



To: All Members of the County Council

Date: 9 May 2012

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Dear Councillor

You are invited to attend the annual meeting of the **COUNTY COUNCIL** to be held at **10.00 am** on **TUESDAY, 15 MAY 2012** in the **COUNCIL CHAMBER, COUNTY HALL, RUTHIN LL15 1YN.**

Yours sincerely

G Williams
Head of Legal and Democratic Services

AGENDA

1 APOLOGIES

To receive apologies for absence.

2 DECLARATIONS OF INTEREST

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

3 CHAIRMAN OF THE COUNTY COUNCIL

To appoint the Chairman of the Council for the 2012 / 13 municipal year.

4 VICE CHAIRMAN OF THE COUNCIL

To appoint the Vice Chairman of the Council for the 2012 / 13 municipal year.

5 URGENT MATTERS AS AGREED BY THE CHAIR

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act, 1972.

6 ELECTION OF THE LEADER OF THE COUNCIL

To consider nominations for the appointment of the Leader of the Council.

7 MINUTES (Pages 1 - 20)

To receive the minutes of the following meetings of Denbighshire County Council:

- i) Meeting held on the 28 February 2012 (copy attached)
- ii) Special meeting held on the 27 March 2012 (copy attached)

8 LOCAL GOVERNMENT (WALES) MEASURE 2011

To consider a report by the Head of Legal and Democratic Services (copy attached) relating to the changes to the Council's Constitution required by provisions of the Local Government (Wales) Measure 2011 to include the establishment of an Audit Committee, a Democratic Services Committee and arrangements for the appointment of chairs of Overview and Scrutiny Committees.

9 MEMBERS' REMUNERATION

To consider a report by the Head of Legal and Democratic Services (copy attached) relating to the remuneration of Members and to approve a scheme of remuneration for 2012 / 13.

10 COUNCIL FORWARD WORK PROGRAMME (Pages 21 - 24)

To consider the Council's forward work programme (copy enclosed).

COPIES TO:

Press and Libraries
Town and Community Councils

Agenda Item 7

COUNTY COUNCIL

Minutes of a meeting of the County Council held in the Council Chamber, County Hall, Ruthin LL15 1YN on Tuesday, 28 February 2012 at 10.00 am.

PRESENT

Councillors Ian Armstrong, Raymond Bartley, John Bellis, Brian Blakeley, Joan Butterfield, June Cahill, Jeanette Chamberlain-Jones, Ann Davies, Meirick Davies, Pauline Dobb, Michael Eckersley, Christine Evans, Gwilym Evans, Hugh Evans, Bobby Feeley, Sharon Frobisher, Ian Gunning, Diana Hannam, Colin Hughes, Neville Hughes, Rhys Hughes, Glyn Jones, Huw Jones, Morfudd Jones, Richard Jones, Gwyneth Kensler, David Lee, Paul Marfleet, Peter Owen, Dewi Owens, Allan Pennington, Barbara Smith, David Smith, David Thomas, Selwyn Thomas, Julian Thompson-Hill, Cefyn Williams and Eryl Williams

ALSO PRESENT

Chief Executive (MM); Corporate Directors: Learning & Communities (HW); Demographics, Wellbeing & Planning (SE), and Business Transformation & Regeneration (BJ); Head of Legal and Democratic Services and Monitoring Officer (RGW); Head of Finance and Assets and Chief Finance Officer (PM); Head of Planning, Regeneration and Regulatory Services (GB); and Committee Administrator (KEJ)

POINT OF NOTICE

In the absence of the Chair, Councillor William Cowie, the Vice Chair Councillor Jeanette Chamberlain-Jones presided over the meeting as Chair.

1 APOLOGIES

Councillors William Cowie, Carl Davies, James Davies, Michael Eckersley, George Green, Rhiannon Hughes, Lucy Morris, Glyn Williams and Jane Yorke

2 DECLARATIONS OF INTEREST

No declaration of personal or prejudicial interest had been raised.

3 URGENT MATTERS AS AGREED BY THE CHAIR

No urgent matters had been raised.

4 MINUTES

The minutes of the Council meeting held on 7 February 2012 were submitted.

Matters Arising –

Page 5 – Item No. 7 Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2007 – Councillor Richard Jones requested a revised figure on

the crime statistics for Bodelwyddan as approximately half of the crime recorded related to Glan Clwyd Hospital. Councillor Meirick Davies confirmed he had received correspondence from officers regarding the breakdown of crime figures.

RESOLVED that the minutes of the meeting held on 7 February 2012 be confirmed as a correct record and signed by the Chairman.

5 ANNUAL IMPROVEMENT REPORT

Mr. Steven Martin and Ms. Karen Lees from the Wales Audit Office (WAO) delivered a presentation to members on the authority's Annual Improvement Assessment. The context for the Annual Report was the duty on local authorities to secure continuous improvement. Members' attention was drawn to the findings that the Council was –

- continuing to develop its planning and arrangements for delivering improvement
- working towards achieving its improvement objectives although further progress would be required to fulfil its aims
- making good use of self assessment and improved performance evaluation in its arrangements to deliver and improve services.

Overall the Council was improving outcomes for residents through better planning, delivery and reporting although there was further to go to achieve its ambitious objectives. No formal recommendations had been issued but two proposals for improvement had been identified as follows –

- the Council should use its annual review of governance arrangements to provide a more robust self assessment of their effectiveness, and
- by September 2012 the Council should establish how it will support the Rhyl Going Forward Delivery Plan.

A report by the Leader and Head of Business Planning and Performance (H:BP&P) was submitted (previously circulated) outlining the Council's response to the Annual Improvement Report. The Leader, Councillor Hugh Evans reflected on the positive WAO report and progress made by the Council over the last four years. He highlighted the authority's position as a high performing council and paid tribute to the work of both councillors and officers in realising that achievement. Councillor Evans felt that the council was focused on continued improvement with robust processes in place which left the authority in a positive position for the new Council administration. He also cautioned that the new Council would need to be more innovative and practical in their delivery and be fully aware of their responsibilities to carry on the good work. The H:BP&P reported upon the Council's response to the recommendations concerning strengthening the self assessment element in the review of effectiveness in the Annual Governance Statement and how the authority was supporting the Rhyl Going Forward Delivery Plan.

Members raised a number of issues arising from the report including –

- the need to address the fact that some residents were unable to obtain property insurance or were paying significantly higher premiums despite improvements in flood defences
- highlighting the importance of including children and young people in the council's consultations and seeking assurances in that regard
- the need to ensure that self evaluation had a sound basis
- greater coordination being required in terms of grant funding provided for particular initiatives by the Welsh Government and greater communication with local authorities in that regard
- a positive response having also been received from the WAO regarding the previous scrutiny system.

The following responses were received –

- the Corporate Director Business and Transformation (CD:BT&R) reported upon the proactive work being undertaken with a view to influencing the Association of British Insurers in terms policies for properties in flood risk areas involving meetings with Chris Ruane MP and the Environment Agency
- the H:BP&P reported upon the mechanisms introduced to engage children and young people in the council's consultations via schools, youth clubs and leisure centre and via leafleting and online forums
- Mr. S. Martin acknowledged the issue raised regarding better communication between government bodies and advised that the Auditor General had proposed to undertake a study on regeneration in Wales which would include the way the Welsh Government worked with its partners. He also confirmed that positive comments had been made about the former scrutiny system but that the changes had provided better alignment to the way the council managed its business
- it was confirmed that, on page 4 of the presentation slides, reference to page '39' should be page '9'.

Members debated the point made by the WAO regarding support for the Rhyl Going Forward Delivery Plan and further assurances were sought in terms of ensuring that residents were regularly kept informed of progress and developments and that significant effort was being made to secure private investment in the area. The importance of maintaining the area once development work had been completed was also highlighted. The CD:BT&R reported upon the development of various marketing tools to support the Delivery Plan and engage developer interest and private investment in the area. She also provided assurances that the required skills mix would be developed internally with external expertise utilised when required. The need to engage with residents and publicly communicate the Plan effectively was also acknowledged and she advised that work was currently ongoing with the Daily Post to produce a series of positive stories in relation to Rhyl.

The Chief Executive highlighted a number of priority issues for the authority particularly referring to greater public engagement to become truly closer to the community. He felt that the council should be proud of the progress it had made advising that the report was a credit to both councillors and officers.

RESOLVED that, subject to members' comments above, the report be noted.

At this juncture (11.10 a.m.) the meeting adjourned for a refreshment break.

6 COUNCIL TAX 2012 / 13 AND ASSOCIATED MATTERS

The Chief Finance Officer (CFO) submitted a report (previously circulated) seeking members' consideration of the precepts received from the North Wales Police Authority and the Town/Community Councils and to declare the Council Tax levels for the 2012/13 financial year. He outlined the following issues –

- Robustness of Budget Estimates – the requirement to make £3.5m of savings was clearly a risk to the Council but a thorough process of service challenges entitled the Council to have confidence in the robustness of the budget, and
- Adequacy of Reserves – the level of general balances had improved and was considered broadly appropriate given the financial risks faced by the Council.

Councillor Julian Thompson-Hill, Lead Member for Finance and Efficiency commended both staff and councillors for the work they had undertaken on the budget setting process over the last four years. He reminded members that the budget had been developed with a view to protecting front line services as much as possible. The 2.8% increase was significantly lower than current inflation levels and historically Denbighshire had seen one of the lowest increases in council tax levels in Wales over the last four years. Councillor Hugh Evans took the opportunity to thank the Lead Member for leading on the budget and commended the robustness of service challenges allowing a sensible budget to be set and investment in priorities.

Members reviewed the impact of the Council Tax proposals as outlined within the report and sought clarification on a number of issues regarding payment of the precepts and potential accrual of interest and the collection of business rates and associated costs. The Head of Finances and Assets confirmed that the 2012/13 budget followed the priorities set by the Council in the current administration and could not be changed by the new administration.

RESOLVED that for the 2012/13 financial year the Council approves the following amounts calculated in respect of –

- (a) Denbighshire County Council / Town and Community Councils income and expenditure in accordance with Sections 32 to 34(1) of the Local Government Finance Act 1992 (the Act) and Alteration of Requisite Calculations (Wales) Regulations 2003 as shown in sections (a) to (f) of page 4 of the report;
- (b) Denbighshire County Council / Town and Community Councils Council Tax in accordance with Sections 34(2) and 36(1) of the Act as shown in sections (a) and (b) of the report, and

(c) *The Council Tax for each of the categories of dwellings as shown in Annex B of the report.*

7 RECOMMENDATIONS OF THE STRATEGIC INVESTMENT GROUP

Councillor Julian Thompson-Hill, Lead Member for Finance and Efficiency presented the report (previously circulated) seeking members' approval to include the capital bids received for inclusion in the Council's 2012/13 capital plan.

Councillor Thompson-Hill elaborated upon the remit and scope of the Strategic Investment Group (SIG) and provided a context to the current capital plan following the reduction in the capital settlement over recent years which was likely to continue. He clarified that only capital receipts which had been actually been received and available for allocation had been included within the report. The available funding for 2012/13 had also been detailed within the report together with funds already committed. The Lead Member elaborated upon the recommendations of the SIG and clarified a number of issues in response to members' questions thereon regarding the carbon footprint of the Council; the amount invested in road maintenance, and agricultural estates capital works. In terms of highways spend Councillor Rhys Hughes hoped that future allocations would also be spread evenly throughout the county.

Councillor Eryl Williams reiterated the comments he had raised at the last Cabinet meeting that –

- the unspent contingency funds had been committed to Modernising Education and not specifically to 21st Century Schools (paragraph 4.5 of the report referred) and he asked that all references in the report and future documentation reflect that, and
- the recommendation to combine disparate funding sources to create a larger strategic fund to support town plans, regeneration and communities needed to be scrutinised in order to ensure that smaller communities did not lose the opportunity to bid for funding and lose out to larger projects. Councillor Gwilym Evans agreed, adding that some rural areas relied on grant funding for community projects which should be taken into consideration during the scrutiny process.

Councillor Thompson-Hill apologised that there had not been time to correct the reference to Modernising Education within the report. In terms of the community revenue funding he confirmed there was no intention to remove or change the funding avenue as a result of the recommendation. It was proposed to combine funding sources in order to provide a strategic overview and ensure best value.

RESOLVED that the projects shown in Appendix 1 to the report be included in the 2012/13 capital plan.

8 REVIEW OF THE NEW SCRUTINY SYSTEM

The Head of Business Planning and Performance (H:BP&P) submitted a report (previously circulated) outlining the conclusions of a review of the new scrutiny system adopted by the Council. In February 2011 the Council had resolved to replace the four directorate based committees with three themed committees (Partnerships, Communities and Performance) and to review the new system within the first twelve months. The H:BP&P took members through the findings of that review with particular emphasis on members' feedback and response to the scrutiny questionnaire.

During the ensuing debate members provided a mixed response to the report and interpretation of the results of the questionnaire. The number of non respondents and those neither agreeing nor disagreeing with the questionnaire statements was highlighted and accordingly the evidence base leading to the officers recommendations was questioned. Councillors Gwilym Evans, Christine Evans, Meirick Davies, Diana Hannam and Joan Butterfield spoke against the recommendation to confirm the new structure in its current configuration based on the following reasons –

- Cabinet and Scrutiny were too integrated with members from both functions on other committees which did not provide a clear distinction between the two for effective scrutiny
- a new Review Group should have been established to review the system in order for the process to be objective
- no reference had been made to consultation with the Corporate Governance Committee who had considered the review findings the previous week
- under the old system members had a greater empathy and understanding of the subject matters, drawing on their own field of expertise to ensure effective challenge and scrutiny which was lacking under the new structure
- whilst the current structure may be used as a pilot scheme much more work was required to progress scrutiny with much shorter reports and briefing papers from officers, and
- in view of the reservations expressed by some members it was considered too early to make a decision to confirm the new structure.

Whilst noting and accepting some of the reservations of particular members and acknowledging that further work needed to be done, Councillors John Bellis, David Smith, Ian Gunning, Hugh Evans, Bobby Feeley, Dewi Owens, Brian Blakeley and Barbara Smith felt that scrutiny was moving in the right direction and spoke out in favour of continuing with the new structure in its current configuration based on the following reasons –

- the WAO had found the new scrutiny arrangements to be soundly based and developing satisfactorily which would likely be echoed within the forthcoming Estyn Inspection Report
- highlighted that councillors had acknowledged the need for change and improvement when agreeing to the new structure the previous year
- changes should be made to the new system to address the concerns raised by members rather than reintroducing the former system

- the new process had addressed the silo mentality under the directorate based system and had broadened the outlook of members
- the mechanism of involving Area Member Groups within the scrutiny process was proving beneficial
- teething problems should be expected whilst the new arrangements were being established
- the former system was not as effective in scrutinising the authority's performance with its partners
- disagreed that the roles of Cabinet and Scrutiny had become too integrated and unclear
- the new system allowed for members to have greater involvement in processes and be more informed about the Council's business rather than having a specialism in one area
- the review process had been thoughtfully carried out and had taken members' views into account
- highlighted the importance of the three scrutiny committees – (1) Partnerships as a mechanism for scrutinising partnerships due to the increase in partnership working and the collaboration agenda; (2) Performance scrutinising important performance issues which did not have a place under the old system, and (3) Communities involving scrutiny of local issues and greater involvement of the community and Area Member Groups and contributing to the Council's aim of becoming closer to the community.

The Chief Executive highlighted the importance of scrutiny being carried out effectively and noted the different viewpoints of members. He reminded members that prior to 2008 scrutiny had been criticised and whilst much improvement had been made between 2008 and 2010 the system was outdated with too much duplication and silo working and there was an emerging need for scrutiny of community issues and partnerships. The new system had been acknowledged by the WAO, Estyn, senior managers and partners as a better way of working and whilst some members had reservations the Chief Executive counselled against reintroduction of the old system. He felt that scrutiny was moving in the right direction and that the new system should continue with a further report back to council in the new year to address members' reservations.

Overall members felt that the new structure had not been in operation long enough to allow for a fully informed review and whilst accepting that there were issues of concern which needed to be addressed, it was proposed by Councillor Huw Jones and seconded by Barbara Smith that the structure should continue pending a further review in twelve months time. Reservations were also expressed by members regarding the recommendation to reduce the membership of the current Chairs and Vice Chairs Group in view of its importance in setting future agendas and members felt that the Vice Chairs should be included within that process. Accordingly Councillor Huw Jones proposed, seconded by Councillor Christine Evans that the current membership be retained with the exception of the Chair and Vice Chair of the Council. Members considered the recommendations and proposals and upon being put to the vote it was –

RESOLVED that –

- (a) Council acknowledges the new structure for scrutiny was to continue in its current configuration and requests a further review in twelve months time;*
- (b) membership of the Chairs and Vice Chairs Group be modified to consist of the Chair and Vice Chair of each of the three scrutiny committees together with the Chair and Vice Chair of the Corporate Governance Committee and that the Group's main focus be on coordination of the scrutiny programme with shorter and more business like meetings;*
- (c) training for members on the scrutiny system be included in the induction programme for the new Council, and*
- (d) membership of any future Scrutiny Review Group be different from the current Review Group.*

At this juncture (1.25 p.m.) the meeting adjourned for lunch and proceedings resumed at 2.00 p.m.

9 NOTICE OF MOTION

[This item was brought forward on the agenda with the consent of the Chair.]

Councillor Brian Blakeley submitted the following Notice of Motion for consideration.

“The Council notes with concern the fact that the Local Development Plan Inspector has reached a preliminary conclusion that the County Council has made insufficient provision for housing.

This Council wishes to remind both Cabinet members and officers of the extent of authority delegated to them and recognise that it is for the full Council to decide upon any changes to plans and alterations which comprise the Local Development Plan.

This Council wishes to inform the Inspector that all Council members must be informed of any change to policy, proposals or strategy discussed by officers, at explanatory meetings, on behalf of Denbighshire County Council are matters that must first be subject of approval by full Council.”

Councillor Blakeley outlined the reasons behind the notice of motion. The Head of Planning, Regeneration and Regulatory Services clarified the latest position advising that the Inspector had made preliminary conclusions around housing need and supply and had requested additional information from the Council which was being provided. He confirmed that any changes made by the Inspector would be reported back to members. With regard to the notice of motion, officers had not made any material changes or alterations to the Local Development Plan (LDP) and would not do so. Councillor Eryl Williams proposed an amendment, seconded by Councillor Gwyneth Kensler that support be sought from the Assembly Members for the county and North Wales Region on the Council's provision for housing as detailed within the LDP. Councillor Blakeley indicated his agreement to the amendment and upon being put to the vote it was –

RESOLVED that –

(a) *the Notice of Motion be supported, and*

(b) *support for the Council's provision for housing as detailed within the Local Development Plan be sought from the Assembly Members for the county and North Wales Region.*

10 CONSTITUTION REVIEW

Councillor Hugh Evans, Leader of the Council presented his joint report with the Monitoring Officer (MO) informing members of the outcome of the consultation process to date and suggested areas of changes to the Council's constitution.

The Leader felt it was an opportune time to review the constitution and to test its relevance and purpose and promote transparency of processes and understanding of roles within that process. In terms of member role descriptions, he asked that members liaise with their Group Leaders and report back to the Group Leaders meeting the following week. Reference was also made to the Constitution review workshop held on 24 January 2012. The MO asked members to consider the outline of the proposed amendments within the report prior to consideration of the draft new constitution at the next Council meeting when the amendments would be considered in detail. He elaborated upon the main areas where changes had been proposed including the Scheme of Delegation; Description of Functions; Committee Terms of Reference; Contract Procedure Rules; Freedom of Information; Members Role Descriptions; Self Regulatory Protocol; Cabinet; Public Speaking; Protocols, and the Local Government Wales Measure. A briefing note for Council on the Measure had been circulated at the meeting.

Members welcomed the review of the Constitution and commented on the report as follows –

- if a Freedom of Information Panel was established it should include provision for the Panel to advise town and community councils
- clarity on the role of the Chair of the Council when greeting visiting dignitaries should be included in the Chair's role description
- the proposals to increase the thresholds for the award of contracts should also include a section on the safeguards in place for those arrangements
- a mechanism was required in the scheme of delegation to ensure clarity and accountability in the process and for bringing those decisions to members' attention together with timescales for recording those decisions
- there should be an expectation that members attended meetings but that an exemption from attending the statutory minimum number of meetings should be limited to a 12 month period in line with staff exemptions
- a protocol should be introduced on the role of the first citizen and visiting signatories
- clarification on the Champions' role was required
- there was a need for flexibility in terms of co-opting individuals with specific expertise for particular scrutiny matters on an ad hoc basis

- reference to the fact that officers should liaise with ward members at the same time should be included in the protocol
- a suggestion that the former practice of the public meeting with Cabinet Members prior to formal meetings be reintroduced
- highlighted the lack of reference to the discrepancies noted during the recent training session on taxi licensing for matters relating to the Licensing Committee
- further consideration be given to allowing public speaking at meetings of Cabinet and Full Council in order to bring the council closer to the community
- the need for greater differential between the role descriptions for Group Leader and Leader of the Opposition Group
- an updated list of representatives on outside bodies be submitted to the next meeting for review and the need for those representatives to report back to council on their activities should be included within the Constitution
- checks and balances on the delegated decisions for the disposal of assets be included.

The MO responded to members' questions and comments as follows –

- agreed to look into the possibility of producing a protocol on the role of the first citizen and visiting dignitaries
- reported on the clear process of awarding contracts within financial parameters via delegated decisions resulting in the publication of the decision
- confirmed that reference to the Champions role would be included
- advised that guidance to the Local Government Measure included co-options onto scrutiny committees for standing or specific items
- the role descriptions placed an expectation on members to attend relevant meetings and Modern.Gov would make attendance records available
- the protocol should include reference that ward members should be notified at the same time of issues within their ward
- the public meeting of Cabinet Members prior to meetings was not a constitutional issue
- public speaking at Cabinet and or Full Council would require a change to the constitution
- the references to the Licensing Committee would be included within that committee's terms of reference
- Corporate Governance Committee had previously debated the process for delegated decisions and the mechanism to alert members when decisions had been made. That committee had also discussed the issue of representatives on outside bodies which had prompted an exercise whereby outside bodies had been asked to confirm the number of representatives and in what capacity they were required. Guidance on outside bodies would be provided together with the reporting back mechanism dependent upon the role of representation.

Members also discussed the merits or otherwise of producing both paper and electronic copies of the Constitution with Councillor Colin Hughes requesting an electronic copy and Councillor John Bellis requesting a paper copy to ensure he

could track changes made. The MO advised that work was ongoing to ensure that the electronic version of the Constitution was more user friendly and easier to navigate.

Councillor Meirick Davies proposed that Council adopt the new draft Constitution at the next Council meeting and it was –

RESOLVED that Council –

- (a) note the contents of the report and feedback from members at the Constitution review workshop held on 24 January 2012, and
- (b) consider the proposed overview of changes to the Constitution and recommend that the Monitoring Officer proceed with drafting the changes in order that members can have sight of the full draft for adoption at a proposed special Council meeting in March 2012.

11 TREASURY MANAGEMENT STRATEGY STATEMENT 2012 / 13 AND PRUDENTIAL INDICATORS 2012 / 13 TO 2014 / 15

Councillor Julian Thompson-Hill presented the report detailing how the Council would manage its investments and its borrowing for the coming year and sought approval for the policies within which the Treasury Management function operated. He guided members through the report and particularly drew attention to –

- the 2012/13 revenue budget assumptions that the Council would undertake £3.65m of new prudential borrowing to fund capital expenditure on Highways and £4m to support regeneration projects and schools
- the Housing Stock Business Plan assumptions that prudential borrowing would be undertaken and would be financed through the equivalent of a rise in weekly housing rents
- the Treasury Management Policy Statement including background information, policies and objectives of treasury management activities
- the Treasury Management Strategy Statement and Investment Strategy 2012/13 to 2014/15 including the Minimum Revenue Provision Statement and associated appendices.

Councillor Huw Jones requested further details of the amount the Council had received from prudential borrowing compared to other authorities in Wales which he felt would be particularly useful for the new intake of councillors to highlight the Council's borrowing. Councillor Thompson-Hill reported upon a borrowing total of approximately £136m payable over various timescales up to 50 years with the majority of borrowing to mature well into the future. He advised that recent borrowing figures could be easily provided but as some borrowing dated back to the former Clwyd County Council those details may not be as easily obtained and ensuring like for like comparisons with other authorities may be difficult. Members were assured that the Council was currently well within its borrowing limits.

RESOLVED that Council approves –

- (a) *the Treasury Management Policy Statement for 2012/13;*
- (b) *the Treasury Management Strategy Statement for 2012/13 as detailed in Appendix A of the report;*
- (c) *the setting of Prudential Indicators for 2012/13, 2013/14 and 2014/15 as detailed in Appendix B of the report;*
- (d) *the Minimum Revenue Provision Statement as shown in Section 6 of Appendix A of the report, and*
- (e) *the use of Specified and Non-Specified Investments as detailed in Appendices D and E of the report.*

12 TIMETABLE FOR COUNCIL AND COMMITTEE MEETINGS FOR 2012 / 13

The Democratic Services Manager presented the report (previously circulated) seeking members' approval of the timetable of meetings for 2012/13 as detailed in Appendix 1 of the report. He also advised of the requirements introduced by the Local Government Measure (Wales) 2011 for a Democratic Services Committee and Audit Committee and guidance about the timing of meetings.

Councillor Julian Thompson-Hill advocated introducing evening meetings in order to attract a greater number of election candidates and proposed that the timetable of meetings for 2012/13 contain some evening meetings. Whilst supporting the need for evening meetings Councillor Colin Hughes felt that it was a decision for the new Council to make and not for the current administration. During consideration of the proposal members felt it was important for prospective candidates to be aware of the amount of work involved and it was suggested that evening meetings may not suit everyone. Reference was also made to the implications on staffing and resources if evening meetings were introduced and overall it was felt that the issue should be considered further by the new Council.

RESOLVED *that the timetable of meetings for 2012/13 as detailed in Appendix 1 to the report be approved.*

13 COUNCIL FORWARD WORK PROGRAMME

The Head of Legal and Democratic Services submitted the Council Forward Work Programme and advised that a report on the Council's Constitution would be brought back to members for consideration at the next meeting. He referred to the possibility of replacing Informal Council with a formal meeting in March which may negate the need for the Council meeting on 17 April 2012.

RESOLVED *that the Council Forward Work Programme be received and noted.*

The meeting concluded at 3.45 p.m.

COUNTY COUNCIL

Minutes of a special meeting of the County Council held in the Council Chamber, County Hall, Ruthin LL15 1YN on Tuesday, 27 March 2012 at 10.00 am.

PRESENT

Councillors Ian Armstrong, Raymond Bartley, John Bellis, June Cahill, Jeanette Chamberlain-Jones, William Cowie, Ann Davies, James Davies, Meirick Davies, Pauline Dobb, Michael Eckersley, Christine Evans, Gwilym Evans, Bobby Feeley, Sharon Frobisher, Ian Gunning, Diana Hannam, Colin Hughes, Huw Jones, Morfudd Jones, Richard Jones, Gwyneth Kensler, Paul Marfleet, Lucy Morris, Peter Owen, Dewi Owens, Allan Pennington, David Thomas, Selwyn Thomas, Julian Thompson-Hill, Cefyn Williams, Eryl Williams and Jane Yorke

ALSO PRESENT

Chief Executive (MM); Corporate Directors: Learning & Communities (HW) and Demographics, Wellbeing & Planning (SE); Head of Legal and Democratic Services and Monitoring Officer (RGW); Head of Finance and Assets (PM); Deputy Monitoring Officer/Solicitor (LJ), and Committee Administrator (KEJ)

ANNOUNCEMENTS

The Chair issued congratulations to –

- the Council's Engagement and Consultation Manager on gaining a Masters Degree with distinction in Business Administration
- the Council's Lifelong Learning Department on the latest Estyn Inspection Report into the county's education and children and young people's services which described the authority as good with excellent leadership skills and he paid tribute to the dedication and work of members and officers
- the twenty four sixth formers who had won a three day visit to the European Parliament as part of an essay competition organised by Europe Direct Llangollen. Special mention was made to Alice Rowland of Ysgol Brynhyfryd who won first place and a week's apprenticeship in the office of Jill Evans, MEP for Wales
- St. Asaph on being awarded City status as part of the Queen's Diamond Jubilee celebrations, and
- Ysgol Dinas Bran Choir on their excellent performance singing as part of the Six Nations Rugby celebrations.

1 APOLOGIES

Councillors Brian Blakeley, Joan Butterfield, Hugh Evans, Neville Hughes, Rhiannon Hughes, Rhys Hughes, Glyn Jones, Barbara Smith and David Smith

2 DECLARATIONS OF INTEREST

Councillor Ian Armstrong declared a personal interest in the Foryd Harbour projects which formed part of the Capital Plan 2011/12 – 2014/15 at agenda item 8.

3 URGENT MATTERS AS AGREED BY THE CHAIR

No urgent matters had been raised.

4 CHAIRMAN'S DIARY

The Chairman referred to the civic engagements he had undertaken on behalf of the Council for the period 1 – 20 March 2012 (diary previously circulated).

***RESOLVED** that the events attended by the Chairman in March 2012 be noted.*

5 CONSTITUTION REVIEW

The Monitoring Officer (MO) presented his report with the Deputy Monitoring Officer/Solicitor (DMO/S) seeking members' approval of proposed changes to the Council's constitution in order to modernise the current version and make it more transparent. An amended copy of the constitution had been made available to members separately which highlighted the proposed changes for ease of reference. The MO apologised for the late availability of the draft constitution which had been due to printing difficulties.

Members were reminded that they had considered the outline of the proposed amendments at their last County Council meeting with a view to adopting the full draft at this special meeting. Reference was made to the extensive consultation process with both members and officers resulting in the final draft for approval. The MO asked members to consider the proposed amendments as set out within the report and he and the DMO/S guided members through the draft constitution and elaborated upon those areas where changes had been proposed including the Code of Conduct; Member Role Descriptions; Champions; Cabinet; Planning; Standards Committee; Article 12 – Statutory Officers; Article 13 – Decision Making; Signing and Sealing of Documents; Continual Review of the Constitution; Description of Functions; Committee Terms of Reference; Scrutiny; Contract Procedure Rules; Standards Committee Hearing Procedures; Protocols; Scheme of Delegation to Officers, and Freedom of Information.

Members welcomed the review of the Constitution and paid tribute to the work of the officers in that regard. During consideration of the draft document a number of typographical errors and formatting issues were highlighted together with a number of irregularities requiring correction and the need for a list of abbreviations. In noting those issues the MO advised that the entire draft would be subject to thorough checking prior to being published. Members also sought clarification on a number of matters which they felt should be included within the constitution and the MO confirmed that those issues had been referenced within different sections of the constitution or outside of the constitution as appropriate as follows –

- the rules of political balance and number of seats on the Cabinet had been set out within the constitution
- the Council kept a list of politically restricted posts which did not need to be contained within the constitution

- the principles within the members' code of conduct included showing respect and consideration for others and would also cover political allegiance
- reference had been made to the leader's role and responsibilities within the constitution together with a list of delegations setting out the leader's powers. The mechanism for the leader to deal with urgent matters was highlighted together with the safeguards in place to call in decisions made by Cabinet members
- the scheme of allowances had not been reviewed but would need to be considered by the new Council following receipt of the Remuneration Panel's report on future salaries for members
- provision for annual reports produced by members had been made in the Local Government (Wales) Measure 2011 and would be reflected in the constitution when it became law
- responsibility for local choice functions had been set out detailing where the Council had previously determined particular functions to be undertaken by Council or Cabinet
- the issue of substitute members at meetings had not been raised as a matter for review but could be revisited if Council wished and would involve consultation with members and groups
- the list of representatives on outside bodies was currently being reviewed and could be made available to members upon completion, and
- reported upon the new political balance arrangements for the appointment of Scrutiny Committee Chairs under the Local Government (Measure) 2011.

The MO also agreed to check with the Planning Department with a view to incorporating any changes to the Planning Protocol adopted in 2005 and to revisit the legislation listed within the constitution covering delegations to the Head of Planning, Regeneration and Regulatory Services to ensure it was up to date.

In considering the draft constitution members took the opportunity to comment and raise questions with the MO and DMO/S. Key discussion points included –

- the importance of Champions and the need for greater clarity on their role and responsibilities and in the appointment process. Councillor Ian Gunning also advocated a Champion for young people. It was agreed to revisit the issue of Champions early on in the new Council
- members' attendance at meetings was identified as a key issue and it was agreed that reference be made in the members' role descriptions that records of attendance would be published
- Councillor Gwyneth Kensler referred to the recent licensing training and sought assurances that the issues raised in terms of licensing functions had been addressed. The DMO/S confirmed that matters falling with local choice provision could be delegated to the Licensing Committee
- in response to concerns raised by Councillor June Cahill, the MO referred to the statutory process for licensing applications and agreed to ascertain whether there was any scope for the procedures to be amended to further engage and involve interested parties within the process
- the need to include mandatory training for the Licensing Committee in line with the Planning Committee due to the quasi judicial nature of those committees

- the need to include mandatory training for Corporate Governance Committee members on financial matters in view of their responsibilities for Treasury Management and Annual Accounts
- the importance of member training on Data Protection
- the protocol for liaising with members should include a mechanism whereby local members were kept informed of responses to issues raised by the town/community council(s) within their area and to ensure a timely response to matters raised by county councillors
- the need for the constitution to be made available and easier to navigate online. The MO confirmed that work was ongoing with ICT in that regard
- in response to concerns the DMO/S reported upon the requirement for delegated decisions to be published and agreed to amend the wording within the constitution to ensure that the requirement was clear and that officers could not act until the process had been completed. She also agreed to raise the issue of accessibility of published decisions with Democratic Services to address any weakness, and
- the tendering process was discussed and the DMO/S confirmed that the Procurement Team was exploring the possibility of including community benefits as part of tender specifications which would benefit the local economy.

Members also acknowledged the importance of Code of Conduct training and agreed that training be made mandatory once in each term of office and that refresher courses also be made available to members together with the opportunity to undertake e-learning/distance learning on the subject. The need for provision to be made for mandatory training to be undertaken early in the Council's new administration was also raised. It was also suggested that members in breach of the Code should be subject to further training. In response to members' comments the MO elaborated upon the process for dealing with breaches of the Code together with the role of the Standards Committee and sanctions imposed. He confirmed that Code of Conduct training had been scheduled early in the new members' training programme and that training would also be delivered to Town and Community Councils in the first few months which would provide plenty of opportunities for members to attend and a refresher course scheduled for October 2012. Attendance at Code of Conduct training would be monitored by the Standards Committee.

The MO took the opportunity to thank members for their input into the review process and to the DMO/S and his PA for their hard work in producing the document.

RESOLVED that Council –

- (a) *approves mandatory training, once in each term of office, for all members on the Code of Conduct together with the provision of periodic refresher training, approves the limit of £25 for the requirement to register gifts and hospitality, and adopts the amended Code of Conduct to reflect those requirements;*
- (b) *adopts the Protocols referred to in paragraph 4.15 of the report, and*

(c) *approves the proposed changes to the Constitution as set out in the report and detailed in the draft Constitution.*

6 REVIEW OF THE CORONER SERVICE

The Monitoring Officer (MO) presented his report seeking members' approval of options relating to the provision of a Coroner service and supporting administration for the North East Wales and North Central Wales jurisdictions. A summary of the advantages and disadvantages of each option (Appendix 1) together with a cost comparison of the four options (Appendix 2) had been attached to the main report.

Members were provided with some background information to the coroner system and the current position in North Wales, in particular to the coroner jurisdictions subject to the review, North East Wales (administered by Wrexham County Borough Council) and North Wales Central (administered by Denbighshire County Council) in terms of caseload, budget provision and administrative support. The MO elaborated upon the four main options identified in terms of future service delivery as follows –

Option 1 – Maintain the current arrangement

Option 2 – Retain two jurisdictions but amalgamate administrative arrangements

Option 3 – Amalgamate the two jurisdictions and appoint a single full time Coroner

Option 4 – Amalgamate the two jurisdictions and appoint a single part time Coroner

Officers from both current Lead Authorities had recommended Option 3 which was also the preferred option of both the Ministry of Justice and the Coroner's Society. Conwy County Borough Council had also confirmed their acceptance of that option. If Option 3 was adopted it was felt that Denbighshire would be best placed to take on the role of Lead Authority in view its central location and managerial capacity. The main disadvantage to Option 3 was the potential for increased travel time for families to attend inquests if only one court location was used. However that could be overcome by requiring the coroner to travel to hold inquests in different locations.

During consideration of the report and options Councillor Ian Gunning echoed North Wales Police's response to consultation confirming that the Police Authority had enjoyed a good relationship with the coroners for many years and sought to maintain that positive relationship. Councillor Paul Marfleet referred to an e-mail received by some members the previous evening from a Ruthin resident who had raised the issue of translation in the Coroner's service which may need further consideration. He also made reference to the Funeral Director's fee for recovery of bodies. Councillors Cefyn Williams and Allan Pennington reported upon their own personal experience of the Coroner service and concerns were raised regarding the tone of particular correspondence to the recently bereaved; the lack of provision for inquests to be conducted through the medium of Welsh and Welsh documentation, together with delays within the process compounding the grief felt by families. Any advancement on those issues and improvements to the Coroner service arising from the review was welcomed. The MO reported upon the legalities of completing the death certificate and subsequent difficulties in producing bilingual documentation in that regard. However Welsh language provision at inquests and

the production of Welsh documentation by the Coroner service would be reviewed should the proposal go ahead. He added that the fees paid to Funeral Directors to collect bodies would also be subject to review with Wrexham County Borough Council.

In light of the concerns raised regarding Welsh language provision within the service, Councillor Meirick Davies advocated that the ability to communicate in Welsh be made essential criteria for the Coroner's post. That view was supported by Councillor Richard Jones. The MO indicated that the Ministry of Justice specified requirements for the post and that if a non Welsh speaking candidate was appointed measures would need to be put in place to ensure inquests and paperwork could be dealt with through the medium of Welsh. During consideration of the recommendations Councillor Meirick Davies proposed that specific reference be made to Option 3 at 3.2 of the recommendations for clarity. Upon being put to the vote it was –

RESOLVED that –

- (a) *the current North East Wales and North Wales Central jurisdictions be combined to cover the four local authority areas of Conwy, Denbighshire, Flintshire and Wrexham;*
- (b) *a full-time Coroner be appointed covering the combined jurisdictions as detailed in Option 3 set out within the report;*
- (c) *Denbighshire County Council be designated as the Lead Authority to accommodate the Coroner and provide the administrative support functions to the service, and*
- (d) *costs be apportioned on a population ratio basis.*

EXCLUSION OF PRESS AND PUBLIC

RESOLVED that under Section 100A of the Local Government Act 1972, the Press and Public be excluded from the meeting for the following item of business on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraphs 14 of Part 4 of Schedule 12A of the Act.

7 CAPITAL PLAN 2011 / 12 - 2014 / 15

[This item was brought forward on the agenda with the consent of the Chair]

Councillor Ian Armstrong declared a personal interest in the Foryd Harbour projects contained in this item.

Councillor Julian Thompson-Hill, Lead Member for Finance and Efficiency presented his joint confidential report with the Head of Finance and Assets (H:F&A) updating Council on the 2011/12 element of the Capital Plan and seeking approval of the Capital Plan for the period 2011/12 to 2014/15. The Lead Member updated members on the current range of major projects and additional projects approved

by CET and Cabinet on 20 February and 20 March respectively, capital receipts and prudential indicators. He confirmed that the Council remained within its borrowing limits at all times.

Whilst welcoming the improvement projects for Rhyl, Councillor Selwyn Thomas highlighted the traffic congestion problems for visitors to the area and the need for a relief road to address them. Councillors Diana Hannam and Jeanette Chamberlain Jones concurred with that view and stressed the urgency of addressing the problem to ensure visitors were not deterred from visiting the town. Councillor Chamberlain Jones also sought assurances that initiatives such as the Foryd Harbour project had taken into account disabled access and that the flood defence works enhanced the promenade area. Councillor Meirick Davies also highlighted the need for a relief road between St. Asaph and Trefnant. With regard to a property acquisition on the promenade, Councillor Davies raised concerns about the likely demolition of the building and highlighted the need to ensure that due consideration was given to retaining the property given that it was situated in a conservation area. Members also took the opportunity to raise questions regarding other individual projects detailed in the Capital Plan together with cost implications and provision for slippage.

In response to members' questions/comments the Lead Member and H:F&A –

- advised that any requirement for a relief road for Rhyl was outside the remit of today's report
- agreed to look into whether a flood risk assessment was required following the Rhyl Coastal Defence works and any associated costs
- confirmed that projects would be completed with full disability measures in place in compliance with the Disability Discrimination Act
- elaborated upon Phase 3 of the Rhyl Coastal Defence works and the proposals for flood defence works and associated costs
- confirmed that if projects were delayed beyond the current financial year the allocated finance would be carried over into next year's Capital Plan and some contingency had been built in
- updated members on the likelihood of demolishing a property on Rhyl Promenade and future redevelopment of the site
- agreed to provide further detail regarding the New Ruthin Craft Centre project
- advised that the Skytower remained closed with future options being explored by the Rhyl Going Forward Team
- provided an update on the latest position regarding proposals for a cycle path between Ruthin and Denbigh
- advised that match funding for 21st Century Schools had been included within the Capital Plan which was unlikely to be spent in 2012/13.

RESOLVED that Council –

- (a) *note the latest position on the 2011/12 element of the Capital Plan and the update on major projects, and*
- (b) *approves the Capital Plan as shown in Appendix 1 to the report.*

OPEN SESSION

Upon completion of the above the meeting resumed in open session.

At this juncture the meeting became inquorate and proceeded on an informal basis.

8 COUNCIL FORWARD WORK PROGRAMME

The Head of Legal and Democratic Services (H:L&DS) submitted the Council Forward Work Programme advising that the Council meeting scheduled for 17 April 2012 may be cancelled due to lack of business.

In responding to a question from Councillor Eryl Williams the H:L&DS indicated that he did not know whether support had been sought from Assembly Members regarding housing provision in the LDP as requested at the last County Council meeting.

RESOLVED that the Council Forward Work Programme be received and noted.

The meeting concluded at 1.15 p.m.

Report To: County Council

Date of Meeting: 15th May 2012

Lead Member / Officer:

Report Author: Gary Williams – Head of Legal and Democratic Services

Title: Local Government (Wales) Measure 2011

1. What is the report about?

The report is about the changes required to be made to the Council's Constitution as a result of the provisions of the Local Government (Wales) Measure 2011.

2. What is the reason for making this report?

2.1 The Council is required by the Local Government (Wales) Measure 2011 to have an Audit Committee, a Democratic Services Committee and to adopt a new method by which Chairs of Scrutiny Committees are allocated. These provisions were commenced on 30th April 2012 with an expectation that they would be implemented at Annual General Meeting of Councils. These requirements will need to be reflected in the Council's Constitution.

3. What are the Recommendations?

3.1 That Council establishes an Audit Committee, determines the name, size and composition of the Committee and adopts the Terms of Reference attached as Appendix 2 for that Committee.

3.2 That Council resolves that the members of the Audit Committee will be appointed by the Council on a politically balanced basis.

3.3 That Council establishes a Democratic Services Committee, determines its size and composition and adopts the Terms of Reference attached as Appendix 3.

3.4 That Council adopts the principles to be applied to the appointment of Chairs of Scrutiny as set out in paragraphs 4.26 to 4.30 of this report.

3.5 That the Head of Legal and Democratic Services be authorised to make the necessary changes to the Council's Constitution to reflect the amendments required by the Local Government (Wales) Measure 2011 as set out in paragraphs 3.1 to 3.4 above.

4. Report details

Audit Committee

- 4.1 Section 81 of the Measure requires the local authority to appoint a committee “an Audit Committee” to:
- a) Review and scrutinise the authority’s financial affairs
 - b) Make reports and recommendations in relation to the authority’s financial affairs.
 - c) Review and assess the risk management, internal control and corporate governance arrangements of the authority.
 - d) Make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements.
 - e) Oversee the authority’s internal and external audit arrangements.
 - f) Review the financial statements prepared by the authority.
- 4.2 In addition, the authority may confer on the Audit Committee such other functions as the authority considers suitable to be exercised by the Committee.
- 4.3 Section 82 provides that Council is to appoint the members of the Audit Committee.
- 4.4 The Measure does not prescribe the number of members who must be on an Audit Committee but does make the following provisions:
- a) The Committee must have at least two thirds of its membership who are members of the authority.
 - b) At least one member of the Committee must be a lay member i.e. an independent person who is not a member of the authority.
 - c) Only one member of the Committee can be a member of the Cabinet and that member cannot be the Leader.
- 4.5 It is not compulsory to have a Cabinet member on the Audit Committee. This is discretionary.
- 4.6 The draft statutory guidance suggests that political balance is not required but that membership of the Committee should be no less generous to non executive groups than would be the case were political balance rules to apply. The Measure itself does not say this. The general rule in local government law is that a formal committee of the Council should be politically balanced. It is therefore recommended that the Committee be politically balanced.
- 4.7 The Committee itself elects a Chair. The Chair can be either a member of the authority or a lay member but must not be a member of a group represented on Cabinet. If all groups are represented on Cabinet i.e. there are no opposition

groups, then the Chair may be a member of a group represented on Cabinet but must not actually be a member of the Cabinet.

- 4.8 All members of the Audit Committee including the lay member may vote on any question that falls to be decided by the Committee.
- 4.9 The Committee can require Members and Officers of the authority to attend before it to answer questions and can invite other persons to attend meetings. A Member or Officer of the authority must comply with any requirement to attend but does not have to answer any question which they would be entitled to refuse to answer in a court.
- 4.10 The Committee must meet at least once in every calendar year and must also meet if Council resolves that the Committee should meet or at least one third of the members of the Committee requisition a meeting. The Audit Committee can itself decide to meet over and above these requirements.
- 4.11 The Measure provides that any action of the Audit Committee is invalid if its membership is not constituted in accordance with the Measure. This means therefore that the Audit Committee cannot take any action until an independent lay member has been appointed. Council will therefore have to agree an appointment process. The statutory guidance regarding the recruitment of lay members states that the member should be independent from the Council and have no business connection with it, although knowledge of how local government functions would be a definite advantage. Local authorities should also try to avoid appointments of persons whose political allegiances are well known.
- 4.12 The guidance recommends that councils follow a public recruitment exercise similar to that used to appoint members of Standards Committees to recruit lay members. Any lay member with voting rights will of course be subject to the provisions of the Code of Conduct for Members. It is recommended that as the Council is required to appoint members of the Committee it delegates to those members the tasks of interviewing candidates for the position of independent lay member and requests that they make a recommendation to council to appoint their preferred candidate.
- 4.13 An independent lay member will be entitled to an allowance for attending meetings of the Audit Committee. The Independent Remuneration Panel for Wales provides the following mandatory fees:

Ordinary member of Audit Committee	£198 daily fee (£99 for ½ day)
Co-opted Chair of Audit Committee	£256 daily fee (£128 for ½ day)

These payments are capped with a maximum of the equivalent of ten full days a year for each Committee. Payments are for meeting time only but also include time spent on preparation and travelling. A half day meeting is defined as up to four hours and a full day meeting is defined as over four hours.

- 4.14 The Council currently has a Corporate Governance Committee which exercises very similar functions to those required by the Measure of an Audit Committee.
- 4.15 The current Terms of Reference of the Corporate Governance Committee are attached as Appendix 1 to this report.
- 4.16 There is no requirement to call the Committee the 'Audit Committee'. It is for Members to decide whether they wish the Committee to be known as the Audit Committee or whether they wish to continue with the Corporate Governance Committee and designate it as the Audit Committee for the purposes of the Measure.
- 4.17 Draft amended Terms of Reference are attached to this report as Appendix 2.
- 4.18 Council will need to determine the membership of the Committee. The Corporate Governance Committee currently has six Members to include the Vice-Chair of Council. The Measure requires that there be at least one independent lay member of the Committee and there may be one Cabinet member. Council needs to determine the membership of the Committee.

Democratic Services Committee

- 4.19 Section 11 of the Local Government (Wales) Measure 2011 requires the Council to appoint a committee to:
- a) exercise the function of the local authority under Section 8(1)(a) to designate a Head of Democratic Services
 - b) review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and
 - c) make reports and recommendations to the authority in relation to such provision.
- 4.20 It is for the Democratic Services Committee to determine how to exercise those functions.
- 4.21 The members of the Democratic Services Committee must be appointed by Full Council. There are to be no co-opted members. There may be no more than one member of the Cabinet on the Committee who cannot be the Leader.
- 4.22 The Committee must be politically balanced. The Full Council must also appoint the Chair of the Committee who must not be a member of any of the political groups represented in the Cabinet, unless, there are no opposition groups in which case any member of the Committee may be appointed as Chair provided that that member is not a member of the Cabinet.
- 4.23 The Committee must meet at least once a year. In addition it may meet further if Full Council so decides or at least a third of the membership of the Committee demands a meeting. There is no maximum limit on the number of meetings of the Committee.

- 4.24 Any report presented to the Committee by the Head of Democratic Services must be considered by it within three months. Similarly any report made by the Committee must be considered by Full Council within three months.
- 4.25 Council will need to determine the number of Members required to serve on the Committee and whether or not the Committee should include a Cabinet member.

Appointment of Chairs of Scrutiny Committees

- 4.26 The Local Government (Wales) Measure 2011 provides that in circumstances where there are two or more political groups and multiple scrutiny committees, the following principles for the appointment of Chairs should apply.
- 4.27 The first principle is that the political groups represented in the Cabinet can only appoint as many Chairs as are proportionate to their share of the Council's overall membership, when taken together, rounding down if this does not equal a whole number of Chairs.
- 4.28 The second principle is that the remainder of the Scrutiny Chairs are the "property" of those groups not represented in Cabinet. If there is only one such group they are entitled to all the remaining Chairs. If there is more than one such group, then each gets a share of the Chairs in proportion to their membership of the non Cabinet groups.
- 4.29 If a political group declines to take its allotment of Chairs, none of those Chairs can be allocated to groups represented on Cabinet. The vacant positions are to be offered to the other groups.
- 4.30 If the political make up of Cabinet changes then the exercise of allocation of Chairs begins again.
- 4.31 The Council may adopt a different allocation system but only if it is more favourable to non executive groups. A majority of each group must support every proposal to adopt a different system and the proposal must be approved by resolution of the Full Council with a majority of members of every political group voting in favour.

5. How does the decision contribute to the Corporate Priorities?

- 5.1 The decision implements the requirements of the Local Government (Wales) Measure 2011 and contributes to the priority of a high performing Council.

6. What will it cost and how will it affect other services?

- 6.1 There will be an additional cost associated with fees payable to the independent lay member of the Audit Committee. These are a statutory requirement and are set out in the report.

7. What consultations have been carried out?

- 7.1 The Welsh Government consulted councils upon the Measure and the draft guidance.

8. Chief Finance Officer Statement

This is a statutory change resulting from the implementation of the Local Government Measure. There should not be significant additional costs as a result of the changes to the committee structure though there could be some with the establishment of additional committees. There will be a minor cost associated with the appointment of co-opted members to an audit committee. Any additional costs would have to be absorbed within existing council resources.

9. What risks are there and is there anything we can do to reduce them?

- 9.1 The requirements of the Measure are compulsory and failure to implement the provisions relating to Audit and Democratic Services Committees and the appointment of Chairs of Scrutiny would place the Council in a position where it may be subject to a Direction from Welsh Ministers.

10. Power to make the Decision

Section 81 Local Government (Wales) Measure 2011.
Section 11 Local Government (Wales) Measure 2011.
Section 70 Local Government (Wales) Measure 2011.

CORPORATE GOVERNANCE COMMITTEE

Terms of Reference

1. Responsibilities in respect of the Council's Constitution
 - 1.1 Article 15 of the Constitution requires the Corporate Governance Committee to monitor and review the operation of the Constitution. It shall make proposals for changes to ensure that the Constitution continues to:
 - enable the Council to provide clear leadership to the community in partnership with citizens, businesses and other organisations;
 - enable decisions to be taken efficiently and effectively;
 - ensure that those responsible for decision making are clearly identifiable to local people and that they explain the reasons for decisions;
 - create effective means of holding decision-makers to public account;
 - ensure that no one will review or scrutinise a decision in which they were directly involved;
 - support the active involvement of the citizens in the process of local authority decision-making;
 - help members represent their constituents more effectively; and
 - provide a means of improving the delivery of services to the community.
 - 1.2 In undertaking this task, the Corporate Governance Committee may:
 - observe meetings of different parts of the member and officer structure;
 - undertake an audit trail of a sample of decisions;
 - record and analyse issues raised with by councillors, officers, the public and other relevant stakeholders; and
 - compare practices in this Council with those in other comparable authorities, or national examples of best practice.
 - 1.3 When carrying out functions under this Article the membership of the Corporate Governance Committee shall include as voting members the Chair of the Council together with one member from any political group not otherwise represented on the Committee.
 - 1.4 The Corporate Governance Committee shall conduct a review of the Constitution on an annual basis with recommendations in accordance with 1.1.
2. Responsibilities in respect of corporate governance
 - 2.1 Review the Council's arrangements for corporate governance and agree necessary actions to ensure compliance with best practice.
 - 2.2 Monitor the Council's compliance with its own and other published standards and controls.

- 2.3 Oversee the production of the Council's Annual Governance Statement and recommend its adoption.
 - 2.4 Refer issues for action to other Council committees as deemed appropriate and request responses to ensure that issues are followed up.
 - 2.5 Act as the Audit Committee of the Council.
 - 2.6 Provide an annual report to Council on the Committee's performance and effectiveness.
 - 2.7 Monitor the attendance of Members at meetings with guidance from the Monitoring Officer
- 3 Responsibilities in respect on internal & external audit
 - 3.1 Consider the audit planning strategies of the internal and external auditors, including the external audit fee.
 - 3.2 Consider the annual reports and opinions of the internal and external auditors.
 - 3.3 Consider individual internal audit and external regulator reports including but not limited to those from the Wales Audit Office, the Office of Surveillance Commissioners and the Information Commissioner's Office.
 - 3.4 Review progress in delivering the Internal Audit Strategy.
 - 3.5 Consider management's response to issues raised by the internal auditor and external regulators and, where appropriate, request a response from management.
 - 3.6 Review the performance of the internal and external auditors on an annual basis
 - 3.7 Hold periodic private meetings with the internal and external auditors.
- 4 Responsibilities in respect of the financial accounts
 - 4.1 Review and approve the Council's statement of accounts, ensuring that proper accounting policies have been followed and that all concerns arising from the audit are brought to the attention of the Council.
- 5 Responsibilities in respect of risk management
 - 5.1 Monitor the effective development and operation of risk management within the Council.
 - 5.2 Review the Corporate Risk Register and, where appropriate, request a response from management on actions to manage risks.

- 6 Responsibilities in respect of fraud & corruption
 - 6.1 Monitor Council policies on whistleblowing, fraud and corruption and complaints (including Ombudsman).
 - 6.2 Receive, on a quarterly basis, summary reports of all suspected irregularities, including any instances of fraud and corruption, from the Head of Internal Audit & Risk Management.
- 7 Responsibilities in respect of complaints
 - 7.1 Receive, on a six monthly basis, statistical reports and details of the complaints received and investigated through the County Council's Complaints Procedure and the outcome of those investigations.
 - 7.2 Review, on an annual basis, the results of investigations carried out under the County Council's Complaints Procedure, and review the operation of the Procedure, recommending to Council any modifications that it considers necessary.
 - 7.3 Review on an annual basis the results of complaints made to the Information Commissioners Office regarding complaints under the Freedom of Information Act, the Data Protection Act and the Environmental Information Regulations.
- 8 Responsibilities in respect of treasury management
 - 8.1 Scrutinise the Council's Treasury Management Strategy Statement and the Annual Report on Treasury Activities before approval by Council in February and Cabinet in September respectively.
 - 8.2 Receive on a six monthly basis, reports on Treasury Management to ensure that the Committee is updated on the latest developments in the Council's treasury activities.
 - 8.3 Review the Council's risk exposure and its ability to manage risk in relation to its treasury management activities.
- 9 Membership of the Corporate Governance Committee
 - 9.1 Six Councillors, of whom one shall be the Vice-Chair of Council, politically balanced. Members may not be Chair of Council, Cabinet members or Scrutiny Committee members, other than as provided by Article 15.2.
- 10 Responsibilities in respect of indemnities
 - 10.1 Consider the level of professional representation of a member under the terms of the form of indemnity to members and officers approved by Council on 23 September 2008".

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CORPORATE GOVERNANCE COMMITTEE

Terms of Reference

The Corporate Governance Committee's terms of reference are set out below and it will be for the Committee to determine how to exercise these functions. The Committee may require any Member or Officer of this Council to attend before it to answer questions and may invite other persons to attend meetings of this Committee.

1. Responsibilities in respect of the Council's Constitution

1.1 Article 15 of the Constitution requires the Corporate Governance Committee to monitor and review the operation of the Constitution. It shall make proposals for changes to ensure that the Constitution continues to:

- enable the Council to provide clear leadership to the community in partnership with citizens, businesses and other organisations;
- enable decisions to be taken efficiently and effectively;
- ensure that those responsible for decision making are clearly identifiable to local people and that they explain the reasons for decisions;
- create effective means of holding decision-makers to public account;
- ensure that no one will review or scrutinise a decision in which they were directly involved;
- support the active involvement of the citizens in the process of local authority decision-making;
- help members represent their constituents more effectively; and
- provide a means of improving the delivery of services to the community.

1.2 In undertaking this task, the Corporate Governance Committee may:

- observe meetings of different parts of the member and officer structure;
- undertake an audit trail of a sample of decisions;
- record and analyse issues raised with by councillors, officers, the public and other relevant stakeholders; and
- compare practices in this Council with those in other comparable authorities, or national examples of best practice.

1.3 When carrying out functions under this Article the membership of the Corporate Governance Committee shall include as voting members the Chair of the Council together with one member from any political group not otherwise represented on the Committee.

- 1.4 The Corporate Governance Committee shall conduct a review of the Constitution on an annual basis with recommendations in accordance with 1.1

2 Responsibilities in respect of corporate governance

- 2.1 Review the Council's arrangements for corporate governance and agree necessary actions to ensure compliance with best practice.
- 2.2 Monitor the Council's compliance with its own and other published standards and controls.
- 2.3 Oversee the production of the Council's Annual Governance Statement and recommend its adoption.
- 2.4 Refer issues for action to other Council committees as deemed appropriate and request responses to ensure that issues are followed up.
- 2.5 Provide an annual report to Council on the Committee's performance and effectiveness.
- 2.6 Monitor the attendance of Members at meetings with guidance from the Monitoring Officer

3 Responsibilities in respect on internal & external audit

- 3.1 Consider the audit planning strategies of the internal and external auditors, including the external audit fee.
- 3.2 Consider the annual reports and opinions of the internal and external auditors.
- 3.3 Consider individual internal audit and external regulator reports including but not limited to those from the Wales Audit Office, the Office of Surveillance Commissioners and the Information Commissioner's Office.
- 3.4 Review progress in delivering the Internal Audit Strategy.
- 3.5 Consider management's response to issues raised by the internal auditor and external regulators and, where appropriate, request a response from management.
- 3.6 Review the performance of the internal and external auditors on an annual basis
- 3.7 Hold periodic private meetings with the internal and external auditors in order to oversee such arrangements.

4 Responsibilities in respect of the financial affairs

- 4.1 Review, scrutinise and approve the Council's annual statement of accounts and financial affairs, ensuring that proper accounting policies have been followed and that all concerns arising from the financial statement or the audit are brought to the attention of the Council through reports and recommendations.
- 4.2 To keep under review the Council's Financial Regulations and Contract Procedure Rules and all other corporate directions concerning financial control including the use of delegated decisions in respect of contract awards and exemptions from tendering.
- 4.3 Scrutinise the Council's Treasury Management Strategy Statement and the Annual Report on Treasury Activities before approval by Council in February and Cabinet in September respectively.
- 4.4 Receive on a six monthly basis, reports on Treasury Management to ensure that the Committee is updated on the latest developments in the Council's treasury activities.
- 4.5 Review the Council's risk exposure and its ability to manage risk in relation to its treasury management activities.

5 Responsibilities in respect of risk management

- 5.1 Monitor the effective development and operation of risk management within the Council including reviewing the integrity of any risk management systems and making reports and recommendations to the Council on the adequacy and effectiveness of those arrangements.
- 5.2 Review the Corporate Risk Register and, where appropriate, request a response from management on actions to manage risks.

6 Responsibilities in respect of fraud & corruption, bribery and whistleblowing.

- 6.1 Monitor the Council's whistleblowing policy and its procedural arrangements for Officers and Members to raise concerns in confidence, about possible wrongdoing in financial reporting and other matters, including appropriate follow up action.
- 6.2 Review the Council's policy and procedures for detecting fraud and corruption
- 6.3 Review the Council's systems and controls for the prevention of bribery and receive reports on non-compliance.

- 6.4 Receive, on a quarterly basis, summary reports of all suspected irregularities, including any instances of fraud and corruption, from the Head of Internal Audit & Risk Management.

7 Responsibilities in respect of complaints

- 7.1 Receive, on a six monthly basis, statistical reports and details of the complaints received and investigated through the County Council's Complaints Procedure and the outcome of those investigations.
- 7.2 Review, on an annual basis, the results of investigations carried out under the County Council's Complaints Procedure and review the operation of the Procedure, recommending to Council any modifications that it considers necessary.
- 7.3 Review on an annual basis the results of complaints made to the Information Commissioners Office regarding complaints under the Freedom of Information Act, the Data Protection Act and the Environmental Information Regulations.
- 7.4 Review on an annual basis the results of complaints of maladministration made to the Public Services Ombudsman for Wales and any follow up action or 'lessons learned' from such appeals.

8 Responsibilities in respect of indemnities

- 8.1 Consider the level of professional representation of a member under the terms of the form of indemnity to members and officers approved by Council on 23 September 2008".

9 Membership of the Corporate Governance Committee

- 9.1 The Corporate Governance Committee shall be comprised of seven members all of whom shall be entitled to one vote each. Its membership will be:
- 9.1.1 Six Councillors, of whom one shall be the Vice-Chair of Council, politically balanced. Members may not be Chair of Council, Cabinet members or Scrutiny Committee members, other than as provided by Article 15.2.
- 9.1.2 One 'independent' lay member, who is not either a Councillor or an Officer or the spouse or civil partner of a Councillor or an Officer of this Council or any other relevant authority as defined in the Local Government Act 2000; nor a former Councillor or Officer of this Council.

DEMOCRATIC SERVICES COMMITTEE

Terms of Reference

- 1 To act as the Council's Democratic Services Committee in accordance with the provisions of the Local Government (Wales) Measure 2011.
- 2 To exercise the function of the Council under Section 8(1)(a) of the Local Government (Wales) Measure 2011 in designating one of the Council's officers as the Head of Democratic Services.
- 3 To review the adequacy of provisions by the Council of staff, accommodation and other resources to discharge democratic services functions.
- 4 To make reports and recommendations to Council in respect of the provisions referred to in 3 above.

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Report To: County Council

Date of Meeting: 15th May 2012

Lead Member / Officer:

Report Author: Gary Williams – Head of Legal and Democratic Services

Title: Members' Remuneration

1. What is the report about?

The report is about the level of Members' remuneration for the financial year 2012/2013 and the recommendations made by the Independent Remuneration Panel for Wales in its Annual Report.

2. What is the reason for making this report?

2.1 The Council needs to formally agree the level of Members' remuneration for the financial year 2012/13.

3. What are the Recommendations?

3.1 That Council adopts the recommendations of the Independent Remuneration Panel for Wales in respect of the amounts to be paid by way of Basic Salary, Senior Salaries and Civic Salaries.

3.2 That Council determines the positions that will attract Senior and Civic Salaries.

3.3 That Council adopts the fee rates for co-opted members as recommended by the Independent Remuneration Panel for Wales.

3.4 That Council adopts the recommendations of the Independent Remuneration Panel for Wales in respect of the payment of travel expenses, subsistence, and reimbursement of expenses incurred for the care of children or dependants.

4. Report details

4.1 The Independent Remuneration Panel for Wales (the Panel) has published its first Annual Report. This report deals with the remuneration of Members for 2012/2013. The Council must under S153 Local Government (Wales) Measure 2011 implement the Panel's requirements.

4.2 The Panel has this year decided to use its powers to prescribe payments rather than just setting maxima. Accordingly the previous regulations referring to allowances are revoked. There is now a Basic Salary and a range of Senior Salaries. In addition there are Civic Salaries for the Civic Head (Chair of Council) and Deputy Civic Head (Vice Chair). The Council must pay each

Member a Basic Salary. The Council may pay Senior Salaries and Civic Salaries. Where a Council chooses to pay Senior and Civic Salaries they must be paid at the amounts set by the Panel and for the positions identified by the Panel.

- 4.3 The Panel describes its decision to prescribe actual payment levels for Basic and Senior Salary and payments to Civic Heads as a result of previous consultation exercises. The Panel has been concerned that pressure on local authorities in the current economic climate to set Member remuneration at an artificially low level may result in what they consider to be an unedifying and potentially damaging “race to the bottom”.
- 4.4 In addition the Panel noted that the majority of councils had adopted less than the Panel’s previous maxima in their schemes of councillor allowances. This has worked against the Panel’s development of a consistent national remuneration framework. The Panel therefore decided that the consistent implementation of the national framework for councillor remuneration would only be achieved if it used its powers to prescribe actual levels. It remains the case that individual councillors can forgo all or part of their salaries if they so wish.
- 4.5 The Panel has accepted the views expressed by respondents to the initial draft report that its original proposals were too restrictive and had the potential to negatively impact on the ability of councils to govern and manage effectively.
- 4.6 The Panel has therefore decided to increase the maximum proportion of each council’s membership that can be paid a Senior Salary and to remove the post of Civic Head and Deputy Civic Head from the posts included in the maximum proportion of Senior Salaries that councils could establish. The maximum proportion of membership eligible for payment of a Senior Salary is set for each Authority as follows:-

Local Authority	No. councillors	Max. Senior Salaries %
Group A		
Cardiff	75	25
Rhondda Cynon Taff	75	25
Swansea	73	26
Group B		
Bridgend	54	33
Caerphilly	73	24
Carmarthenshire	74	24
Conwy	59	30
Flintshire	70	25
Gwynedd	75	24

Neath Port Talbot	64	28
Newport	50	36
Pembrokeshire	60	30
Powys	73	24
Vale of Glamorgan	47	38
Wrexham	52	34
Group C		
Blaenau Gwent	42	40
Ceredigion	42	40
Denbighshire	47	36
Isle of Anglesey	40	NA
Merthyr Tydfil	33	50
Monmouthshire	43	39
Torfaen	44	38

4.7 This means that the number of Senior Salaries that Denbighshire County Council can have is seventeen, not including the post of Civic Head and Deputy Civic Head.

4.8 The Basic, Senior and Civic Salaries are set out below. Denbighshire is a Group C authority. The Basic Salary is the same in all councils. Senior Salaries are higher in Group A and B authorities.

	Group A	Group B	Group C
Basic Salary	£13,175	£13,175	£13,175
Senior Salaries (inclusive of Basic Salary)			
Band 1			
Leader	£52,700	£47,500	£42,300
Deputy Leader	£37,100	£33,460	£29,820
Band 2			
Executive	£31,900	£28,780	£25,660

Band 3			
Committee Chairs	£21,910	£21,910	£21,910
Leader of largest opposition group			
Band 4			
Leader of other political groups	£16,920	£16,920	£16,920
Civic Salaries (inclusive of Basic Salary)			
Civic Head (Mayor/Chair of Council)	£23,715	£21,375	£19,035
Deputy Civic Head	£18,445	£16,625	£14,805

4.9 A councillor must not be paid more than one Senior Salary and must not be paid a Senior Salary and a Civic Salary. All Senior or Civic Salaries are paid inclusive of Basic Salary.

4.10 The Panel expects councils, in the interest of transparency, in their annual public declarations of payments to Members, to include remuneration from all public service appointments held by elected members.

4.11 The Panel has also decided that for 2012/13, local authorities must pay the following fees to co-opted members:

- Co-opted Chair, Standards Committee and Co-opted Chair, Audit Committee £256 daily fee (£128 for half a day).
- Co-opted ordinary member £198 daily fee (£99 for half a day). A co-opted ordinary member includes members of Standards Committee, Education Scrutiny Committee, Crime and Disorder Scrutiny Committee and Audit Committee.

4.12 The payments are capped at a maximum of the equivalent of 10 full days a year for each committee to which an individual may be co-opted. Payments are for meeting time only and include time spent on preparation and travel. A half day meeting is defined as up to 4 hours and a full day meeting is defined as over 4 hours.

4.13 The Panel has decided that for 2012/13 Councils must provide for a maximum payment of £403 per month to members and co-opted members of authorities who incur necessary expenses for the care of children or dependants whilst undertaking their duties. Reimbursements may only be made on production of receipts.

4.14 The Panel has also considered the issue of travel and subsistence expenses. They have decided that there is no change to the mileage rates that can be claimed for travel. These are set out below.

45p per mile – up to 10,000 miles.

25p per mile – over 10,000 miles.

5p per passenger per mile – passenger supplement.

24p per mile – private motor cycles.

20p per mile – bicycles.

4.15 Other forms of travel will only be reimbursed on production of a valid receipt. Members should always choose the most cost effective method of travel.

4.16 The definition of official business may if a Council wishes include members undertaking constituency responsibilities. The consultation on the draft report highlighted some concerns about how such claims would be verified. It is therefore suggested that this not be included in the definition of official business.

4.17 Subsistence rates are as set out below with all claims supported by receipts.

- maximum £28 per day including breakfast if not included in overnight costs.
- overnight costs up to a maximum of £150 in London, £120 in Cardiff and £95 elsewhere, per night
- maximum of £25 per night if staying with friends or relatives.

4.18 Subsistence expenses will not be reimbursed for official business which takes place within county boundaries.

4.19 A relevant authority must maintain an annual schedule of member remuneration, and must publish that schedule as soon as practicable after determination and by no later than 31st July 2012.

4.20 The authority must send a schedule to the Panel as soon as practicable after determination and no later than 31st July 2012.

4.21 The authority must make arrangements for publication within the area the total sum paid by it to each member and co-opted member in respect of salary, allowances, fees and reimbursement as soon as practicable and by no later than 30th September 2013.

4.22 The Council will under the provisions of the Measure be required to have an Audit Committee and a Democratic Services Committee. It is suggested that the Audit Committee will be the Corporate Governance Committee. The Democratic Services Committee may only have to meet once a year and its terms of reference are fairly limited in scope. It is suggested that the Chair of Democratic Services Committee does not attract a Senior Salary.

4.23 If the suggestions made in 4.22 are adopted the following posts would be eligible for a Senior Salary:

<u>Post</u>	<u>Band</u>	<u>Salary</u>
Leader	Band 1	£42,300
Deputy Leader	Band 1	£29,820
Cabinet Member x 6	Band 2	£25,660
Chair of Scrutiny Committee x 3	Band 3	£21,910
Chair of Planning Committee	Band 3	£21,910
Chair of Licensing Committee	Band 3	£21,910
Chair of Audit / Corporate Governance Committee	Band 3	£21,910

This gives a total of 14 Senior Salaries.

4.24 Whether there are any other posts eligible for a Senior Salary will depend on the appointment of Members to the posts identified in 4.23. If all political groups are represented on Cabinet there will be no Opposition Group and therefore no Leader of the Largest Opposition Group.

4.25 If Group Leaders are appointed to any of the posts listed in 4.23 they will not be eligible for a Band 4 Senior Salary as no Member may receive more than one Senior Salary.

5. How does the decision contribute to the Corporate Priorities?

5.1 The decision implements the requirements of the Local Government (Wales) Measure 2011 and contributes to the priority of a high performing Council.

6. What will it cost and how will it affect other services?

6.1 The cost of 31 Basic Salaries, Civic Head, Deputy Civic Head and 14 Senior Salaries would amount to £799,805. The matters set out in paragraphs 4.24 and 4.25 and the amount of travelling, subsistence and Co-opted Member payments incurred will determine the full cost of Members' Remuneration.

7. What consultations have been carried out?

7.1 The Independent Remuneration Panel for Wales' draft report was widely consulted upon with local authorities and WLGA. The report was amended following consultation.

8. Chief Finance Officer Statement

It is a statutory requirement to pay salaries at this rate. The costs can be met from within existing budgets

9. What risks are there and is there anything we can do to reduce them?

9.1 If the Council does not implement the requirements of the Independent Remuneration Panel for Wales the Welsh Ministers have power to direct the Council to comply with the requirements and may enforce any such direction by applying for a mandatory order.

10. Power to make the Decision

Section 153 Local Government (Wales) Measure 2011.

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County Council Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Council Decision required (yes / no)?	Author – Lead member and contact officer
15 May (annual Meeting)	1	Appointment of Chairman and Vice Chairman of the Council	To appoint a Chairman for the municipal year	Yes	Gary Williams / Eleri Woolford / Steve Price
	2	Election of Leader of the Council	To elect the Leader of the Council	Yes	Gary Williams
	3	Constitutional Changes Arising from the Local Government Measure	Will include arrangements for the Audit & Democratic Services Committees, appointment process for lay-members and scrutiny chairs	Yes	Gary Williams
	4	Remuneration for Members	Adoption of arrangements following the Independent Remuneration Panel's annual report	Yes	Gary Williams
22 May (special meeting)	1	Review of Political Balance	A statutory annual review of political balance arrangements	Yes	Gary Williams / Steve Price
	2	Annual Report of the Scrutiny Committees	To report the activities of the scrutiny committees during 2011 / 12.	No	Rhian Evans / Rhys Hughes

County Council Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Council Decision required (yes / no)?	Author – Lead member and contact officer
10 July	1	Joint Supplementary Planning Guidance on the Pontcysyllte Aqueduct and Canal World Heritage Site	To seek the adoption of the SPG	Yes	Eleri Evans / Graham Boase
11 September	1	Pay Policy Statement		Yes	Linda Atkin

Future Meeting

Date		Item (description / title)	Purpose of report	Council decision required (yes / no)?	Author – Lead member and contact officer
September 2012 (tbc)		Annual Performance Review 2010 / 2011	To approve the Council's Annual Performance Review document.	Yes	Tony Ward / Alan Smith
Council Briefing - Date tbc		Presentation by the Empty Homes Officer	Proposed by the Performance Scrutiny Committee on 1 December 2011 to inform of the post's roles and objectives	No	Tbc

County Council Forward Work Plan

Date	Item (description / title)	Purpose of report	Council decision required (yes / no)?	Author – Lead member and contact officer
Council Briefing – June / July 2012	Presentation on the North Wales Adoption Service, the Corporate Parenting Forum and councillors' corporate parenting responsibilities	To advise Members of their roles and organisation and performance information.	N/A	Julie Moss

Updated 8/5/2012 - SP

Council Work Programme.doc

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