



**RESOLVED:**

That the minutes of 20 March 2024 be approved as a correct record.

**5. FORWARD WORK PROGRAMME ([Link to Recording](#))**

The Democratic Services Manager presented the [Forward Work Programme](#) for consideration and welcomed any questions from Members.

In response to a request for an item to be included around the length of meeting times and time allowed for Members to speak, the Democratic Services Manager agreed to take this as an action.

In response to the request for a timing device to be installed in the Delyn Committee Room, the Democratic Services Manager agreed to investigate this and come back to the Committee.

The recommendations within the report were supported.

**RESOLVED:**

- (a) That the Forward Work Programme be approved; and
- (b) That the Democratic Services Manager, in consultation with the Chair of the Committee be authorised to vary the Forward Work Programme between meetings, as the need arises.

**6. MEETINGS: MINUTES & HOSTING ARRANGEMENTS ([Link to Recording](#))**

In presenting the [report](#), the Democratic Services Manager provided some background to why the changes were proposed and referred Members to the attachments which were examples of the format used. This format had been used for a number of Overview & Scrutiny Committees and had been accepted. It was explained that as more meetings were being held in the Hybrid format this placed additional pressure on the resources within the team.

In response to a question from Councillor Paul Johnson, the Democratic Services Manager confirmed that an extra line could be included to identify the Cabinet Member portfolio holder. Councillor Johnson also asked if the Declarations of Interest and Whipping Declarations should be separated into two lines.

The recommendations within the report were supported.

**RESOLVED:**

- (a) That the Committee accepts the change to the format of minutes as per the template attached as Appendix 1; and
- (b) That following the change to the format of minutes being implemented, all Council and Committee meetings to be delivered in 'hybrid' format.

7. **MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE**

None.

(The meeting started at 2.00 pm and ended at 2.31 pm)

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**Chair**

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