

Pecyn Dogfen Gyhoeddus



Swyddog Cyswllt:
Maureen Potter / 01352 702322

At: Edward Michael Hughes (Chairman)

Cynghorwyr: Patrick Heesom, Paul Johnson and Arnold Woolley

Aelodau Cyfetholedig

Robert Dewey, Jonathan Duggan-Keen, Phillipa Ann Earlam and Kenneth Harry Molyneux

27 Mehefin 2017

Annwyl Gynghorydd

Fe'ch gwahoddir i fynychu cyfarfod Pwyllgor Safonau a gynhelir yn 6.30 pm Dydd Llun, 3ydd Gorffennaf, 2017 yn Ystafell Bwyllgor Clwyd, Neuadd y Sir, Yr Wyddgrug CH7 6NA i ystyried yr eitemau canlynol

Bydd y sesiwn hyfforddiant ar gyfer aelodau'r Pwyllgor Safonau yn cael ei chynnal o 6.00pm tan 6.30pm.

R H A G L E N

1 YMDDIHEURIADAU

Pwrpas: I derbyn unrhyw ymddiheuriadau.

2 DATGAN CYSYLLTIAD (GAN GYNNWYS DATGANIADAU CHWIPIO)

Pwrpas: I derbyn unrhyw ddatganiad o gysylltiad a chynghori'r Aelodau yn unol a hynny.

3 COFNODION (Tudalennau 3 - 6)

Pwrpas: I gadarnhau, fel cofnod cywir gofnodion y cyfarfod blaenorol.

4 GODDEFEBAU

Pwrpas: Derbyn unrhyw geisiadau am oddefebau.

5 **AIL BENODI CYNRYCHIOLYDD CYNGOR TREF A CHYMUNED**
(Tudalennau 7 - 8)

I adrodd ar unrhyw arsylwadau ar ail benodi'r Cynghorydd Duggan-Keen

6 **HYFFORDDIANT CYNNAL AR GYFER CYNGHORAU TREF A CHYMUNED**
(Tudalennau 9 - 28)

I roi'r wybodaeth ddiweddaraf ar hyfforddiant cyngorau tref a chymuned

7 **ADRODDIAD BLYNYDDOL GAN AELODAU** (Tudalennau 29 - 42)

I Ddiweddarau'r Pwyllgor ar yr Adroddiad Blynyddol

8 **RHAGLEN GWAITH I'R DYFODOL** (Tudalennau 43 - 44)

Pwrpas: Er mwyn i'r Pwyllgor ystyried testunau i'w cynnwys ar y Rhaglen Gwaith i'r Dyfodol.

Yn gywir



Robert Robins
Rheolwr Gwasanaethau Democraataidd

Eitem ar gyfer y Rhaglen 3

PWYLLGOR SAFONAU **5 MEHEFIN 2017**

Cofnodion o gyfarfod Pwyllgor Safonau Cyngor Sir y Fflint a gynhaliwyd yn Neuadd y Sir, Yr Wyddgrug ddydd Llun, 5 Mehefin 2017.

YN BRESENNOL: Edward Hughes (Cadeirydd)

Y Cynghorydd:

Patrick Heesom

Aelodau Cyfetholedig:

Jonathan Duggan-Keen a Ken Molyneux

YMDDIHEURIADAU: Robert Dewey a Phillipa Earlam

HEFYD YN BRESENNOL: Cynghorwyr Paul Johnson ac Arnold Woolley

HEFYD YN BRESENNOL: Swyddog Monitro a Swyddog Pwyllgor

1. CWORWM

Eglurodd y Swyddog Monitro y gofyniad cyfansoddol i gyfarfodydd o'r Pwyllgor fod â chworwm pan fo o leiaf hanner o'r rhai sy'n bresennol yn aelodau annibynnol. Yn dilyn egluro'r opsiynau oedd ar gael i'r Pwyllgor, cytunwyd y byddai'r Cynghorwyr Paul Johnson ac Arnold Woolley yn aros fel sylwedyddion yn y cyfarfod ac yn cael cyfranogi gyda chaniatâd y Cadeirydd.

PENDERFYNWYD:

Y byddai'r Cynghorwyr Paul Johnson ac Arnold Woolley yn cael eu cofnodi fel sylwedyddion i'r cyfarfod er mwyn i'r Pwyllgor fod â chworwm.

2. DATGANIAD CYSYLLTIAD (GAN GYNNWYS DATGANIADAU CHWIPIO)

Ni dderbyniwyd dim.

3. COFNODION

Cyflwynwyd cofnodion cyfarfod y Pwyllgor Safonau a gynhaliwyd ar 3 Ebrill, 2017.

Cofnod rhif 36: Papur Gwyn 'Diwygio Llywodraeth Leol: Cadernid ac Adnewyddiad' – nodwyd gwallau teipograffyddol ym mrawddeg olaf adran (ii) a phwynt bwled cyntaf adran (v).

Ar yr un eitem, cynghorwyd y Pwyllgor nad oedd Llywodraeth Cymru wedi ymateb i ymatebion yr ymgynghoriad eto ac y disgwyliad datganiad yn hwyrach yn y mis.

PENDERFYNWYD:

Yn amodol ar y ddau gywiriad, bod y Cadeirydd yn arwyddo'r cofnodion fel cofnod cywir.

4. DIWEDDARIAD LLAFAR AR AELODAETH Y PWYLLGOR YN DILYN YR ETHOLIADAU

Adroddwyd yn y Cyfarfod Cyffredinol Blynnyddol diwethaf bod Aelodau wedi cytuno y dylai Jonathan Duggan-Keen barhau i wasanaethau ar y Pwyllgor fel cynrychiolydd y Cyngor Tref a Chymuned nes y gellid ei ail-benodi neu wneud penodiad newydd. Roedd yr ymarfer ymgynghori â'r Cyngorau Tref a Chymuned i fod i ddod i ben ar ddiwedd y mis.

5. GODDEFEBAU

Ni dderbyniwyd unrhyw rai.

6. SEFYDLU AELODAU

Cyflwynodd y Swyddog Monitro wybodaeth ar y rhaglen sefydlu aelodau lle cafwyd lefelau presenoldeb da gan Aelodau newydd ac Aelodau oedd yn dychwelyd. Byddai sesiwn hyfforddiant ychwanegol yn cael ei darparu ar gyfer un o'r Aelodau newydd oedd ar wyliau yn ystod y cyfnod hwn.

Byddai adroddiad ar sesiynau hyfforddiant y Cyngorau Tref a Chymuned, a oedd yn mynd rhagddynt ar hyn o bryd, yn cael ei gyflwyno yn y cyfarfod nesaf. Dywedodd y Cyngorydd Johnson y gellid bod wedi estyn y sesiynau hyn dros gyfnod hirach er mwyn galluogi aelodau cyfetholedig newydd y Cyngorau Tref a Chymuned i gymryd rhan. Byddai'r awgrym hwn yn cael ei drafod fel rhan o'r adroddiad i'r cyfarfod nesaf.

Rhodddwyd adborth cadarnhaol ar y sesiynau hyfforddiant gan amrywiol aelodau o'r Pwyllgor oedd wedi bod yn bresennol.

Yn dilyn cais gan Ken Molyneux, cytunodd y Swyddog Monitro i ddsbarthu canlyniadau'r etholiad lleol ar gyfer pob plaid wleidyddol yn Sir y Fflint i aelodau annibynnol y Pwyllgor.

PENDERFYNWYD:

- (a) Bod y Pwyllgor yn nodi'r hyfforddiant sydd wedi cael ei gyflwyno eisoes i gynghorwyr sir a'r cynlluniau i sefydlu'r cynghorydd a oedd ar wyliau; a
- (b) Bod y Pwyllgor yn ystyried nad oes angen unrhyw hyfforddiant ychwanegol fel rhan o'r rhaglen sefydlu.

7. GWEITHDREFN PENDERFYNIADAU LLEOL AR GYFER CYNGHORAU TREF A CHYMUNED

Cyflwynodd y Swyddog Monitro adroddiad ar fabwysiadu Gweithdrefn Penderfyniadau Lleol ar gyfer Cyngorau Tref a Chymuned er mwyn cynorthwyo i leihau'r nifer o gwynion lefel-isel a gyflwynir i Ombwdsmon Gwasanaethau Cyhoeddus Cymru.

Gofynnwyd am farn ynghylch a ddylid annog Cyngorau Tref a Chymuned i fabwysiadu protocol model symlach a oedd wedi'i ddarparu gan Un Llais Cymru. Eglurwyd bod y protocol yn caniatáu peth hyblygrwydd i gynghorau ei addasu i'w defnydd eu hunain ar gam lle nad oedd cwynion byw neu gyfredol.

Er nad oedd gan y Cyngorwyr Heesom a Woolley unrhyw broblemau gyda chynnwys y protocol, roedd gan y ddau amheuron ynghylch parodrwydd y Cyngorau Tref a Chymuned i fabwysiadu gweithdrefn gan Un Llais Cymru. Gwnaeth y Cyngorydd Wolley sylw hefyd am yr angen am agwedd unffurf ledled Cymru.

Yn dilyn trafodaeth bellach, eglurodd y Swyddog Monitro nad oedd y trefniadau gwneud penderfyniad a fabwysiadwyd yn flaenorol gan y Cyngor yn addas ar gyfer Cyngorau Tref/Cymuned ac mai'r protocol a gyflwynir nawr oedd yr unig gynsail addas iddynt ei fabwysiadu.

O ystyried y pryderon a godwyd, gwnaed nifer o awgrymiadau ar y ffordd orau i hybu'r protocol ac annog ei fabwysiadu.

Yn dilyn awgrymiad gan y Cadeirydd, cytunwyd y byddai'r Pwyllgor yn nodi'r egwyddorion a amlinellwyd o fewn Gweithdrefn Penderfyniadau Lleol Un Llais Cymru ac annog Cyngorau Tref a Chymuned i'w fabwysiadu.

PENDERFYNWYD:

Bod y pwyllgor yn nodi'r egwyddorion a amlinellwyd o fewn Gweithdrefn Ddatrys Leol Un Llais Cymru ac annog ei fabwysiadu gan Gyngorau Tref a Chymuned.

8. RHAGLEN GWAITH I'R DYFODOL

Derbyniodd y Pwyllgor y Rhaglen Gwaith i'r Dyfodol gyfredol i'w hystyried.

Yn y cyfarfod gyda'r Cyngorau Tref a Chymuned ym mis Hydref, codwyd pryderon am bresenoldeb isel mewn cyd gyfarfodydd blaenorol. Felly, cytunwyd y byddai'r Swyddog Monitro yn hyrwyddo'r cyfarfod yn gynharach ac yn gofyn am eitemau ar gyfer y rhaglen gan y Cyngorau Tref a Chymuned, er mwyn gallu rhoi trefniadau yn eu lle cyn toriad mis Awst. Gofynnodd y Cadeirydd i aelodau'r Pwyllgor anfon unrhyw awgrymiadau am leoliad i'r Swyddog Monitro.

Awgrymwyd sesiynau hyfforddi ar y canlynol yn y dyfodol:

- Rolau a Chyfrifoldebau – fel y'i cyflwynwyd cyn cychwyn y cyfarfod, er mwyn galluogi holl aelodau'r Pwyllgor i gymryd rhan.
- Goddefebau.

PENDERFYNWYD:

Nodi'r Rhaglen Gwaith i'r Dyfodol.

9. AELODAU O'R WASG A'R CYHOEDD YN BRESENNOL

Nid oedd unrhyw aelodau o'r wasg na'r cyhoedd yn bresennol.

(Dechreuodd y cyfarfod am 6.30pm a gorffennodd am 7.20pm)

.....
Cadeirydd

Eitem ar gyfer y Rhaglen 5



STANDARDS COMMITTEE

Date of Meeting	Monday, 3 July 2017
Report Subject	Reappointment of Town and Community Council Representative
Report Author	Gareth Owens, Monitoring Officer

EXECUTIVE SUMMARY

The term of office for the Town and Community Representative came to an end with the local elections in May. A report was presented at the Annual Meeting of the Council recommending that Councillor Duggan-Keen, the current representative, be reappointed for a further term.

RECOMMENDATIONS

1	That the Committee notes that no town or community council has objected to the reappointment of Councillor Duggan-Keen.
2	That a report be presented to the September meeting of County Council recommending that Councillor Duggan-Keen be reappointed for a further term.

REPORT DETAILS

1.00	REAPPOINTMENT
1.01	At the Annual Meeting of the County Council it was agreed to reappoint Councillor Duggan-Keen to the Standards Committee subject to consultation with Town and Community Councils.
1.02	The Monitoring Officer consulted with the Town and Community Councils, asking for their observations on the reappointment. The following responses were received: <ul style="list-style-type: none">• Halkyn - no observations• Whitford – do not object to the appointment

1.03	A copy of the consultation email to Town and Community Councils was also sent to One Voice Wales.
1/04	The Council can therefore confirm the appointment of Councillor Duggan-Keen. The next meeting of full Council is 27 September.

2.00	RESOURCE IMPLICATIONS
2.01	None The current arrangements will continue with the reappointment of Councillor Duggan-Keen.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Consultation with Town and Community Councils was carried out following the Annual Meeting of Council in May.

4.00	RISK MANAGEMENT
4.01	None

5.00	APPENDICES
5.01	None

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Report of the Monitoring Officer to the Annual Meeting of the Council Contact Officer: Gareth Owens, Monitoring Officer Telephone: 01352 702344 E-mail: gareth.legal@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	None

Eitem ar gyfer y Rhaglen 6



STANDARDS COMMITTEE

Date of Meeting	Monday, 3 July 2017
Report Subject	Conduct Training for Town and Community Councils
Report Author	Gareth Owens, Monitoring Officer

EXECUTIVE SUMMARY

The Council provided 3 training sessions for town and community councillors on the Code of Conduct and Governance.

A further training session is planned for September (date to be arranged) to cover those councillors who had not been co-opted in time for the sessions in May.

RECOMMENDATIONS

1	That the Committee note the training provided and the further event planned.
---	--

REPORT DETAILS

1.00	TRAINING SESSIONS
1.01	The Council provided 3 training sessions for town and community councillors on the Code of Conduct and Governance (slides attached). In total 54 councillors from 23 councils attended (plus 3 members of the Standards Committee).
1.02	It is common for town and community councils to have insufficient candidates for election. When this happens they go through a process of co-optation which takes until June or July. There will therefore be a number of new councillors who were not able to attend the training and several councils have asked for a further training session later in the year, which will be provided in September (date to be arranged).

2.00	RESOURCE IMPLICATIONS
2.01	This training will be provided within existing resources.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None

4.00	RISK MANAGEMENT
4.01	None

5.00	APPENDICES
5.01	Appendix 1 – slides of the presentation

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

7.00	GLOSSARY OF TERMS
7.01	None



Conduct and Governance for Town and Community Councils

Matthew Georgiou
Gareth Owens



Programme

- » **Constitutional issues**
- » **Code of conduct for councillors**
- » **Working with the County Council**



Constitutional Issues

» **Section 33 Local Government Act 1972**

(1) A community council shall be a body corporate consisting of the chairman and community councillors and shall have the functions given to them by this Act or otherwise.

» **Delegating authority**

- » Committees/sub-committees
- » Joint committees
- » Officers

» **List of Powers**



Meetings

- » **Part IV, Schedule 12 LGA 1972**
- » **Agendas 3 days before**
- » **Public Bodies (Admission to Meetings) Act 1960**
- » **Role of the chair**
- » **Role of the clerk**
- » **Behaviour at meetings**



Code of Conduct for Councillors

- » **Nolan Principles**
- » **Local Government Act 2000**
- » **Local Authorities (Model Code of Conduct) (Wales) Order 2008 (as amended 2016)**
- » **Mandatory code**
- » **When does it apply?**



Principles of Public Life

- » ***Selflessness***
- » ***Honesty***
- » ***Integrity and Propriety***
- » ***Duty to Uphold the Law***
- » ***Stewardship***
- » ***Objectivity in Decision-making***
- » ***Equality and Respect***
- » ***Openness***
- » ***Accountability***
- » ***Leadership***

Selflessness

1. Members must act solely in the public interest. They must never use their position as members to improperly confer advantage on themselves or to improperly confer advantage or disadvantage on others.

» Paragraphs 7 and 10 - 14

» Behaviours

✓✓✓

x x x

» Evidence based decision making » Lobbying officers or members

» Declaring interests » Seeking favours “as a councillor”



Honesty

2. Members must declare any private interests relevant to their public duties and take steps to resolve any conflict in a way that protects the public interest.

» **Paragraphs 10 - 14**

» **Behaviours**

✓✓✓

x x x

» **Declaring interests**

» **Lobbying officers and members**

» **Seeking**

dispensation

» **Participating with
prejudicial interest**

Integrity and Propriety

3. Members must not put themselves in a position where their integrity is called into question by any financial or other obligation to individuals or organisations that might seek to influence them in the performance of their duties. Members must on all occasions avoid the appearance of such behaviour.
- » Paragraphs 9 and 17 + 18
 - » Behaviours x x x
 ✓✓✓
 - » Declaring + refusing » Taking bribes or gifts
 gifts Being too close to
 - » Declaring lobbying lobbyists, contractors etc

Uphold the Law

4. Members must act to uphold the law and act on all occasions in accordance with the trust that the public has placed in them.

» Paragraph 6

» Behaviours

✓✓✓

x x x

» Role model for the code » Ignoring advice on code, governance or process

» Not break the law in private life » Committing criminal offences

» Respect law in office

Stewardship

5. In discharging their duties and responsibilities members must ensure that their authority's resources are used both lawfully and prudently.

» Paragraphs 7b

» Behaviours

✓✓✓

x x x

» Open and transparent contracting

» Photocopying election materials

» Declaring interests

» Favouring friends with contracts



Objectivity in Decision-making

6. In carrying out their responsibilities ... members must make decisions on merit. Whilst members must have regard to the professional advice of officers and may properly take account of the views of others, including their political groups, it is their responsibility to decide what view to take and, if appropriate, how to vote on any issue.

» Paragraph 8

» Behaviours

✓✓✓

x x x

» Keeping an open mind » Predetermining issues



Equality and Respect

- 7. Members must carry out their duties and responsibilities with due regard to the need to promote equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion, and show respect and consideration for others.**
 - » **Paragraphs 4 and 6 (2)**
 - » **Behaviours** ✓✓✓ **x x x**
 - » **Listening to and valuing officers** » **Insulting or bullying behaviour**
 - » **Promoting fairness** » **Discrimination**

Openness

8. **Members must be as open as possible about all their actions and those of their authority. They must seek to ensure that disclosure of information is restricted only in accordance with the law.**
- » **Paragraphs 5 and principle of registration**
 - » **Behaviours**
- ✓✓✓
- » **Constructive challenge**
 - + **questioning**
 - » **Learn from experience**
 - » **Registration**
- xxx
- » **Suppressing information**
 - » **Conducting witch hunts**
 - » **Seeking personal data**

Accountability

9. Members are accountable to the electorate and the public generally for their actions and for the way they carry out their responsibilities as a member. They must be prepared to submit themselves to such scrutiny as is appropriate to their responsibilities.

» Paragraphs 15 – 17

» Behaviours

✓✓✓

x x x

» Registration of interests and gifts

» Failure to register interests or gifts

Leadership

10. Members must promote and support these principles by leadership and example so as to promote public confidence

» **Paragraph 6**

» **Behaviours**

✓✓✓

x x x

» **Respecting the code**

» **Flouting the code**

» **Seeking + considering advice**

» **Trying to “get away with it”**

» **Role model to others**

» **Criticising the ethical regime**



Working With the County Council

- » **Governance and Ethical Issues**
- » **Service delivery**
- » **County Charter and County Forum**



Contact Details

- » **Matthew Georgiou**
 - » Telephone 01352 702330
 - » Email matthew.Georgiou@Flintshire.gov.uk
- » **Gareth Owens**
 - » Telephone 01352 702344
 - » Email Gareth.legal@Flintshire.gov.uk

Eitem ar gyfer y Rhaglen 7



STANDARDS COMMITTEE

Date of Meeting	Monday, 3 July 2017
Report Subject	Annual Report by Members
Report Author	Gareth Owens, Monitoring Officer

EXECUTIVE SUMMARY

Councillors are encouraged by Welsh Government to write annual reports. When the Committee looked at the issue last it discovered that whilst few councillors write annual reports many publish their own newsletters.

The Committee resolved to remind members of the procedures for writing annual reports.

RECOMMENDATIONS

1	That all councillors be advised of the procedures for writing annual reports.
---	---

REPORT DETAILS

1.00	COUNCILLOR COMMUNICATIONS
1.01	<p>In February 2016 and May 2016 the Committee looked at how councillors communicate with their electors (reports attached).</p> <p>In May 2016 the committee resolved:</p> <p>“That Members be contacted in May each year with a template annual report and be advised that any completed annual reports could be placed on the Council’s website by Democratic Services.”</p>
1.02	Following the elections, and in accordance with the above minute, it is

	appropriate to remind members of the procedure.
--	---

2.00	RESOURCE IMPLICATIONS
2.01	The recommendation can be accommodated within existing resources.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None

4.00	RISK MANAGEMENT
4.01	None

5.00	APPENDICES
5.01	Appendix 1 – Report and Minutes May 2016 Appendix 2 – Report February 2016

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

7.00	GLOSSARY OF TERMS
7.01	None

Agenda Item 3

STANDARDS COMMITTEE **9 MAY 2016**

Minutes of the meeting of the Standards Committee of the Flintshire County Council held at County Hall, Mold, on Monday, 9 May 2016.

PRESENT: Edward Hughes (Chair)

Councillors: Hilary McGuill and Arnold Woolley

Co-opted Members: Robert Dewey, Jonathan Duggan-Keen, and Phillipa Earlam

APOLOGIES: Ken Molyneux

IN ATTENDANCE:

Monitoring Officer, Deputy Monitoring Officer, and Committee Officer

54. DECLARATIONS OF INTEREST (including whipping declarations)

None were received.

55. MINUTES

The minutes of the meeting held on 11 April 2016 were submitted.

Planning Protocol

The Deputy Monitoring Officer referred to point 5 of the resolution on page 6 and advised that at the meeting of the Planning Strategy Group held on 21 April 2016 it had been resolved to accept the recommendations of the Standards Committee except that Planning Strategy Group considered that a Member who had submitted an application should not attend the site visit and this would be referenced in the consultations response to the Welsh Minister.

RESOLVED:

That the minutes be received, approved and signed by the Chairman as a correct record.

56. DISPENSATIONS

There were no applications for dispensation.

57. MEMBER COMMUNICATIONS

The Monitoring Officer introduced a report to provide details of the responses to a survey which was undertaken by Members on Member communications. He provided background information and reported on the responses to the survey as detailed in the report.

The Monitoring Officer explained that there had been little interest by Members in the production of Annual Reports which were to be written by the councillors but published by the Council on its website. However, from the survey it was clear that Members themselves regularly communicated with their residents through newsletters and the like. However, the facility to publish annual reports still existed and it was therefore recommended that the Authority contact Members annually during May, with a template annual report, to remind them that annual reports could be placed on the Council's website for publication if they wished.

In response to a question from Robert Dewey concerning editorial control the Monitoring Officer explained that Members' Annual Reports were not allowed to be political or defamatory, but that in all other respects officers would not exercise any editorial control over the content of annual reports.

Councillor Arnold Woolley expressed disappointment at the low number of Members who had taken the opportunity to respond to the survey.

RESOLVED:

- (a) That the responses to the survey be noted; and
- (b) That Members be contacted in May each year with a template annual report and be advised that any completed annual reports could be placed on the Council's website by Democratic Services.

58. FORWARD WORK PROGRAMME

The Monitoring Officer presented the current Forward Work Programme. He provided an update on the Standards Forum and advised that Anglesey Council had offered to host the first meeting, however, the meeting scheduled to be held in June 2016 had been postponed to July 2016. The Monitoring Officer explained that a revised date had yet to be confirmed but suggested that the Committee could put forward any items for consideration at the Standards Forum at the next meeting of the Committee to be held on 6 June 2016.

During discussion Councillors Hilary McGuill and Arnold Woolley referred to the need for all Members (including Town and Community Councillors) to have full knowledge and understanding of the standards set out in the Code of Conduct which they were expected to adhere to. The Monitoring Officer confirmed that following election all councillors were asked to sign an acceptance of office which included an undertaking to abide by the Code of Conduct.

Robert Dewey expressed concerns around the behaviour of some councillors and said there was a need for training to be provided to enforce the standards required by the Code of Conduct. The Monitoring Officer agreed to follow-up the matters raised by members concerning the signing of



STANDARDS COMMITTEE

Date of Meeting	Monday, 9 May 2016
Report Subject	Member Communications
Report Author	Chief Officer (Governance)

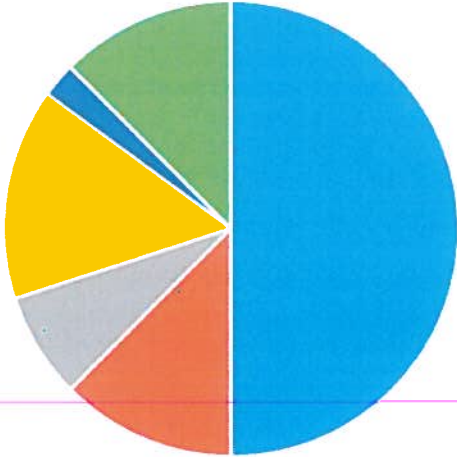
EXECUTIVE SUMMARY

To provide details of a survey undertaken on Member Communications.

RECOMMENDATIONS

1	To receive the details of the survey; and
2	That Members be contacted in May each year with a template annual report and be advised that any completed annual reports can be placed on the Council's website by Democratic Services.

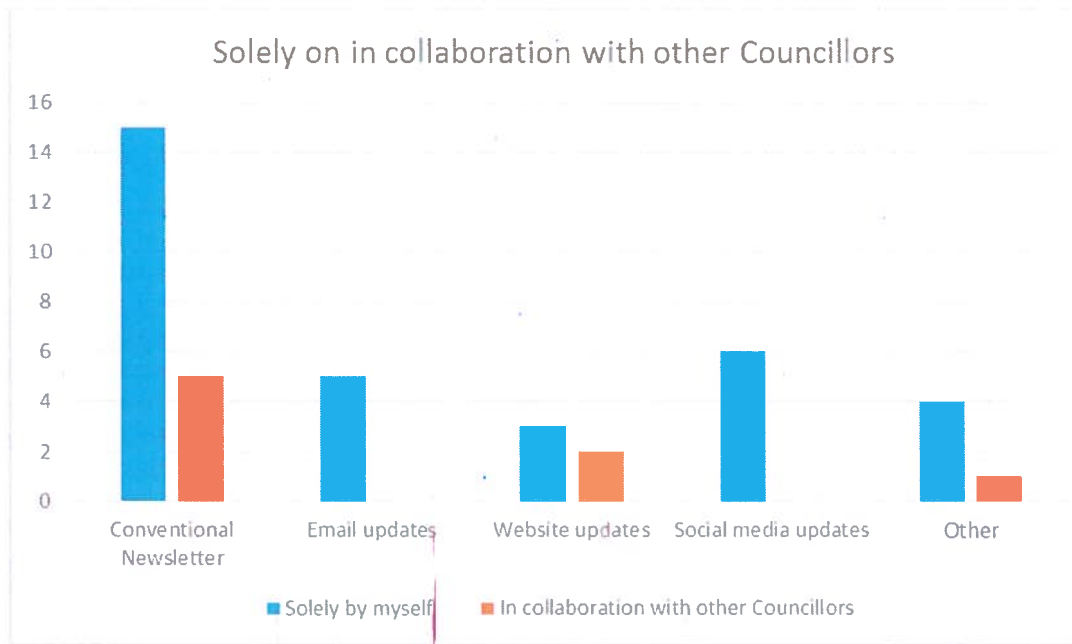
REPORT DETAILS

1.00	MEMBER COMMUNICATIONS														
1.01	At the meeting of Standards Committee on 8 th February 2016 a report was considered on the Review of Protocol on Councillor Newsletters. The report highlighted that since July 2013 there had been little interest in or take up of the production of annual reports by Members with the number being published for 2014/15 being three.														
1.02	The Standards Committee resolved that the arrangements for Councillor newsletters and annual reports was sufficient and did not require amendment. It also resolved that a survey be undertaken to ask Councillors whether they produced any communications and if so, how often.														
1.03	<p>The survey was sent to Members electronically with a paper copy being provided to the four Members who do not use electronic devices. The survey was combined with another survey which had been commissioned on the Frequency and times of Council Meetings. A summary of the questions asked and answers given in relation to Members' communications is below:</p> <p>Question 1 – Do you produce community communications?</p> <p>Yes – 26</p> <p>No – 2</p> <p>Question 2 – Considering the options below please identify the method(s) of your communications</p> <div data-bbox="293 1339 1369 1973" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Method</p>  <table border="1" data-bbox="363 1921 1326 1951"> <thead> <tr> <th>Method</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Conventional Newsletter</td> <td>26</td> </tr> <tr> <td>Email Updates</td> <td>2</td> </tr> <tr> <td>Website</td> <td>0</td> </tr> <tr> <td>Social Media</td> <td>2</td> </tr> <tr> <td>Local Free Press</td> <td>0</td> </tr> <tr> <td>Other</td> <td>2</td> </tr> </tbody> </table> </div>	Method	Count	Conventional Newsletter	26	Email Updates	2	Website	0	Social Media	2	Local Free Press	0	Other	2
Method	Count														
Conventional Newsletter	26														
Email Updates	2														
Website	0														
Social Media	2														
Local Free Press	0														
Other	2														

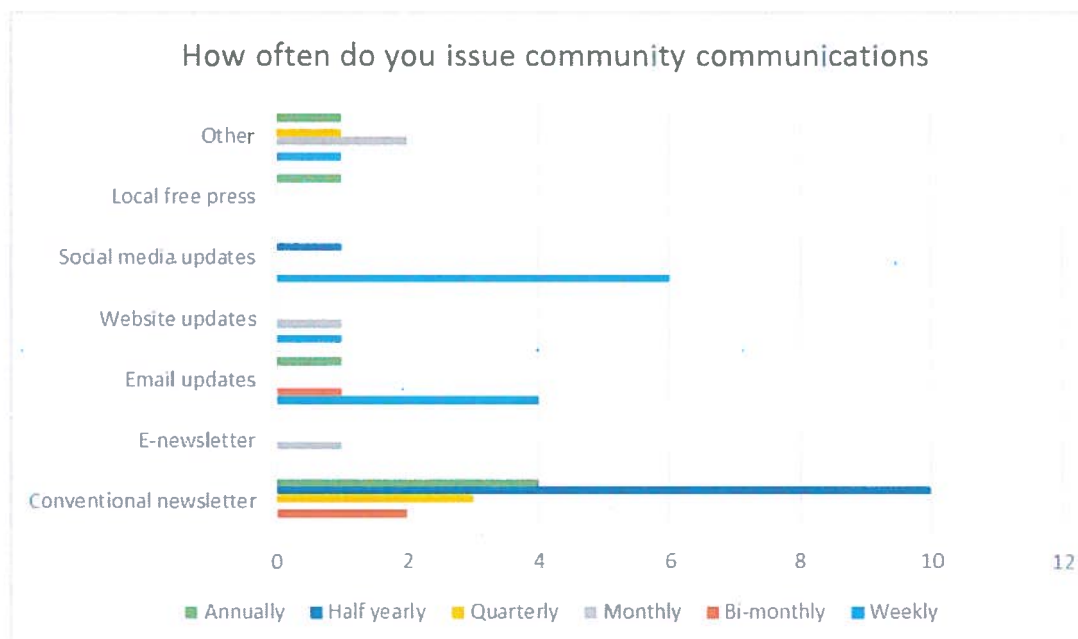
"Other"

Village Newsletter; Church Magazine; Monthly report to Community Council and entries on Community Council Website; Five Villages Chronicle; Report to Community Council and in free Community booklet

Question 3 - Please identify below your level of involvement in the production of the communications



Question 4 – How often do you issue your community communications?



	<p>Question 5 – Do you produce an Annual Report?</p> <p>Yes – 4</p> <p>No – 22</p> <p>Question 6 - When did you last produce your last Annual Report?</p> <p>January 2015</p> <p>2015</p> <p>Question 7 - Do you provide the Council with a copy of your Annual Report for publication on it's website in line with the required provision?</p> <p>Yes – 2</p> <p>No – 1</p>
1.03	At the Standards Committee meeting on 11 April 2016, it was suggested and agreed that Members would be contacted on an annual basis to remind them that Democratic Services could place Councillors annual reports on the Council's website. This reminder would include a template of an annual report for ease of completion.

2.00	RESOURCE IMPLICATIONS
2.01	There are no additional resource implications. Annual Reports will be placed on the website by staff in Democratic Services who will also send out the yearly reminder.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	All Members of the Council were sent a copy of the survey.

4.00	RISK MANAGEMENT
4.01	There are no risks identified in this report.

5.00	APPENDICES
5.01	None.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Report of the Chief Officer (Governance) to Standards Committee on 8 February 2016 and related minute.</p> <p>Contact Officer: Nicola Gittins, Team Manager – Committee Services Telephone: 01352 702345 E-mail: nicola.gittins@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	<p>Annual Reports – the Council is required to make arrangements so that those Members who wish to do so can produce an annual report of their work and have it publicised.</p>



STANDARDS COMMITTEE

Date of Meeting	Monday, 8 February 2016
Report Subject	Review of Protocol on Councillor Newsletters
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

In 2012 the Committee considered whether to introduce a protocol on councillors using council resources to produce newsletters in their wards. It made recommendations to Council which Council chose not to adopt, preferring instead to prohibit the use of council resources for such purposes.

On a similar note, Section 5 of the Local Government (Wales) Measure 2011 requires the Council to make arrangement for every member to prepare an annual report, which it must then publish. Guidance published in May 2013 allowed councils to set conditions/limits on what it contained within such reports, and also for councils to decide how the reports would be published.

On 17 July 2013 the Democratic Services Committee resolved:

- (a) That the following conditions be imposed as part of the arrangements under Section 5 of the Local Government (Wales) Measure 2011:
- (i) That annual reports by Members must comply with the statutory guidance including the standard template referred to in paragraph 1.6 of that guidance.
 - (ii) That the contents of the annual report are not defamatory in the opinion of the Council's Monitoring Officer
- (b) That there are sufficient arrangements for publishing the annual reports and publicising their availability if they are published on the appropriate part of the Council's website and their availability publicised on it.

Since July 2013 there has been little interest in or take up of annual reports. The number published for 2014/15 was three.

By contrast councillors are (anecdotally) known to be regularly producing their own newsletters without support or assistance from the Council. Therefore, there seems no need to amend either the arrangements for newsletters or annual reports. However, it would be useful to have clear data on the number of councillors producing their own newsletters and the frequency.

RECOMMENDATIONS

1	That the Committee confirms that the current arrangements for councillor newsletters and annual reports are sufficient and do not require amendment.
2	That all councillors be asked to confirm whether they produce newsletters and how often.

REPORT DETAILS

1.00	COUNCILLOR NEWSLETTERS
1.01	The Code of Conduct requires councillors to act in accordance with the Council's requirements when using resources allocated to them. The current protocol on newsletters means it would be a breach of the code to use a council computer to produce such a newsletter.
1.02	The original report on newsletters promoted a wider review of how council resources are used. The Council adopted a protocol on the use of Council IT in 2013.

2.00	RESOURCE IMPLICATIONS
2.01	Whilst the protocol on newsletters remains as currently drafted, there are no resource implications. If Council IT were used to draft but not print newsletters again the implications would be minimal.
2.02	There are 55,000 ca households in Flintshire. Clearly, there would be a significant cost if councillors printed just a single page newsletter for every house once a year.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	If the Committee wishes to change the rules on newsletters or annual reports then a report to Council would be necessary.

4.00	RISK MANAGEMENT
4.01	Not permitting the use of Council resources to be used for producing newsletters might have an impact on unwaged councillors. However, the view of the majority of councillors was that this was a small cost that should be covered from the basic allowance.

5.00	APPENDICES
5.01	None.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Report to Standards Committee 3 September 2012</p> <p>Report to Democratic Services Committee 17 July 2013</p> <p>Statutory Guidance on Annual Reports published by Welsh Government 16.5.13</p> <p>Report to Council 25 October 2012</p> <p>Contact Officer: Gareth Owens, Chief Officer (Governance) Telephone: 01352 702344 E-mail: gareth.legal@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	None

FLINTSHIRE COUNTY COUNCIL – STANDARDS COMMITTEE – FORWARD WORK PROGRAMME

Date of Meeting	Topic	Notes/Decision/Action
October 2017	<ul style="list-style-type: none"> • Training • Dispensations <p>Possible Date for Joint Meeting with Town and Community Councils</p>	<p>2 October - Joint meeting with Town and Community Councils to be attended by the Ombudsman, Mr Nick Bennett</p> <p>Dec 2016 meeting - That the Ombudsman be invited to the next meeting with Town and Community Councils</p>
Sept 2017	<ul style="list-style-type: none"> • Training • Dispensations • PSOW Annual Report 	<p>(if available)</p>
July 2017	<ul style="list-style-type: none"> • Training • Dispensations • Annual Report • Update on Member Induction and Town and Community Council training following the May elections • Visit by the Ombudsman to the 2 October meeting 	<p>April 2016 meeting - It was agreed that a template Annual Report would be provided to Members on an annual basis which would act as a prompt for producing the document.</p> <p>Further update following a report to the June meeting</p>

Tudalen 43

Eitem ar gyfer y Rhaglen 8

	<ul style="list-style-type: none">• Reappointment of Councillor Duggan-Keen	To report on any observations of town and community councils on the reappointment
--	---	---