

## CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Monday, 16 September 2024
<b>Report Subject</b>	Forward Work Programme
<b>Report Author</b>	Democratic Services Manager
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

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

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

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

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

### RECOMMENDATIONS

1	That the Committee considers the draft Forward Work Programme and approve/amend as necessary.
2	That the Democratic Services Manager, in consultation with the Chair of the Committee be authorised to vary the Forward Work Programme between meetings, as the need arises.

## REPORT DETAILS

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

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

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	Publication of this report constitutes consultation.

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

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

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p><a href="#">The Flintshire County Council Constitution</a></p> <p><a href="#">The Independent Remuneration for Wales: annual report for 2024 to 2025</a></p> <p><b>Contact Officer:</b> Steven Goodrum, Democratic Service Manager  <b>Telephone:</b> 01352 702320  <b>E-mail:</b> <a href="mailto:steven.goodrum@flintshire.gov.uk">steven.goodrum@flintshire.gov.uk</a></p>

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