

Pecyn Dogfen Gyhoeddus

Gareth Owens LL.B Barrister/Bargyfreithiwr

Chief Officer (Governance)

Prif Swyddog (Llywodraethu)



Swyddog Cyswllt:
Jan Kelly / 01352 702301
janet.kelly@flintshire.gov.uk

At: Cyng Rob Davies (Cadeirydd)

Y Cyngorwyr: Gillian Brockley, Steve Copple, Ron Davies, Ian Hodge, Paul Johnson, Gina Maddison, Allan Marshall, Billy Mullin, Ted Palmer, Andrew Parkhurst, Michelle Perfect, Vicky Perfect, Linda Thew, Roy Wakelam a Arnold Woolley

Dydd Mawrth, 10 Medi 2024

Annwyl Gynghorydd,

RHYBUDD O GYFARFOD HYBRID
PWYLLGOR Y CYFANSODDIAD A GWASANAETHAU DEMOCRATAIDD
DYDD LLUN, 16EG MEDI, 2024 2.00 PM

Yn gywir

Steven Goodrum
Rheolwr Gwasanaethau Democraidd

Sylwch: Gellir mynychu'r cyfarfod hwn naill ai wyneb yn wyneb yn Ystafell Bwyllgor Delyn, Cyngor Sir y Fflint, Yr Wyddgrug, Sir y Fflint neu ar-lein.

Bydd y cyfarfod yn cael ei ffrydio'n fyw ar wefan y Cyngor. Bydd y ffrydio byw yn dod i ben pan fydd unrhyw eitemau cyfrinachol yn cael eu hystyried. Bydd recordiad o'r cyfarfod ar gael yn fuan ar ôl y cyfarfod ar <https://flintshire.publici.tv/core/portal/home>

Os oes gennych unrhyw ymholiadau, cysylltwch ag aelod o'r Tîm Gwasanaethau Democraidd ar 01352 702345.

RHAGLEN

1 PENODI CADEIRYDD

Pwrpas: Nodi bod y Cyngor, yn y Cyfarfod Blynyddol, wedi penderfynu y dylid penodi'r Cyngorydd Rob Davies yn Gadeirydd y Pwyllgor.

2 PENODI IS-GADEIRYDD

Pwrpas: Penodi Is-Gadeirydd ar gyfer y Pwyllgor.

3 YMDDIHEURIADAU

Pwrpas: I dderbyn unrhyw ymddiheuriadau.

4 DATGAN CYSYLLTIAD (GAN GYNNWYS DATGANIADAU CHWIPIO)

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

5 COFNODION (Tudalennau 3 - 6)

Pwrpas: I gadarnhau, fel cofnod cywir gofnodion y cyfarfod ar 20 Mawrth 2024.

6 RHAGLEN GWAITH I'R DYFODOL (Tudalennau 7 - 14)

Pwrpas: Cytuno ar eitemau o fusnesau i gael eu trafod mewn cyfarfodydd yn y dyfodol.

7 CYFARFODYDD: COFNODION A THREFNIADAU CYNNAL (Tudalennau 15 - 26)

Pwrpas: Rhoi'r wybodaeth ddiweddaraf i'r Pwyllgor am y newidiadau i fformat cofnodion y Pwyllgor a'r effaith ar y trefniadau cynnal ar gyfer cyfarfodydd.

Sylwch, efallai y bydd egwyl o 10 munud os yw'r cyfarfod yn para'n hirach na dwy awr.

Eitem ar gyfer y Rhaglen 5

CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE **20 MARCH 2024**

Minutes of the Constitution and Democratic Services Committee of Flintshire County Council held as a hybrid meeting on Wednesday, 20 March 2024.

PRESENT: Councillor Rob Davies (Chairman)

Councillors: Gillian Brockley, Steve Copple, Ian Hodge, Alasdair Ibbotson, Paul Johnson, Gina Maddison, Roz Mansell, Ted Palmer, Andrew Parkhurst, Michelle Perfect, Vicky Perfect, Linda Thew, Arnold Woolley and Antony Wren

ALSO PRESENT: Councillor Bernie Attridge (as an observer)

IN ATTENDANCE: Chief Officer (Governance), Democratic Services Manager, and Democratic Services Officer

28. DECLARATIONS OF INTEREST

Councillor Ted Palmer declared a personal interest in agenda item 6: Independent Remuneration Panel for Wales (IRPW) Annual Report, February 2024

29. MINUTES

The minutes of the meeting held on 24 January 2024 were submitted. The minutes were approved as a correct record by Councillor Ted Palmer and seconded by Councillor Mike Peers.

RESOLVED:

That the minutes be approved as a correct record.

30. FORWARD WORK PROGRAMME

The Democratic Services Manager presented the Forward Work Programme for consideration. He suggested that once the Schedule of Meetings had been approved by County Council at the next AGM to be held in May, a revised Forward Work Programme be brought back to the Committee in June with details of the further items proposed for consideration at meetings during the next 12 months.

The Democratic Services Manager responded to the comments and questions raised by Members.

The recommendations in the report were approved as moved by Councillor Ted Palmer and seconded by Councillor Arnold Woolley.

RESOLVED:

(a) That the Forward Work Programme be approved;

- (b) That following approval of the Schedule of Meetings by County Council at the AGM to be held in May, a revised Forward Work Programme be brought back to Committee in June with details of further items proposed for consideration at future meetings; and
- (c) 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.

31. MEMBER WORKSHOPS BRIEFINGS AND SEMINARS UPDATE

The Democratic Services Manager presented the report. He provided background information and referred to the draft Councillor Development Plan which was appended to the report and showed the proposed list of training sessions/workshops available to Members during 2024. The Democratic Services Manager explained that the Development Planit was split into two sections: Section 1 reflected the sessions/workshops identified as 'mandatory' and Section 2 those that are 'discretionary'.

The Democratic Services Manager responded to the questions and comments raised by Members on the need for regular updates on the calendar of events, Members' attendance, and feedback on sessions.

The recommendations within the report were approved as moved by Councillor Ian Hodge and seconded by Councillor Steve Cople.

RESOLVED:

- (a) That the training programme provided as Appendix 1 be noted; .
- (b) That if Members had any suggestions for future development 'topics', they contact the Democratic Services Manager to discuss them; and
- (c) That the Committee receives a quarterly report of attendance at each of the sessions delivered.

32. INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT, FEBRUARY 2024

The Democratic Services Manager presented the report to provide details of the final annual report from the IRPW for 2024-25. He provided background information and referred to the main considerations as detailed in the report. The final Annual Report was attached as Appendix 1 to the report.

The Democratic Services Manager advised that there were no material changes to the proposals in respect of the IRPW's determinations included in the draft report which was considered by the Committee in November 2023. This means the basic salary in 2024/25 for elected members of principal Councils will be increased with effect from 1st April 2024. Increases have also been made for

Cabinet Members, Council Leaders, and their deputies. The salary levels were summarised in Para. 1.06 of the report.

The Democratic Services Manager explained that as reported in section 1.05 of the report, the IRPW had introduced a new hourly rate of payment for co-opted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities. The Panel had determined that it is for the relevant officer at each authority to decide the appropriate rate to apply. Work will be undertaken during the coming months to better understand the implications of this change. Until this is completed there are no proposals to change the current method of remunerating Flintshire County Council co-opted members. The Chief Officer suggested that a further report be brought to the Committee to provide an opportunity to review the current arrangements around the cost of payments to co-opted members and consider if change was required or not in view of the Authority’s budget position.

The Democratic Services Manager responded to the questions raised by Councillor Ted Palmer regarding the information in paragraph 1.07 of the report that any member, or co-opted member, may give notice if they elect to forgo any part of their entitlement to a payment under the determination of the Panel for that particular year (as relating to the Authority). The Democratic Services Manager emphasised that it was an individual’s personal choice whether he/she elected to forgo any part of their entitlement to a payment and they should not be influenced by other individuals or political groups. The Democratic Services Manager responded to the further comments made by Councillor Palmer regarding peer pressure and explained the process adopted by the Authority to mitigate any pressure on Members to accept or forgo their allowances which were set by the IRPW. The Chief Officer gave advice around the current legislation and the IRPW process.

RESOLVED

That the Determinations made by the Independent Remuneration Panel for Wales in their Annual Report for 2024/25 be noted.

33. MEMBERS OF THE PUBLIC AND PRESS IN ATTENDANCE

There were no members of the press or public present.

(The meeting started at 2.00 pm and ended at 2.40 pm)

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Chairman

Mae'r dudalen hon yn wag yn bwrpasol

Eitem ar gyfer y Rhaglen 6



CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Monday, 16 September 2024
Report Subject	Forward Work Programme
Report Author	Democratic Services Manager
Type of Report	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

1.00	EXPLAINING THE FORWARD WORK PROGRAMME
1.01	<p>The work of the Committee can be defined as having two main areas of responsibility:</p> <ol style="list-style-type: none">1. The detailed consideration of proposed changes to the constitution prior to them being reported to Council for adoption.2. Statutory role to oversee the role of the Head of Democratic Services to support (non-executive) members and promote scrutiny.
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">1) Reviewing the programme of training and development of Members.2) Considering recommendations from the Independent Remuneration Panel for Wales.3) Issues pertaining to the support of Members in carrying out their duties, for example: adoption of parental leave rules, supply of equipment etc.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). <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">1. Will the review contribute to the Council's priorities and/or objectives?2. Is it an area of major change or risk?3. Are there issues of concern in performance?4. Is there new Government guidance of legislation?5. Is it prompted by the work carried out by Regulators/Internal Audit?6. Is the issue of public or Member concern?

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

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

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

5.00	APPENDICES
5.01	Appendix 1 – Draft Forward Work Programme

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

7.00	GLOSSARY OF TERMS
7.01	Independent Remuneration Panel for Wales (IRPW) – 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.

Mae'r dudalen hon yn wag yn bwrpasol

CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

Current FWP (September 2024)

Date of meeting	Subject	Purpose of Report / Presentation	Responsible / Contact Officer
Tudalen 11	Diversity in Democracy Action Plan	For the committee to consider, review and update the Council's 'Diversity in Democracy Action Plan'.	Democratic Services Manager
	Member Workshops, Briefings and Seminars Update	For the committee to receive a progress report on the Member Development and Engagement events which have taken place or are scheduled. The report will provide details of events which have been held since the last meeting and also outline any that are planned.	Democratic Services Manager
	Part 2 Reports and Information	Following a referral from Corporate Resources Overview & Scrutiny Committee in July 2024, for the committee to consider the use of exempt (Part 2) information when considering reports at Council and Committee meetings.	Chief Officer (Governance)
	Independent Remuneration Panel for Wales (IRPW) draft Annual Report	To provide Members with details of the draft Annual report from the IRPW and the implications of such for consideration.	Democratic Services Manager
	Review of the Terms of Reference for the Climate	For the Committee to consider updates to the Terms of Reference of the	Democratic Services Manager

CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

Date of meeting	Subject	Purpose of Report / Presentation	Responsible / Contact Officer
	Change Committee	Climate Change Committee.	
Tudalen 12	Overview & Scrutiny Annual Report	The Overview & Scrutiny Annual Report is drafted in consultation with the relevant Committee Chairs. The draft is then submitted to this committee for Member comment before being submitted to Council for formal approval. The Annual Report provides the Council with assurance that the Overview & Scrutiny function is fulfilling its constitutional role.	Democratic Services Manager
	Member Workshops, Briefings and Seminars Update	For the committee to receive a progress report on the Member Development and Engagement events which have taken place or are scheduled. The report will provide details of events which have been held since the last meeting and also outline any that are planned.	Democratic Services Manager
Tuesday, 25th March 2025	Member Workshops, Briefings and Seminars Update	For the committee to receive a progress report on the Member Development and Engagement events which have taken place or are scheduled. The report will provide details of events which have been held since the last meeting and also outline any that are planned.	Democratic Services Manager

CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

Date of meeting	Subject	Purpose of Report / Presentation	Responsible / Contact Officer
	<p>Update on Statutory and Non-Statutory Guidance for Principal Councils in Wales – supporting provisions within the Local Government Act 2000, the Local Government (Wales) Measure 2011 and the Local Government and Elections (Wales) Act 2021.</p>	<p>To provide Members with an update on the implementation of the measures outlined in the Statutory and Non-Statutory Guidance for Principal Councils in Wales document.</p>	<p>Democratic Services Manager</p>
	<p>Independent Remuneration Panel for Wales (IRPW) Annual Report</p>	<p>To provide Members with details of the final published Annual report from the IRPW and the implications of such for consideration.</p>	<p>Democratic Services Manager</p>
<p>Friday, 13th June 2025 Tudalen 13</p>	<p>Member Workshops, Briefings and Seminars Update</p>	<p>For the committee to receive a progress report on the Member Development and Engagement events which have taken place or are scheduled.</p> <p>The report will provide details of events which have been held since the last meeting and also outline any that are planned.</p>	<p>Democratic Services Manager</p>

Mae'r dudalen hon yn wag yn bwrpasol

Eitem ar gyfer y Rhaglen 7



CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Monday, 16 September 2024
Report Subject	Meetings: Minutes & Hosting Arrangements
Report Author	Democratic Services Manager
Type of Report	Operational

EXECUTIVE SUMMARY

There is no definitive guidance nor statutory definition in how to produce minutes: it is for a local authority to determine its own preferred method.

Minutes of council and committee meetings have evolved over time to seemingly record verbatim the events and discussion of the meetings, often running into several pages. They are time consuming to produce, taking up to 5 hours per set of minutes depending on the meeting.

There is an expectation that more (if not all) Council meetings will be offered as 'hybrid' which will add significant pressure on the already stretched resource available in Democratic Services.

The format of the minutes for the Planning Committee was changed six years ago to a 'simplified' version. It has worked effectively since, with no issues or concerns arising.

It is proposed to follow a similar format for all committee meetings to free up resource to deliver meetings in 'hybrid' format.

RECOMMENDATIONS

1	That the Committee accept the change to the format of minutes as per the template attached as Appendix 1.
2	That following the change to the format of minutes is implemented, all council and committee meetings to be delivered in 'hybrid' format.

REPORT DETAILS

1.00	EXPLAINING THE MEETINGS: MINUTES & HOSTING ARRANGEMENTS
1.01	Minutes of meetings (with the exception of Planning Committee) have evolved over time to effectively become a transcription of the entire meeting.
1.02	<p>There is no definitive guidance nor statutory definition in how to produce minutes: it is for each local authority to determine its own preferred method. It is recognised that the purpose of minutes is:</p> <ul style="list-style-type: none">• To provide adequate information about the authority's business for the press and public.• To ensure the record is sufficiently self-explanatory to enable the council to make a decision.• To establish an accurate record of decisions taken. <p>They should be complete, with reference to every item of business dealt with at the meeting.</p>
1.03	<p>Minutes of council and committee meetings are produced by the Democratic Services team. They currently run into several pages and have evolved over time to seemingly record verbatim the events and discussion of the meetings.</p> <p>This worked well before meetings were recorded and made available on the council's website, but they are time consuming to produce, ranging from 2 to 5 hours per set of minutes. They then must be proofread and checked by Senior Officers, adding to the time before they can be put before the committee for agreement.</p> <p>Due to the level of detail and length of the minutes, spelling / typing errors occur; the style and phrasing also varies according to the member of the team producing the minutes – which in turn often results in additional queries.</p> <p>Due to the different writing styles, the more detail that is included in minutes invariably results in queries and requests for amendments when they are considered at a meeting, thereby adding additional time on to the meeting (and subsequent minutes).</p>
1.04	<p>The team have been placed under significant additional pressure to facilitate hybrid meetings, which are resource intensive to run.</p> <p>It is likely that all meetings will move to become 'hybrid', further stretching the limited resource within the team.</p>

1.05	<p>Before meetings were offered as 'hybrid' only 1 member of the team needed to be present at a meeting: i.e. the minute taker.</p> <p>With the introduction of 'hybrid' meetings this has increased to either 2 or 3 members of the team being present to operate the technology depending on the location used (2 in the Delyn Room versus 3 in the Lord Barry Jones Council Chamber).</p> <p>This has drained the resource and flexibility within the team, such that it is not physically possible to continue to offer 'hybrid' meetings <u>and</u> produce the same level of detail in minutes, as well as undertake the other duties across the team.</p>
1.06	<p>The format of the minutes for the Planning Committee was changed six years ago to a 'simplified' version. It has worked effectively since, with no issues or concerns arising.</p> <p>It is proposed to follow a similar format for all council and committee meetings. This will include the following:</p> <ul style="list-style-type: none"> ➤ <i>Name of committee meeting</i> ➤ <i>Date, time and location of meeting</i> ➤ <i>Attendees:</i> List the Members of the Committee who were present, including substitutes and non-committee members in attendance ➤ <i>Apologies:</i> List the Members of the Committee who had submitted apologies. ➤ <i>Contributors</i> ➤ <i>Declarations of Interest:</i> Note any Declarations of Interest that are declared at the meeting. ➤ <i>Minutes:</i> Note approval or otherwise of the previous minutes, including any typos. ➤ Start and end time of meeting. ➤ Link to the full webcast. ➤ <i>Title of item:</i> Use the title from the report being considered at the meeting. <p>A hyperlink to the relevant section of the recording where available could be included for ease of reference.</p> <ul style="list-style-type: none"> ➤ <i>Brief description of item for discussion.</i> ➤ <i>Action(s):</i> A brief note of the action agreed and the 'owner' of the action. ➤ <i>Decision(s):</i> Note the committee's decision(s). <p>It should also be recorded in the minutes if an officer provides advice that it is their duty to give, and the committee chooses to disregard it.</p> <p>An example of a template document that will be populated by the Officer recording the minutes is included as Appendix 1.</p>

	How this template then translates to an actual set of minutes of a Council meeting is included at Appendix 2. The original copy of the minutes of the same meeting are available for reference.
1.07	<p>The recording of each meeting is available on the council website. This gives a full and accurate record of the entire meeting, debate and discussion should there be a need to review proceedings.</p> <p>Recordings will be available online for as long as the council deems it necessary, currently indefinitely. If / When a recording is taken off-line it will be archived but can be retrieved if necessary.</p>
1.08	Links to the recording of the agenda points in the meeting to make it easier for the viewer to access the particular item of interest will be included in all minutes.
1.09	<p>There are a number of benefits that changing the format will deliver, including:</p> <ul style="list-style-type: none"> • Improved accuracy • Quicker production of minutes • Standardised, professional format for all council and committee meetings • Release resource within the Democratic Services team to provide more meetings in 'hybrid' format.
1.10	<p>Once the change is implemented, it is proposed to move to deliver all council and committee meetings in hybrid format.</p> <p>The move to hybrid format would therefore be expected take effect from October 2024.</p>

2.00	RESOURCE IMPLICATIONS
2.01	<p>There are not expected to be any resource implications (positive or negative) from changing the format of minutes.</p> <p>Producing minutes in the current way is resource intensive for the Committee Services team who are facing additional work pressures (e.g. hosting hybrid meetings and hosting more frequent meetings of some committees).</p> <p>By amending the format and reducing the content it will mitigate some of the additional workload that will be experienced by the team.</p> <p>Where hybrid meetings take place in the evening (beyond 7pm), there may be additional costs associated with caretakers staying later to close and secure the building.</p>

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	<p>Group Leaders have been consulted.</p> <p>Each committee meeting in September has / will have received copies of minutes in the proposed format for comment.</p>

4.00	RISK MANAGEMENT
4.01	None.

5.00	APPENDICES
5.01	<p>Appendix 1 – Minutes template document</p> <p>Appendix 2 – Example of Minutes of meeting in current and proposed format</p>

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>None.</p> <p>Contact Officer: Steven Goodrum, Democratic Services Manager Telephone: 01352 702320 E-mail: steven.goodrum@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	Hybrid: where some participants join through remote means and some attend physically in the same place as others.

Mae'r dudalen hon yn wag yn bwrpasol

Appendix 1: Template for minutes

NAME OF COMMITTEE

Date of Meeting

Minutes of the meeting of the **name** Committee of Flintshire County Council held as a **hybrid/remote** meeting on **date**.

PRESENT: Chair

Councillors: List attendees

SUBSTITUTIONS: Councillors:

ALSO PRESENT: Councillors:

CONTRIBUTORS: List attendees

IN ATTENDANCE: List attendees

xx **DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)**

List

xx **MINUTES**

RESOLVED:

That the minutes of the meeting held on **date** be approved as a correct record and signed by the Chair.

xx **ITEM** (From Agenda – usually the title of the report) *possibly include hyperlink to the report*

Brief summary of item, including recommendations.

RESOLVED:

That the committee

xx **ITEM** (From Agenda – usually the title of the report) *possibly include hyperlink to the report*

Brief summary of item, including recommendations.

RESOLVED:

That the committee

xx **MEMBERS OF THE PRESS IN ATTENDANCE**

Provide details **or use** There were no members of the press in attendance.

(The meeting started at **time** and ended at **time**)

Chair

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

Appendix 2: Example using Community & Housing Overview & Scrutiny Committee held 8th February 2023

COMMUNITY & HOUSING OVERVIEW & SCRUTINY COMMITTEE

8 FEBRUARY 2023

Minutes of the meeting of the Community & Housing Overview & Scrutiny Committee of Flintshire County Council held as a hybrid meeting on Wednesday, 8 February 2023

PRESENT: **Councillor Helen Brown (Chair)**

Councillors: Gillian Brockley, Tina Claydon, Geoff Collett, Rosetta Dolphin, David Evans, Dennis Hutchinson, Kevin Rush, Dale Selvester and Linda Thew

SUBSTITUTIONS: Councillors: Bernie Attridge (for Pam Banks)

ALSO PRESENT: Councillors: Paul Johnson and Debbie Owen attended as observers

CONTRIBUTORS: Councillor Sean Bibby (Cabinet Member for Housing and Regeneration); Chief Executive; Chief Officer (Housing & Communities), Housing & Prevention Service Manager and Service Manager Housing Assets

IN ATTENDANCE: Community & Education Overview & Scrutiny Facilitator & Electoral Services Officer

21. DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)

None.

22. MINUTES

RESOLVED:

That the minutes of the meeting held on 11 January be approved as a correct record and signed by the Chair.

23. FORWARD WORK PROGRAMME & ACTION TRACKING ([Link to recording](#))

The Committee was asked to consider, and amend where necessary, the [Forward Work Programme](#) for the Community Housing & Assets Overview & Scrutiny Committee. An update on actions from previous meetings was also provided. The recommendation(s) are:

(1) That the Committee considers the draft Forward Work Programme and approves/amends as necessary

(2) That the Facilitator, in consultation with the Chair of the Committee be authorised to vary the FWP between meetings, as the need arises

(3) That the Committee notes the progress made in completing the outstanding actions

RESOLVED:

(a) That the Forward Work Programme be noted;

(b) That the Facilitator, in consultation with the Chair of the Committee, be authorised to vary the Forward Work Programme between meetings, as the need arises; and

(c) That the Committee notes the progress made in completing the outstanding actions.

24. HOUSING SUPPORT GRANT ([Link to recording](#))

The Housing & Prevention Service Manager introduced a [report](#) which provided an overview of the Housing Support Grant (HSG) regime and details of the Housing Support Delivery Plan, which was a requirement of receiving the Welsh Government (WG) revenue supported HSG. The recommendation(s) are:

(1) To note the overview of the Housing Support Grant Regime and wide range of services locally

(2) To support the Housing Support Grant delivery plan for 2023/24 attached as appendix 1

(3) To note feedback on the impact of the Housing Support Grant and range of good practice examples shared throughout the report

RESOLVED:

(a) That the Committee support the Housing Support Grant Delivery Plan for 2023-2024 attached at Appendix 1 of the report;

(b) That the overview of the Housing Support Grant regime and wide range of delivery of services locally be noted; and

(c) That the feedback on the impact of the Housing Support Grant and range of good practice examples shared through the report be noted.

25. COMMON HOUSING REGISTER (SINGLE ACCESS ROUTE TO HOUSING – SARTH) ([Link to recording](#))

The Housing & Prevention Service Manager introduced a [report](#) on the Single Access Route to Housing (SARTH) which was a partnership between all the major providers of social housing in North Wales, covering the local authority areas of Conwy County Borough Council, Denbighshire and Flintshire. The recommendation(s) are:

(1) To receive the report and note the significant increases in housing needs across the county and the growing pressures in regard to social housing which is not in line with the supply of available homes locally

(2) To note the customer feedback following survey work and the progress in relation to opportunities for service improvement and in particular digital transformation

RESOLVED:

(a) That the Committee note the significant increases in housing needs across the county and the growing pressures in regard to social housing which was not in line with the supply of available homes locally; and

(b) That the Committee note the customer feedback following survey work and the progress in relation to opportunities for service improvement and in particular digital transformation.

26. HOUSING REVENUE ACCOUNT (HRA) GARAGE SITES AND PLOT SITES UPDATE ([Link to recording](#))

The Service Manager Housing Assets introduced a [report](#) to provide an update on the Council's garage demolition programme along with providing an insight into how the Council assessed the land for future use. The recommendation(s) are:

(1) Community and Housing Overview and Scrutiny Committee to support the garage demolition programme proposals for addressing those sites and assets in a poor condition

(2) Community and Housing Overview and Scrutiny Committee to consider and comment on the decision matrix, outlined in the report, on the criteria for assessing the garage sites for demolition

RESOLVED:

(a) That the Committee support the garage demolition programme proposals for addressing those sites and assets in a poor condition; and

(b) That the Committee support the matrix, outlined in the report, on the criteria for assessing the garage sites for demolition.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - TO CONSIDER THE EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That the press and public be excluded from the meeting as the following item was considered to be exempt by virtue of paragraph 15 of Part 4 of Schedule 12A of the Local Government Act 1972 (as amended).

27. SHELTERED HOUSING REVIEW REPORT

The Service Manager Housing Assets presented a report to provide an update on the Council's sheltered housing review, the proposed methodology to be utilised to identify assets to be included in the review and the associated option appraisal of these assets. The recommendation(s) are:

(1) Community and Housing Overview and Scrutiny Committee support the methodology used to assess the Council's sheltered assets and to support the recommendations identified within any additional option appraisals by officers or its procured consultants for further progression (re-designation/classification, adaptation or demolition)

(2) Community and Housing Overview and Scrutiny Committee support the revised service for the three high rise blocks in Flint (refer to appendix 3 – high rise blocks, Flint – revised sheltered offer)

(3) Community and Housing Overview and Scrutiny Committee support future assessment work to sheltered assets and progress to an options appraisal stage if investment concerns are highlighted through its in-depth review

RESOLVED:

(1) That the report be noted

(2) That a Task and Finish Group be established to consider the next steps for the Sheltered Housing Review

28. MEMBERS OF THE PRESS IN ATTENDANCE

There were no members of the press in attendance.

(The meeting started at 10.00 am and ended at 13.30 pm)

Chair

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