not breach the General Data Protection Regulation.
- 11.7 Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor pass it on to others who might use it in such a way. Any particular information received by an employee from a Councillor which is personal to that Councillor and does not belong to the Authority must not be divulged by the employee without the prior approval of that Councillor, except where such disclosure is required or sanctioned by the law.

Whistleblowing

12. ***In the event that a qualifying employee becomes aware of activities which that employee believes to be illegal, improper,***

unethical or otherwise inconsistent with this Code, the employee should report the matter, acting in accordance with the employee's rights under the Public Interest Disclosure Act 1998, and with the relevant Authority's confidential reporting procedure, or any other procedure designed for this purpose.

Appointment of Employees

- 13. *Qualifying employees of relevant authorities involved in the recruitment and appointment of employees must ensure that appointments are made on the basis of merit. In order to avoid any possible accusation of bias, such employees must not be involved in any appointment, or any other decisions relating to discipline, promotion or pay and conditions for any other employee, or prospective employee, to whom they are related, or with whom they have a close personal relationship outside work.***
- 13.1 Employees involved in appointments must ensure that these are made on the basis of merit. It would be unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees must not be involved in an appointment where they are related to an applicant, or have a close personal relationship outside work with him or her.
- 13.2 Similarly, employees must not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner or close personal friend.
- 13.3 All candidates for any appointment under Flintshire County Council shall, when making an application, disclose in writing to the Authority whether to their knowledge they are related to any councillor or to a holder of any senior office under the Authority. Deliberate omission to make such a disclosure will disqualify the candidate and, if the omission is discovered after appointment, he/she shall be liable to dismissal. Every senior officer of the Authority shall similarly disclose to the Authority any relationship known to him/her to exist between himself/herself and a candidate for an appointment of which he/she is aware. The Chief Executive's office will keep a record of any such disclosure made.

Investigations by Monitoring Officers

14. Where a Monitoring Officer is undertaking an investigation in accordance with regulations made under section 73(1) of the Local Government Act 2000 an employee must comply with any requirement made by that Monitoring Officer in connection with such an investigation.

Publications, Broadcasts and Social Media

Publications and Broadcasts

- 15.1 Employees must not publish or authorise without the permission of their Chief Officer:
- i. the publication of any book or article by them, either alone or with others,
 - ii. the transmission of any broadcast which indicates that the writer is an employee of or connected with Flintshire County Council.
- 15.2 Similarly, employees must not, without permission from their Chief Officer, make any communication to a newspaper, journal or broadcaster in which there is any indication that they are an employee or otherwise connected with Flintshire County Council.
- 15.3 The Council has established a Communications team, which is responsible for all-official press releases and statements. Individuals who are asked by the media to make comments should refer such requests direct to that team.
- 15.4 The prohibitions in paragraphs 15.1 – 15.3 are not intended to restrict the right of employees to:
- i. conduct authorised activities on behalf of recognised trade unions; or
 - ii. make protected disclosures in accordance with the Council's whistleblowing policy/Public Interest Disclosure Act 1998
 - iii. conduct any campaign for election to public office

Social Media

- 15.4 The personal image you project in social media may adversely reflect on the image of the Council. We recommend you:
- i. use mature discretion in all personal communications when using social media.
 - ii. do not imply you are speaking for the Council when using social media for personal reasons. Never use the Council e-mail address, logos or other Council identification. Make it clear that what you say is representative of your personal views only. You should not say anything about councillors, colleagues, your managers or your workplace which is defamatory, untrue or

offensive. You must not use foul language. You must not say anything that could potentially bring the Council into disrepute or subject it to legal challenge.

15.5 Consider the use of privacy settings. Remember that everything you post:

- i. can go global within seconds
- ii. will stay public for a long time
- iii. can be republished on other websites or other social media sites
- iv. can be copied, used and amended by others
- v. could be changed to misrepresent what you said
- vi. can attract comments and interest from other people/the media

15.6 Please remember that everything you say in a personal capacity on social media sites is your responsibility. The consequences of not adhering to this guidance and of bringing the Council into disrepute through your use of social media could result in disciplinary proceedings and could lead to dismissal.

15.7 Any legal actions which might be brought against you as a result of what you post will be your responsibility and any financial consequences will be yours and yours alone.”

16 Information Technology and Data Security

16.1 Employees must ensure that they follow the Council's security procedures in relation to the use and storage of computers, and electronic data. Particular care should be taken to observe required procedures when using passwords and when logging on and off, especially when working with confidential records or sensitive material.

17 Standard of Dress and Appearance

17.1 There is a general expectation that dress will be appropriate to the nature of the duties, responsibilities and task being undertaken by the individual. The Council values and welcomes the ethnic diversity of its workforce and will take account of ethnic and religious dress requirements with sensitivity

This page is intentionally left blank



FLINTSHIRE COUNTY COUNCIL	
Date of Meeting	Monday, 22 nd July 2024
Report Subject	Update regarding urgent item discussed at Cabinet 30 May 2024
Report Author	Democratic Services Manager

EXECUTIVE SUMMARY

An urgent item was included on the agenda for the Cabinet meeting on 30th May 2024.

Items marked as urgent are not subject to the call-in process but do need to be reported to the next meeting of Council, together with the reasons for urgency.

The report was marked as urgent as a decision was required urgently to ensure service continuity and not to prejudice the Council's interests.

RECOMMENDATIONS

1	That Council notes the reason for the item <i>Future options: leisure, libraries, and museum services</i> being classed as urgent when discussed at Cabinet on 30 May 2024.
---	---

REPORT DETAILS

1.00	EXPLAINING THE URGENT ITEM DISCUSSED AT CABINET 30 MAY 2024
1.01	Ordinarily, Flintshire County Council's Cabinet meets monthly to carry out the Executive functions it is responsible for, in accordance with the Council's Constitution.
1.02	When a decision is made by the Cabinet, it is published via a 'decision sheet', within 2 working days of the Cabinet meeting taking place. A decision comes into force on the expiry of 5 working days after the first publication of that decision unless it has been subject to the call-in process.

	<p>Any decision called-in is referred to the relevant Overview and Scrutiny Committee for consideration, provided it adheres to the process as set out in the Council's Constitution.</p> <p>The call-in meeting must then take place within 7 working days of the call-in being agreed.</p>												
1.03	<p>At the call-in meeting, following consideration of the call-in, the Overview and Scrutiny Committee can make 1 of 4 determinations. It can:</p> <table border="0"> <tr> <td style="vertical-align: top;">1</td> <td style="vertical-align: top;">Resolve that it is satisfied with the explanation which it has received.</td> <td style="vertical-align: top;">✓ Decision can be implemented.</td> </tr> <tr> <td style="vertical-align: top;">2</td> <td style="vertical-align: top;">Resolve that it is not minded to indicate that it is 'satisfied with the explanation'. The explanation is accepted but not endorsed by the Committee.</td> <td style="vertical-align: top;">✓ Decision can be implemented.</td> </tr> <tr> <td style="vertical-align: top;">3</td> <td style="vertical-align: top;">Resolve that it is still concerned about it and refers it back to the decision-making person or body (usually the Cabinet) for reconsideration at the earliest Cabinet meeting.</td> <td style="vertical-align: top;">✗ Decision cannot be implemented until the decision-making person or body (usually the Cabinet) has given it further consideration.</td> </tr> <tr> <td style="vertical-align: top;">4</td> <td style="vertical-align: top;">Resolve that it is still concerned about it and refers the matter to full Council who will need to meet to consider the referral within 10 working days.</td> <td style="vertical-align: top;">✗ Decision cannot be implemented until full Council has considered the matter.</td> </tr> </table>	1	Resolve that it is satisfied with the explanation which it has received.	✓ Decision can be implemented.	2	Resolve that it is not minded to indicate that it is 'satisfied with the explanation'. The explanation is accepted but not endorsed by the Committee.	✓ Decision can be implemented.	3	Resolve that it is still concerned about it and refers it back to the decision-making person or body (usually the Cabinet) for reconsideration at the earliest Cabinet meeting.	✗ Decision cannot be implemented until the decision-making person or body (usually the Cabinet) has given it further consideration.	4	Resolve that it is still concerned about it and refers the matter to full Council who will need to meet to consider the referral within 10 working days.	✗ Decision cannot be implemented until full Council has considered the matter.
1	Resolve that it is satisfied with the explanation which it has received.	✓ Decision can be implemented.											
2	Resolve that it is not minded to indicate that it is 'satisfied with the explanation'. The explanation is accepted but not endorsed by the Committee.	✓ Decision can be implemented.											
3	Resolve that it is still concerned about it and refers it back to the decision-making person or body (usually the Cabinet) for reconsideration at the earliest Cabinet meeting.	✗ Decision cannot be implemented until the decision-making person or body (usually the Cabinet) has given it further consideration.											
4	Resolve that it is still concerned about it and refers the matter to full Council who will need to meet to consider the referral within 10 working days.	✗ Decision cannot be implemented until full Council has considered the matter.											
1.04	<p>There is an exception to the call-in process where a decision being taken by the Cabinet is identified as being urgent.</p> <p>A decision can be classed as urgent if any delay likely to be caused by the call-in process would prejudice the Council's or the public's interests.</p> <p>The Chair of the Council is required to give their consent for an item to be classed as urgent.</p> <p>In such cases, the call-in process states "<i>Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.</i>" This is a transparency mechanism so that the reasons for departing from the call-in process can be scrutinised to ensure that the mechanism is not being over used.</p>												
1.05	<p>At Cabinet on 30 May 2024, a report was scheduled to be discussed entitled <i>Future options: leisure, libraries, and museum services</i>.</p> <p>It was a highly sensitive report, and the press and public were exempt from attending the meeting.</p> <p>The report being presented to Cabinet was to consider the Council's</p>												

	<p>options for the future provision of services and the details of ongoing discussions with Aura Leisure and Libraries Limited (Aura); the current provider of local leisure, library and museum services.</p> <p>At the time the agenda for the meeting was expected to be published, the funding agreements with Aura were due to expire on 14 July 2024 and Aura had notified the Council that it would not enter a further short term agreement, which would enable discussions on a longer term option to continue. At the point where the Cabinet agenda was despatched it therefore appeared that the current provision of services was at risk and there could feasibly be no provider of the services from 15 July 2024.</p>
1.06	<p>At the time that Cabinet met, there were only 31 working days until the existing funding agreements were due to end.</p> <p>Considering the various scenarios following a call-in as outlined above, the call-in process can take between 10 and 25 working days to reach its conclusion. Regardless of the outcome of Cabinet on the 30 May, implementing any decision would have been extremely difficult in such a short space of time. It would have been impossible had any time been lost pending the resolution of a call-in.</p>
1.07	<p>If Aura had maintained its position that it would not accept a further short term arrangement, and had the council been unable to set up an alternative option, then the services provided by Aura would have ceased until an alternative model/option could be implemented.</p> <p>That would have harmed the council's interests, those of its residents and, just as importantly, the staff (many of whom are Flintshire residents) – thereby meeting the definition of urgency as per the process.</p>
1.08	<p>Therefore, given:</p> <ul style="list-style-type: none"> • the need to ensure continuity of services, • the potential harm to the Council's and public's interest, and • the limited time available to implement any decision made at Cabinet <p>the item was marked as being urgent and therefore exempt from the call-in process.</p> <p>The Chair of Council was consulted and he agreed with the view that the matter was urgent as defined within the Constitution.</p>

2.00	RESOURCE IMPLICATIONS
2.01	None.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None for this report.

4.00	RISK MANAGEMENT
4.01	The exemption from call in was itself taken as a step to mitigate the risk of service failure. This reporting procedure is also a form of risk management to ensure that the exemption process is not over-used.

5.00	APPENDICES
5.01	None.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Call-in Process from the Council's Constitution. Flintshire County Council Draft Insourcing LATCO Project Plan 23524

7.00	CONTACT OFFICER DETAILS
7.01	Contact Officer: Steven Goodrum, Democratic Services Manager Telephone: 01352 702320 E-mail: Steven.Goodrum@flintshire.gov.uk

8.00	GLOSSARY OF TERMS
8.01	Call in: Under section 21 (3) of the Local Government Act 2000, an Overview & Scrutiny committee can review a decision which has been made but not implemented. This is known as a 'call-in'.



FLINTSHIRE COUNTY COUNCIL	
Date of Meeting	Monday, 22 nd July 2024
Report Subject	Schedule of Remuneration for 2024/25
Report Author	Democratic Services Manager

EXECUTIVE SUMMARY

Each year, the Council is required to produce a Schedule of Remuneration for elected and co-opted members.

The schedule will be published on the Council's website, and a copy sent to the Independent Remuneration Panel for Wales.

RECOMMENDATIONS

1	That the completed Schedule of Remuneration for 2024/25 as attached be approved for publication.
---	--

REPORT DETAILS

1.00	EXPLAINING THE SCHEDULE OF REMUNERATION
1.01	<p>The Council must publish the payments it will make during the municipal year in the form of a schedule of remuneration.</p> <p>The schedule for 2024/25 is attached at Appendix 1.</p>
1.02	<p>The report will be posted on the Council's website and sent to the Independent Remuneration Panel for Wales (IRPW).</p> <p>The Council also publishes on its website a schedule showing the actual remuneration paid in the preceding year. This is done in September.</p>
1.03	<p>Some allowances are designed to facilitate greater diversity amongst those seeking and holding office, for example the reimbursement of care costs. In that case the council will only publish a global sum paid and will not identify amounts paid to individual councillors.</p>

2.00	RESOURCE IMPLICATIONS
2.01	The amounts paid to Members in salaries have been budgeted for on the basis of the proposals in the IRPW report which was published in February 2024.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	The Constitution & Democratic Services Committee was consulted on the draft IRPW report at its November 2023 meeting.

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

5.00	APPENDICES
5.01	Appendix 1 - Schedule of Member Payments for 2024/25.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Report of the Head of Democratic Services: Independent Remuneration Panel for Wales (IRPW).</p> <p>IRPW Annual report for 2024/25, published February 2024.</p>

7.00	CONTACT OFFICER DETAILS
7.01	<p>Contact Officer: Steven Goodrum, Democratic Services Manager</p> <p>Telephone: 01352 702320</p> <p>E-mail: Steven.Goodrum@flintshire.gov.uk</p>

8.00	GLOSSARY OF TERMS
8.01	IRPW – Independent Remuneration Panel for Wales.

FLINTSHIRE COUNTY COUNCIL

MEMBERS' SCHEDULE OF REMUNERATION

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

1. Basic Salary

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

2. Senior Salaries & Civic Salaries

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

3. Election to Forgo Entitlement to Allowance

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

4. Suspension of a Member

- 4.1 Where a Member of the Authority is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of the Basic Salary payable to them in respect of that period for which they are suspended will be withheld by the Authority (Section 155 (1) of the Measure).
- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the Member may retain the Basic Salary.

5. Repayment of salaries, allowances or fees

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

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

6. Payments

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

7. Contribution towards Costs of Care and Personal Assistance

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

8. Family Absence

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

9. Co-optees' payments

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

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

10. Travel and Subsistence Allowances

10.1 General Principles

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

11. Travel by Private Vehicle

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

12. Travel by Public Transport

12.1 Rail or Coach Travel

Unless otherwise authorised rail tickets will be second-class.

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

12.2 Taxi Fares

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

12.3 Travel Abroad

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

12.4 Other Travel Expenses

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

13. Overnight Accommodation

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

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

14 Subsistence Allowance

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

15. Claims and Payments

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

16. Pensions

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

17 Supporting the work of Authority Members

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

18 Compliance

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

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

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

SCHEDULE 1

SCHEDULE OF REMUNERATION 2024-25

All Members are entitled to receive a basic salary of £18,666. Where a Member is in receipt of a Senior Salary, this includes the Basic Salary element. Members in receipt of a Senior Salary have been identified with an * in the table below.

	MEMBERS ENTITLED TO BASIC SALARY	ANNUAL AMOUNT OF BASIC SALARY ACCEPTED
1.	Mike Allport	£18,666
2.	Bernie Attridge	£18,666
3.	Glyn Banks	£18,666
4.	Pam Banks	£18,666
5.	Marion Bateman	£18,666*
6.	Sean Bibby	£18,666*
7.	Chris Bithell	£18,666*
8.	Gillian Brockley	£18,666
9.	Helen Brown	£18,666*
10.	Mel Buckley	£18,666*
11.	Teresa Carberry	£18,666*
12.	Tina Claydon	£18,666
13.	David Coggins Cogan	£18,666
14.	Geoff Collett	£18,666
15.	Steve Cople	£18,666
16.	Bill Crease	£18,666
17.	Paul Cunningham	£18,666
18.	Rob Davies	£18,666
19.	Ron Davies	£18,666
20.	Adele Davies-Cooke	£18,666
21.	Chris Dolphin	£18,666
22.	Rosetta Dolphin	£18,666
23.	Mared Eastwood	£18,666*
24.	Carol Ellis	£18,666
25.	David Evans	£18,666*
26.	Chrissy Gee	£18,666
27.	David Healey	£18,666*
28.	Gladys Healey	£18,666
29.	Ian Hodge	£18,666
30.	Andy Hughes	£18,666
31.	Dave Hughes	£18,666*
32.	Ray Hughes	£18,666

33.	Dennis Hutchinson	£18,666*
34.	Alasdair Ibbotson	£18,666*
35.	Paul Johnson	£18,666*
36.	Christine Jones	£18,666*
37.	Richard Jones	£18,666*
38.	Simon Jones	£18,666
39.	Fran Lister	£18,666
40.	Richard Lloyd	£18,666*
41.	Dave Mackie	£18,666
42.	Gina Maddison	£18,666
43.	Roz Mansell	£18,666
44.	Allan Marshall	£18,666
45.	Hilary McGuill	£18,666
46.	Ryan McKeown	£18,666
47.	Billy Mullin	£18,666
48.	Debbie Owen	£18,666
49.	Ted Palmer	£18,666
50.	Andrew Parkhurst	£18,666
51.	Mike Peers	£18,666*
52.	Michelle Perfect	£18,666
53.	Vicky Perfect	£18,666
54.	Carolyn Preece	£18,666
55.	David Richardson	£18,666
56.	Ian Roberts	£18,666*
57.	Dan Rose	£18,666
58.	Kevin Rush	£18,666
59.	Dale Selvester	£18,666
60.	Jason Shallcross	£18,666
61.	Sam Swash	£18,666*
62.	Linda Thew	£18,666
63.	Linda Thomas	£18,666*
64.	Ant Turton	£18,666
65.	Roy Wakelam	£18,666
66.	Arnold Woolley	£18,666
67.	Antony Wren	£18,666

SENIOR SALARIES ENTITLEMENTS (includes basic salary)		ANNUAL AMOUNT OF SENIOR SALARY (inclusive of the basic allowance of £18,666)
	ROLE	MEMBER
1.	Leader	Ian Roberts
		£62,998

	SENIOR SALARIES ENTITLEMENTS (includes basic salary)		ANNUAL AMOUNT OF SENIOR SALARY (inclusive of the basic allowance of £18,666)
	ROLE	MEMBER	
2.	Deputy Leader of the Council and Cabinet Member for Social Services and Wellbeing	Christine Jones	£40,949
3.	Deputy Leader of the Council and Cabinet Member for Streetscene and the Regional Transport Strategy	Dave Hughes	£40,949
4.	Cabinet Member – Planning, Public Health & Public Protection	Chris Bithell	£37,779
5.	Cabinet Member for Governance and Corporate Services include Health and Safety and Human Resources	Linda Thomas	£37,779
6.	Cabinet Member – Finance, Inclusion, Resilient Communities including Social Value & Procurement	Paul Johnson	£37,779
7.	Cabinet Member – Housing and Regeneration	Sean Bibby	£37,779
8.	Cabinet Member for Climate Change and Economy	Dave Healey	£37,779
9.	Cabinet Member for Education Welsh Language, Culture and Leisure	Mared Eastwood	£37,779
10.	Chair of Community, Housing & Assets Overview & Scrutiny Committee	Marion Bateman	£27,999
11.	Chair of Corporate Resources Overview & Scrutiny Committee	Richard Jones	£27,999
12.	Chair of Education Youth & Culture Overview & Scrutiny Committee	Teresa Carberry	£27,999
13.	Chair of Environment & Economy Overview & Scrutiny Committee	David Evans	£27,999
14.	Chair of Social & Healthcare Overview & Scrutiny Committee	Sam Swash	£27,999
15.	Leader of the largest opposition group	Helen Brown	£27,999
16.	Chair of Planning Committee	Richard Lloyd	£27,999
17.	Chair of Licensing Committee	Mike Peers	£27,999
18.	Chair of Climate Change Committee	Alasdair Ibbotson	£27,999

A maximum of 18 senior salaries for Flintshire County Council may be paid and this has not been exceeded.

Note: A senior salary is paid to the Chair of the Clwyd Pension Fund Committee, Councillor Dan Rose. This payment is at the Council's discretion and is outside the

SENIOR SALARIES ENTITLEMENTS (includes basic salary)		ANNUAL AMOUNT OF SENIOR SALARY (inclusive of the basic allowance of £18,666)
ROLE	MEMBER	
remit of the Independent Remuneration Panel for Wales, which is why it is not shown in the table above.		

ENTITLEMENT TO CIVIC SALARIES		ANNUAL AMOUNT OF CIVIC SALARY (inclusive of the basic allowance of £18,666)
ROLE	MEMBER	
Civic Head (Chair of Council)	Dennis Hutchinson	£27,999
Deputy Civic Head (Vice-chair of Council)	Mel Buckley	£22,406

ENTITLEMENT AS STATUTORY CO-OPTES		AMOUNT OF CO- OPTES ALLOWANCES
ROLE	MEMBER	
Chair of Standards committee	Julia Hughes	£268 Daily Fee £134 ½ Day Fee
Member of Standards Committee	David Wynn Davies	£210 Daily Fee £105 ½ Day Fee
Member of Standards Committee	Jacqueline Guest	£210 Daily Fee £105 ½ Day Fee
Member of Standards Committee	Mark Morgan	£210 Daily Fee £105 ½ Day Fee
Member of Standards Committee	Gill Murgatroyd	£210 Daily Fee £105 ½ Day Fee
Member of Standards Committee	Roz Griffiths	£210 Daily Fee £105 ½ Day Fee
Member of Education & Youth Overview & Scrutiny Committee	Lynn Bartlett	£210 Daily Fee £105 ½ Day Fee
Member of Education & Youth Overview & Scrutiny Committee	Wendy White	£210 Daily Fee £105 ½ Day Fee
Member of Education & Youth Overview & Scrutiny Committee	Lisa Allen	£210 Daily Fee £105 ½ Day Fee
Member of Education & Youth Overview & Scrutiny Committee	Vacant	£210 Daily Fee £105 ½ Day Fee
Member of Education & Youth Overview & Scrutiny Committee	Vacant	£210 Daily Fee £105 ½ Day Fee

ENTITLEMENT AS STATUTORY CO-OPTees		AMOUNT OF CO-OPTees ALLOWANCES
ROLE	MEMBER	
Chair of the Governance and Audit Committee	Allan Rainford	£268 Daily Fee £134 ½Day Fee
Member of the Governance and Audit Committee	Rev Brian Harvey	£210 Daily Fee £105 ½ Day Fee
Member of the Governance and Audit Committee	Sally Ellis	£210 Daily Fee £105 ½ Day Fee

Contribution towards Costs of Care and Personal Assistance	
All Members are entitled to claim towards the costs of care and personal assistance, for activities that the individual council has designated official business or an approved duty.	Variable – Determination 43

Members Support – what is provided in terms of telephone, internet or email (see Determination 10)	
Telephone Support for Executive Members	Mobile phones provided to Cabinet members
Telephone Support for Chairs of Committees	Included in the Broadband allowance of up to £30 per month offered to all elected Members
Telephone Support for all other Members	Included in the Broadband allowance of up to £30 per month offered to all elected Members
Access to Email for Executive Members	Yes
Access to Email for Chairs of Committees	Yes
Access to Email for all other Members	Yes
Internet Support for Executive Members	IPads issued to Cabinet Members are Wifi enabled Broadband allowance of up to £30 per month offered to all elected Members.

Internet Support for Chairs of Committees	Broadband allowance of up to £30 per month offered to all elected Members
Internet Support for all other Members	Broadband allowance of up to £30 per month offered to all elected Members

SCHEDULE 2

Approved duties: -

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other Authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority or its Cabinet;
- the following duties which have been approved by Council:
 - a) Attendance at any training or developmental event approved by a Committee of the Council or by the Chief Executive or appropriate Chief Officer in consultation with the Chair or Vice Chair of the Council.
 - b) Any attendance required by financial regulations or Contract Standing Orders.
 - c) Any attendance authorised/required by the Council's Scheme of Delegation (e.g. attendances for consultation purposes).
 - d) Attendance upon an Officer of the Council upon Ward business.
 - e) Attendance upon an Officer of the Council upon Council business.
 - f) Attendance to inspect background documents under Section 100D Local Government Act 1972.
 - g) Any other attendances expressly authorised by Committee, Cabinet or Council.

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

SCHEDULE 3

Mileage Rates

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

Subsistence Allowance

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

Re-imbusement of alcoholic drinks is not permitted.

Overnight Stay

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

SCHEDULE 4

Compliance

- The Authority will arrange for the publication on the council's website the total sum paid by it to each Member and Co-opted Member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected Members.
- The Authority will publish on the council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The Authority will publish on the council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The authority will send a copy of the schedule to the Independent Remuneration Panel for Wales not later than 31 July of the year to which the schedule refers.

- The Authority will maintain records of Member or Co-opted Members attendance at meetings of council, cabinet and committees and other approved duties for which a Member or Co-opted Member submits a claim for reimbursement.
- The Authority will arrange for the publication on the council's website of annual reports prepared by Members.
- When the Authority agrees a paid substitution for family absence it will notify the Independent Remuneration Panel for Wales within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.

Notice of Motion – Next Local Development Plan

Proposed by: Cllr Sam Swash

Seconded by: Cllr Gillian Brockley

Flintshire County Council notes:

1. that Flintshire County Council's Unitary Development Plan (2000-2015) was adopted in September 2011, eleven years late.
2. that Flintshire County Council's Local Development Plan (2015-2030) was adopted in January 2023, eight years late.
3. the significant community opposition to proposed sites allocated within both the UDP and the LDP, with the Ash Lane development in Hawarden & Mancot being particularly notable in its unpopularity across both plans.

Flintshire County Council believes:

1. that the residents and communities of Flintshire have paid a high price because of the Council's inability to adopt Development Plans sooner, leading to local communities, notably including Penyffordd, Higher Kinnerton, and Buckley, being overrun with inappropriate speculative private housing developments which significantly undermines local public services and infrastructure.
2. that insufficient community engagement has taken place in advance of previous plans, resulting in the top-down allocation of sites designed in the interests of landowners and private developers, with little-to-no community support for proposed sites.
3. that Local Development Plans should be designed in the interests of Flintshire's residents and communities, not in the interests of private housing developers and landowners.
4. that the number of social homes and truly affordable homes delivered under previous Development Plans is completely inadequate, and that the construction of such large numbers of unaffordable homes in previous plans has actively exacerbated the housing crisis in Flintshire.

Flintshire County Council resolves:

1. that Council expects that work should start immediately on the replacement Local Development Plan.
2. that Cabinet should develop and publish a strategy for enhanced community involvement in the plan process no later than the end of 2024.
3. to recommend that the request for candidate sites should be commenced no later than Q2 2025.
4. to recommend that a draft plan should be ready for a vote on depositing with the Welsh Government no later than Q3 2027.

This page is intentionally left blank

Notice of Motion - Audit Wales Cracks in the Foundations Report

Proposed by: Cllr Dan Rose Seconded by: Cllr Alasdair Ibbotson

Flintshire County Council notes:

- 1) The Audit Wales report “Cracks in the Foundations – Building Safety in Wales”, commissioned following the Grenfell disaster;
- 2) That the report states “Factors that should be considered when setting fees are specified in the regulations. Apart from the principle of breaking even and staff costs, the factors include use of the building, floor size, and cost. However, other potential considerations such as the competitiveness of fees and comparing with others are not specified in the Regulations... We have concluded that many local authorities’ building control services are not charging and setting fees in line with the Regulations and CIPFA guidance.”
- 3) That Flintshire’s action plan to address the report states “Building Control is a competitive service. Customers can use other means to secure their Building Regulations outside of the Council (e.g. use independent Approved Inspectors) so a review and any subsequent review of Fees will need to ensure we remain competitive and do not out price the Council’s services out of the market.”, and
- 4) That the action plan, despite critical comments at Environment & Economy Overview & Scrutiny Committee, was passed by cabinet.

Flintshire County Council believes:

- 1) That the action plan as drafted directly contradicts the Audit Wales report. 2) That the council should comply with laws and regulations.

Flintshire County Council resolves:

- 1) That the council regrets the cabinet’s decision to approve an action plan which endorses a fee-setting approach which Audit Wales have said falls out with the regulations, and

- 2) That, in setting fees and charges for the Building Control service, Cabinet should ensure that it complies fully with the regulations and ignores alternative methods of calculation.

Questions to Council

Submitted by Cllr Alasdair Ibbotson – 7th July

To ask the Cabinet Member for Finance and Social Value, pursuant to his remarks at the council meeting on 14th May that the cabinet would comply with the council's requests for a scheme to be provided to support, during the school Summer holidays, children eligible for free school meals, to provide (a) details of the support in place, (b) the date that cabinet approved this support, and (c) the date that information on the support available was first made available to eligible families.

Submitted by Cllr David Coggins-Cogan – 7th July

Child Holiday Hunger

At the meeting of Full Council on 14.5.24 it was agreed to:

1. Request the cabinet to draw up plans to provide payments during the school Summer holiday to parents of children eligible for free school meals.
2. Request that the cabinet approves such plans no later than 3rd June, to allow them to be implemented in good time.
3. Leaves the amount of payment to the cabinet's discretion, subject to a requirement that it not be less than £50 per eligible child.

Would the Cabinet member for Finance & Social Value please inform Council what measures are being implemented to comply with these requests so that children do not go hungry over the summer holidays?

Aura

At the meeting of the Education Youth & Culture Overview & Scrutiny Committee (EY&C OSC) on 10.5.24 Cllr Roberts made a comment to members about the willingness or otherwise of Aura to address a meeting of the EY&C OSC.

As this statement was subsequently contradicted by Officers at the EYC OSC on 28.5.24 would the Leader now put the record straight and advise members whether in actual fact Aura had been willing to address the EY&C OSC?

Submitted by Cllr Andrew Parkhurst – 7th July

Dog Control Public Spaces Protection Order (PSPO) - Mold Ornamental Gardens

At the meeting of Full Council on 6.12.23, the Cabinet member for Planning, Public Health and Public Protection was asked to explain why he told Cabinet on 17.10.23 that Mold Town Council had requested that dogs be excluded from Mold Memorial Gardens, and why the Environment & Economy Overview & Scrutiny Committee (E&E OSC) was told the same thing on 12.9.23 when in fact Mold Town Council had requested that "Dogs must be on a lead at all times".

In his response, the Cabinet member replied that as the manner in which the consultation took place was subject to inquiries, comments, complaints and

allegations it would be inappropriate to comment further until the Council's formal complaints procedure had been completed.

Would the Cabinet member please confirm whether the complaints procedure has now been completed and, if so, whether he will now inform members and the public why the Cabinet and the E&E OSC were both given incorrect or incomplete information and, in view of the Cabinet and E&E OSC having based their decisions on this incorrect or incomplete information, will he agree that before the PSPO is enforced, Council has the opportunity to reconsider the terms of the PSPO based on the full facts and in accordance with the advice given by the Chief Officer (Governance) on 23.1.24 that "the Council may, if it wished, revisit whether those Orders should be made or should be changed and that would be a decision that would be taken when the complaints had been considered with all Councillors informed of the outcome"?

Synthite Fire

Following the fire at the Synthite factory on Denbigh Road in Mold on 30.4.24 which resulted in Natural Resources Wales advising the public to keep pets and livestock away from the river in view of the extent of the contamination, can the Cabinet member for Planning, Public Health and Public Protection assure the public that it is now safe to go back into the water and how, given the recent planning approval granted for a substantial housing development opposite the factory, can residents be reassured that their health is not at risk from future incidents?

Submitted by Cllr Sam Swash – 7th July

Question to the Cabinet Member for Corporate Services

Could the Cabinet Member for Corporate Services provide, for each of the council's contracts or agreements with a value of more than £250,000 in each year, (a) the name of the contract, (b) the other parties to the contract, (c) the annual cost of the contract, (d) the end date of the contract, and (e) a summary of any extension provisions in the contract?