

To: Members of the County Council

Date: 8 May 2024

Direct Dial: 01824 712589

e-mail: democratic@denbighshire.gov.uk

Dear Councillor

You are invited to attend a meeting of the **COUNTY COUNCIL** to be held at **10.00 am** on **TUESDAY, 14 MAY 2024** in **COUNCIL CHAMBER, COUNTY HALL, RUTHIN LL15 1YN AND VIA VIDEO CONFERENCE.**

Yours sincerely

G Williams
Monitoring Officer

AGENDA

PART 1 - THE PRESS AND PUBLIC ARE INVITED TO ATTEND THIS PART OF THE MEETING

1 APOLOGIES

2 DECLARATIONS OF INTEREST (Pages 5 - 6)

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

3 APPOINTMENT OF THE CHAIR OF THE COUNCIL

To appoint the Chair of the Council for the 2024-25 municipal year.

4 APPOINTMENT OF THE VICE-CHAIR OF THE COUNCIL

To appoint the Vice-Chair of the Council for the 2024-25 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 MINUTES (Pages 7 - 16)

To receive the minutes of the meeting of County Council held on 27 February 2024 (copy attached).

7 PAY POLICY STATEMENT 2024/25 (Pages 17 - 64)

To receive a report by the Pay and Reward specialist (copy attached), to seek approval of the attached Pay Policy Statement for 2024/25.

8 ANNUAL REVIEW OF POLITICAL BALANCE AND APPOINTMENT OF SCRUTINY CHAIRS (Pages 65 - 78)

To consider a report by the Democratic Services Manager (copy attached) on political balance and committee-related issues.

9 GOVERNANCE AND AUDIT COMMITTEE TERMS OF REFERENCE
(Pages 79 - 88)

To consider a report by the Corporate Director: Governance and Business (copy attached) to seek approval of amended terms of reference.

10 COUNTY COUNCIL FORWARD WORK PROGRAMME (Pages 89 - 94)

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

MEMBERSHIP

Councillors

Councillor Peter Scott (Chair)

Councillor Diane King (Vice-Chair)

Michelle Blakeley-Walker
Joan Butterfield
Jeanette Chamberlain-Jones
Ellie Chard
Kelly Clewett
Ann Davies
Karen Edwards
Pauline Edwards
Gwyneth Ellis
James Elson
Chris Evans
Hugh Evans
Justine Evans
Bobby Feeley
Gill German
Jon Harland
Elen Heaton

Brian Jones
Delyth Jones
Paul Keddie
Geraint Lloyd-Williams
Julie Matthews
James May
Jason McLellan
Barry Mellor
Terry Mendies
Raj Metri
Merfyn Parry
Arwel Roberts
Gareth Sandilands
Rhys Thomas
Andrea Tomlin
Cheryl Williams
David Williams

Huw Hilditch-Roberts
Martyn Hogg
Carol Holliday
Alan Hughes
Hugh Irving
Alan James

Elfed Williams
Eryl Williams
Huw Williams
Emrys Wynne
Mark Young

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LOCAL GOVERNMENT ACT 2000

Code of Conduct for Members

DISCLOSURE AND REGISTRATION OF INTERESTS

I, *(name)*

a *member/co-opted member of

*(*please delete as appropriate)*

Denbighshire County Council

CONFIRM that I have declared a ***personal / personal and prejudicial** interest not previously declared in accordance with the provisions of Part III of the Council's Code of Conduct for Members, in respect of the following:-

*(*please delete as appropriate)*

Date of Disclosure:

Committee *(please specify)*:

Agenda Item No.

Subject Matter:

Nature of Interest:

*(See the note below)**

Signed

Date

*Note: Please provide sufficient detail e.g. 'I am the owner of land adjacent to the application for planning permission made by Mr Jones', or 'My husband / wife is an employee of the company which has made an application for financial assistance'.

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COUNTY COUNCIL

Minutes of a meeting of the County Council held in Council Chamber, County Hall, Ruthin LL15 1YN and via Video Conference on Tuesday, 27 February 2024 at 10.00 am.

PRESENT

Councillors Michelle Blakeley-Walker, Joan Butterfield, Jeanette Chamberlain-Jones, Ellie Chard, Kelly Clewett, Ann Davies, Karen Edwards, Pauline Edwards, Gwyneth Ellis, James Elson, Chris Evans, Hugh Evans, Justine Evans, Bobby Feeley, Gill German, Jon Harland, Elen Heaton, Huw Hilditch-Roberts, Martyn Hogg, Carol Holliday, Alan Hughes, Hugh Irving, Alan James, Brian Jones, Delyth Jones, Paul Keddie, Diane King (Vice-Chair), Geraint Lloyd-Williams, Julie Matthews, Jason McLellan, Barry Mellor, Terry Mendies, Raj Metri, Win Mullen-James, Merfyn Parry, Arwel Roberts, Gareth Sandilands, Peter Scott (Chair), Rhys Thomas, Andrea Tomlin, Cheryl Williams, Elfed Williams, Eryl Williams, Huw Williams, Emrys Wynne and Mark Young

ALSO PRESENT

Chief Executive (GB); Corporate Director: Governance and Business (GW); Corporate Director: Economy and Environment (TW); Corporate Director: Communities (NS); Head of Finance (LT); Head of Corporate Services: Performance, Digital and Assets (HV-E); Principal Revenues, Benefits and Contract Manager (PB); Strategic Planning and Performance Team Leader (IMcG); Zoom Host (SR) and Committee Administrator (SLW)

1 APOLOGIES

Apologies for absence were received from Councillors James May and David Williams

2 DECLARATIONS OF INTEREST

None.

3 URGENT MATTERS AS AGREED BY THE CHAIR

None.

At this juncture, the Chair, Councillor Peter Scott, apologised to Councillor Ann Davies for not mentioning at the January Council meeting congratulations on her being awarded the British Empire Medal.

Councillor Ann Davies thanked the Chair for his kind words and thanked the residents of Rhuddlan for their support over the years.

Councillor Terry Mendies apologies as at the last Council meeting he made an inaccurate statement concerning the Managing Director of Denbighshire Leisure Limited (DLL), Mr Jamie Groves. He stated he won an award when, in fact, he

received an award on behalf of the organisation of which he is Managing Director. Councillor Mendies recognised the use of the term “gongs” was inappropriate. He had stated that DLL had been given £2.3million by DCC, this again, was incorrect. Councillor Mendies apologised unreservedly to Mr Groves for making these statements and also wish to apologise to every member because on that day his demeanour may have seemed aggressive. That had not been his intention nor was it his intention to cause offence to any individuals. If he did so, he hoped those concerned would accept his sincere apologies.

4 MINUTES

The minutes of Full Council held on 30 January 2024 were submitted.

Matters Arising –

Councillor Mark Young raised issues about funding for education and having seen the letter from Headteachers and Governors expressed concern for parents on receiving such a letter. Councillor Young had been inundated by queries from parents and asked how to respond to parents. He also asked whether the Lead Member for Education would commit to meeting with himself and other Chairs of Governors?

The Lead Member for Education, Councillor Gill German, responded that Councils across the UK were facing financial pressures. With year on year cuts to council budgets over 14 years it aimed to deliver a balanced budget required by law. Everything had been done to minimise the impact on schools. The Lead Member confirmed she would be willing to speak to Chairs of Governors as would the Head of Education, Geraint Davies.

Page 7 – Councillor Huw Hilditch-Roberts also raised concerns regarding the letter which had been sent out to parents, together with 3% cuts, Queens Market and Band B schools. It was imperative vulnerable residents of the county were protected.

The Leader and Deputy Leader confirmed they would do their best to protect those vulnerable residents. They were angry with the cuts but this was an issue which was affecting all Local Authorities across the UK and not just Denbighshire. Schools managed their own budgets and DCC had protected services for most vulnerable in the community.

Funding was a complicated process and these were unprecedented times. The difficult process of protecting vulnerable residents and services had been a priority.

Councillor Andrea Tomlin – page 9 - requested an update on 140 applications for early exit scheme

The Monitoring Officer, Gary Williams explained the closing date was in January 2024 and each service were consulted as to whether financially the early exit scheme would be suitable for the service. A number of applicants would not be approved for early exit. Some who had been approved had accepted and others

were still in the process of considering the package. Once the final information was confirmed, it would be circulated to members.

The Chief Executive, Graham Boase, also confirmed that information would be available to members at Council Workshops.

RESOLVED that, subject to the above, the minutes of Full Council held on 30 January 2024 be confirmed as a correct record.

5 COUNCIL TAX 24/25 AND ASSOCIATED MATTERS

The Lead Member for Finance, Performance and Strategic Assets, Gwyneth Ellis introduced the Council Tax 24/25 and Associated Matters report (previously circulated).

The Council at its meeting on 30 January 2024 set the budget for 2024/25 including the level of Council Tax. It was necessary for the Council to pass further resolutions in a particular form to ensure that the Council Tax and its associated matters were legally valid.

It was agreed council needed to increase council tax by 9.34% and would also include increase of 4.9% for Police and Crime Commissioner and 3.9% increase in the Town/Community Councils precept.

During discussions the following points were raised –

- Councillor Huw Hilditch-Roberts raised concern due to the fact that 17 members had voted against the budget and the fact that £3million savings had not been met. He asked for a guarantee the £3million shortfall would be found. The Lead Member, Councillor Gwyneth Ellis confirmed she was comfortable with the process. At this point, the Monitoring Officer clarified that the Council at the previous meeting, had set the budget and the purpose of this report was to set the council tax and associated matters.

The Council Tax 24/25 and Associated Matters report was proposed and seconded. A vote took place by a show of hands as follows –

For – 28

Against – 14

Abstain – 0

RESOLVED that –

- (i) County Council as the Billing Authority, considered the precepts received from the Police & Crime Commissioner for North Wales and the Town/Community Councils and declare the Council Tax levels for the 2024/25 financial year
- (ii) The amounts calculated by the Council for the 2024/25 financial year, in accordance with Sections 32 to 34 (1) of the Local Government Finance

Act 1992 (the Act) and Alteration of Requisite Calculations (Wales) Regulations 2008 are as Appendix A section 3.

(iii) The amounts calculated by the Council for the 2024/25 financial year, in accordance with Sections 34 (2) to 36 (1) of the Local Government Finance Act 1992 (the Act) are as Appendix A section 4

(iv) The amounts of Council Tax for the 2024/25 financial year for each of the categories of dwellings be as shown in Appendix C

(v) The level of discount for Class A, B and C as prescribed under the Council Tax (Prescribed Class of Dwellings) (Wales) Regulations 2004 be set at zero for the financial year 2024/25 with the caveat that this is dependent on no changes to legislation or local conditions.

6 CAPITAL PLAN 2023/24 - 2026/27 AND RECOMMENDATION OF CAPITAL SCRUTINY GROUP

The Lead Member for Finance, Performance and Strategic Assets, Councillor Gwyneth Ellis, introduced the Capital Plan 2023/24 – 2026/27 and recommendations of Capital Scrutiny Group report (previously circulated).

The report updated Members with an updated Capital Plan and the Capital Strategic Report for 2024/25. The Capital Plan records all actual and forecast Council Fund (CF) capital expenditure and funding. The Capital Strategy provided a high level, concise and comprehensive overview to Members of how both CF and Housing Revenue Account (HRA) capital expenditure, capital financing and treasury management activity contribute to the provision of the Council's services.

The full Capital Plan was last reported to Council in February 2023, monthly updates were presented to Cabinet.

The Capital Scrutiny Group had reviewed capital bids and had made recommendations for inclusion in the Capital Plan from 2024/25 onwards. These were detailed in Appendix 3 and summarised in Appendix 4.

During discussions, the following points were raised –

- Rhyl Queens Market Redevelopment – it was confirmed that the Queens Market building had been handed over to the Council last week. More information would be circulated to Members in the near future.
- Sustainable Communities for Learning – Band B – it was confirmed that various projects were being worked through.
- Councillor Huw Hilditch-Roberts on behalf of the Independent Group requested a guarantee the next year would not be an overspend and the £3million savings would be made. The Chief Executive, Graham Boase responded that it was difficult to know what would happen in the future and a guarantee could not be given that there would not be an overspend next year. Heads of Service were working towards the target saving of £3.4million
- Condition of the highways within the county was an issue. There was less money for highways but were going back to a level previously maintained. Further discussions were to take place with members to keep them updated

on the progress of roads and if they had issues with any particular roads in their wards.

- Waste change project. 27 additional jobs had been created. The new project would cost less to run. The current waste model cost this year £7.6million, the new project would cost £7.1million meaning a saving of £500k per financial year.
- Cost to the Local Authority of the 20 mph speed limit. The cost of the 20 mph was covered by the Welsh Government.
- Other projects costing £6.8million, and it was confirmed that a list of the projects would be provided to Members.
- A written response was requested by Councillor Rhys Thomas to all members as it stated that the total budget for sustainable communities for learning Band B was £51.9 million and it had the breakdown of what Welsh Government and DCC were funding. When was the promise of £51.9 million or £36.1million made? I would like to know what would the sums be now, taking inflation into account? Councillor Thomas was concerned about what Denbighshire would have to spend in order to match fund. The Head of Finance informed Members that she would get a full response on the timing when those figures were and what the latest position was.

The Capital Plan 2023/24 – 2026/27 and Recommendation of Capital Scrutiny Group report was proposed and seconded. A vote took place by a show of hands as follows –

For – 27

Against – 12

Abstain – 0

RESOLVED that –

- Members noted the latest position on the current Capital Plan 2023/24 – 2026/27 included in Appendix 1 and the update on major projects included in Appendix 2*
- Members supported the Capital Scrutiny Group recommendation of capital bids for inclusion in the 2024/25 Capital Plan. These recommendations are detailed in Appendix 3 and summarised in Appendix 4*
- Members approved the 2024/25 Capital Plan included in Appendix 1*
- Members approved the Capital Strategy Report for 2024/25 as detailed in Appendix 5*

7 TREASURY MANAGEMENT STRATEGY STATEMENT (TMSS) 2024/25 AND PRUDENTIAL INDICATORS 2024/25 TO 2026/27 (APPENDIX 1)

Councillor Gwyneth Ellis, Lead Member for Finance, Performance and Strategic Assets, introduced the Treasury Management Strategy Statement (TMSS) 2024/25 and Prudential Indicators 2024/25 to 2026/27 (Appendix 1) (previously circulated).

The report showed how the Council would manage its investments and its borrowing for the coming year and sets the policies within which the treasury management (TM) function operates.

The Chartered Institute of Public Finance and Accountancy's Code of Practice on Treasury Management (the "CIPFA TM Code") required the Council to approve the TMSS and Prudential Indicators annually. A decision was required therefore to approve the recommendations within the report.

The Treasury Management Strategy Statement (TMSS) 2024/25 and Prudential Indicators 2024/25 to 2026/27 (Appendix 1) report was proposed and seconded.

By a show of hands all Members were unanimously in favour of the report.

RESOLVED that –

- (i) Council approves the TMSS for 2024/25 (Appendix 1)*
- (ii) Council approves the setting of Prudential Indicators for 2024/25, 2025/26 and 2026/27 (Appendix 1 Annex A)*
- (iii) Council approved the Minimum Revenue Provision Statement (Appendix 1 Section 6)*
- (iv) Council confirms it has read, understood and taken account of the Well-being Impact Assessment (Appendix 2) as part of its consideration.*

8 REVIEW OF CORPORATE PLAN OBJECTIVES

Lead Member for Corporate Strategy, Policy and Equalities, Councillor Julie Matthews, introduced the Review of Corporate Plan Objectives report (previously circulated) with a proposal to reduce the size of the Corporate Plan (Themes and Pledges) and how that could be achieved.

Following a review of the existing Well-being, Equality and improvement objectives, a decision was required on the revised Corporate Plan proposed within the report, which set the Council's continuing strategic vision for the remainder of the present term (2024 to 2027).

It was acknowledged that what the Council was being asked to consider was not what anyone wanted for the Corporate Plan, however this situation was not unusual or unique within Wales. In light of the significant financial challenge faced by the council, it was appropriate to take the opportunity to review what was important going forward and make appropriate course-corrections to support long-term sustainability.

The current size of the Corporate Plan created an administrative burden and drain on the management capacity across the organisation at a time when head-space and time was needed to address the pressing budget challenge.

The report was to recommend the reduction of the Corporate Plan by dispersing 3 Themes and de-escalating or amending 22 Pledges. However, it was stressed that the removal of pledges did not mean that things would stop. They would continue at Service Plan level for as long as resources would allow. The changes propose in the report were strictly about how things were reported.

The Review of Corporate Plan Objectives report was proposed and seconded.

By a show of hands, all members were unanimously in favour of the report.

RESOLVED that –

- (i) Council confirmed it has read, understood and taken account of the Wellbeing Impact Assessment (Appendix 4) as part of its consideration
- (ii) Members approved the revised Corporate Plan (appendix 1b) to enable the document to be published.

9 REVIEW OF THE COMPOSITION OF THE STANDARDS COMMITTEE RECRUITMENT PANEL

The Monitoring Officer, Gary Williams, introduced the Review of the Composition of the Standards Committee Recruitment Panel report (previously circulated).

The Standards Committee had recommended that a report be brought to Full Council to consider whether to reduce the number of elected Members on the Recruitment Panel to 2 (from 3) and replace the 1 elected Member with the Chair of Standards Committee.

There were no recommendations for the report but it was unanimously agreed to the change noted within the report.

10 NOTICE OF MOTION

Councillor Jon Harland put forward the following Notice of Motion –

“That this council, in light of the distressing events that have occurred in Israel and Palestine, commits to:

- (i) Explore how the Council can offer appropriate support to local residents of all faiths and none, who need our assistance as a result of these violent events
- (ii) Stand ready to provide support and open our arms to innocent people displaced and affected by these events.”

During discussions it was stated the Denbighshire County Council do have processes in place to assist refugees and have done previously, for example, from Syria and Ukraine.

The Notice of Motion was proposed by Councillor Jon Harland and seconded by Councillor Martyn Hogg.

A vote took place by a show of hands and Members were unanimously in agreement to the Notice of Motion.

RESOLVED that Members agree to the Notice of Motion.

11 NOTICE OF MOTION

Councillor Merfyn Parry put forward the following Notice of Motion –

“I propose a motion for Denbighshire County Council to suspend any further engagement with the proposed new North Wales National Park, especially financially, until there is a significant improvement in local and national funding.”

Lead Member, Councillor Win Mullen-James explained the costing of these works would be 75% from the Welsh Government and 25% from Local Authorities but the 25% could be grant funded by WG and only officer and member time would be required for evidence gathering. The Motion was premature. Councillor Mullen-James suggested a decision be deferred until after the workshops which are to take place. NRW were still evidence gathering and expected to publish their firm proposal which included a suggested boundary until Autumn of 2024 at the very earliest. To withdraw now would be premature.

Councillor Huw Hilditch-Roberts suggested an amendment as follows - Denbighshire County Council suspend any financial engagement with the proposed new North Wales National Park but should continue to be involved in consultative discussions until such time as there is a significant improvement in local and national funding.

The amendment was proposed by Councillor Huw Hilditch-Roberts and seconded by Councillor Eryl Williams.

A vote took place to agree the amendment and was unanimously approved. Therefore, the amendment would be put forward as the substantive Notice of Motion.

A vote took place by a show of hands on the amendment as the substantive Motion

For – 18

Against – 21

RESOLVED that the Notice of Motion was defeated.

12 COUNTY COUNCIL FORWARD WORK PROGRAMME

The Monitoring Officer, Gary Williams, introduced the Council's Forward Work Programme and the Council Workshop Forward Work Programme.

RESOLVED that the Council's Forward Work Programme and the Council Workshop Forward Work Programme be noted.

THE MEETING CONCLUDED AT 12.25 P.M.

Apologies for absence were received from Councillors James May and David Williams

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Report to	County Council
Date of meeting	14 th May, 2024
Lead Member / Officer	Cllr Gwyneth Ellis
Head of Service	Catrin Roberts, Head of Corporate Support Service - People
Report author	Sophie Vaughan, Pay and Reward Specialist
Title	Pay Policy Statement 2024/25

1. What is the report about?

1.1. The Localism Act 2011 requires local authorities to prepare pay policy statements. These statements must articulate an authority's own policies towards a range of issues relating to the pay of its workforce particularly its senior staff (or "chief officers") and its lowest paid employees. Pay Policy Statements must be approved by the Council on an annual basis, and published on the relevant website.

2. What is the reason for making this report?

2.1. This report seeks approval of Full Council of the attached Pay Policy Statement which has been drafted in accordance with the requirements of 38 (1) of the Localism Act 2011 and incorporates all existing pay arrangements for the workforce groups within the Council, including Chief Officers and the lowest paid employees.

3. What are the Recommendations?

3.1. Full Council accept the recommendation from the Senior Leadership Remuneration Panel and approve the Pay Policy for 2024/25 (copy in Appendix A).

3.2. That the Committee confirms that it has read, understood and taken account of the Well-being Impact Assessment (Appendix B) as part of its consideration.

4. Report details

Pay Policy Statement

4.1.1 Under Section 112 of the Local Government Act 1972 the Council has 'the power to appoint officers on such reasonable terms and conditions as the Council thinks fit'. This Pay Policy statement sets out the Council's approach to pay in accordance with the requirements of s38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement each financial year, detailing:

- a) The Council's Policies towards all aspects and elements of the remuneration of Chief Officers
- b) Their approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers
- c) The Council's Policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it)
- d) The relationship between the remuneration of its Chief Officers and other employees.

The Pay Policy has been reviewed for 2024/25 and the following amendments made:

4.1.2 National Pay Awards

The Pay Policy has been updated with the current situation with regards to the national pay awards which has been agreed for 2023/24, but no agreement has been reached for 2024/25. Once we have a clear position on the agreement, the Pay Structures for 2024/25 will be amended accordingly and we can understand the position in terms of Real Living Wage, but it is expected that our bottom increment will be in excess of Real Living Wage.

4.1.4 Chief Officer and Chief Executive Pay Award

The Pay Policy has been updated with the current position with regards to the national position of the pay awards for Chief Officers and Chief Executives, which are yet to be agreed 2024/25.

4.1.5 Pay Relativities within the Council

Paragraph 7.4 in the Pay Policy has been updated with the most recent comparison of the lowest paid against the Chief Executive's salary. The Hutton report on Fair Pay in the public sector was asked to explore the case for a fixed limit on pay dispersion in the public sector, through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation.

5. How does the decision contribute to the Corporate Plan 2022 to 2027: The Denbighshire We Want?

5.1. Having a fair and transparent pay policy will contribute towards a well-motivated workforce who in turn will contribute towards the Corporate Plan, especially a well-run and high performing council. The policy has a neutral contribution to the Council becoming a Net Carbon Zero and Ecologically Positive by 2030.

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

6.1. There are no new financial implications arising from this Pay Policy.

7. What are the main conclusions of the Well-being Impact Assessment?

7.1. The Pay Policy Statement's aims are to provide a reward package that is competitive and enables us to attract, motivate and retain the appropriately-talented people needed to maintain and improve our performance and meet future challenges. It sets out a consistent approach to pay, terms and conditions across the Council which staff and managers understand and apply to a diverse workforce that reflects the community that it serves in a transparency, equitable and fair way, complying with legislation.

7.2. Demonstrating these practices within the Council, and being transparent can ensure that we recruit and retain employees that are treated fairly. This can also help to encourage residents of the county to seek employment in the Council that can also help the local economy.

8. What consultations have been carried out with Scrutiny and others?

- 8.1. Consultation with the Head of HR, the Section 151 Officer to ensure all requirements of s38 (1) of the Localism Act are incorporated.

9. Chief Finance Officer Statement

- 9.1 As stated in section 6, there are no direct financial consequences of this report. The final agreed pay awards for 2024/25 will have financial consequences and these will be reported as the position becomes clearer later in the financial year.

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

- 10.1. The Council will be in breach of its legal obligations in respect of the Localism Act if it fails to adopt the Pay Policy.

11. Power to make the decision

- 11.1. S38(1) of the Localism Act 2011 and section 112 of the Local Government Act 1972

Pay policy 2024 - 2025



Pay Policy 2024-25

Approved by	
Date approved	
Date implemented	01/04/2024
Owner	SV
Review date	31/03/25

Pay policy 2024 - 2025

Version control

This document is subject to regular review due to legislative and policy changes. The latest versions of all our publications can be found on our website. Before contacting us about the content of this document, we recommend that you refer to the most recent version on the website and any relevant guidance.

Version	Date approved	Approved by	Notes / changes
1.0		Full Council	Position updated regarding national negotiations of pay structures for national pay awards for 2024-25 Paragraph 7.4 has been updated with the most recent comparison of the lowest paid against the Chief Executive's salary.

Pay policy 2024 - 2025

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Pay Policy 2024 - 2025

1. Introduction and Purpose

Introduction from the Leader of the Council

At Denbighshire County Council we recognise the public interest in public sector pay and the importance of transparency and accountability in this area. We do this with openness and transparency, and to demonstrate value for money.

This document sets out our approaches and practices of pay and has been prepared in accordance with the principles provided by Welsh Government, it is part of our continuing commitment to be a fair, equitable and transparent employer.

We are committed to providing equal pay for work of equal value and aim to provide an equitable pay structure for all our employees and workers on various terms and conditions and to show the relationship between that the remuneration of our employees and senior leadership, and the role they play in delivering the strategic aims of the Council.

Cllr Jason McLellan

Leader of the Council

1.1 This is the 11th annual pay policy statement for the period 1st April, 2024– 31st March, 2025. This pay policy statement provides the framework for decision making on pay, and in particular, decision-making on Senior Pay, under Section 112 of the Local Government Act 1972 the Council has ‘the power to appoint officers on such reasonable terms and conditions as the Council thinks fit’. This Pay Policy statement sets out the Council’s approach to pay in accordance with the requirements of s38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement each financial year, detailing:

- a. The Council’s Policies towards all aspects and elements of the remuneration of Chief Officers
- b. Their approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers

Pay Policy 2024 - 2025

- c. The Council's Policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it)
- d. The relationship between the remuneration of its Chief Officers and other employees.

1.2 Local Authorities are large complex organisations with multi-million pound budgets. They have a very wide range of functions and provide and/or commission a wide range of essential services. The general approach to remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. It will also need to be flexible when required to address a variety of changing circumstances whether foreseeable or not.

1.3 The council, like every other council in the UK, faces significant financial challenges over the medium term. In setting the 2024/25 budget the costs of providing services is set to increase by £24.5m (c10%) from inflationary pressures such as pay and increases in demand and costs of providing Social Care. The majority of the councils funding (c75%) comes from the Welsh Government in the Local Government Settlement. The increase in Welsh Government funding equated to £7m (3.8%), which considering the council's pressures resulted in a significant funding gap of £17.5m. The gap had to be addressed by making savings, raising income and cutting services by £10.5m and raising Council Tax by 9.34%. The challenge is set to continue in the medium term and is very uncertain. The current UK Government spending plans end in 2024/25 and therefore Welsh Government cannot provide an indicative future settlement. Inflation and increases in demand for and complexity of needs for services continue to put pressure on the costs of delivering services. The scale of the financial challenge facing the council should not be underestimated. The council has a Medium Term Financial Strategy and robust Budget Process which aims to identify, assess and agree budget proposals in a planned and timely way. Funding pressures are difficult to forecast but are ranging from £15m to £27m in 2025/26. Similar ranges are forecast for 2026/27 and 2027/28. The council is planning to take action to reduce the projected net expenditure by c£21m in 2025/26 to set a balanced budget.

1.4 Approval of the Pay Policy Statement is required by Full Council as required by the legislation, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

Pay Policy 2024 - 2025

2. Legislative Framework

2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the

- a. Equality Act 2010
- b. Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
- c. Agency Workers Regulations 2018 and where relevant, the
- d. Transfer of Undertakings (Protection of Earnings) Regulations

2.2 With regard to the Equal Pay requirements contained within the Equality Act, the Council completed a review to ensure that there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanism which directly relate salaries to the requirements, demands and responsibilities of the role.

2.3 This policy must be applied consistently to all job applicants or employees regardless of their age, disability, gender reassignment, marital or civil partnership status, race, pregnancy or maternity, religion or belief, sex, sexual orientation or caring responsibilities.

If you require this information in an alternative format, please contact Human Resources on 01824 706200

3. Scope of the Pay Policy

3.1 The Localism Act 2011 requires Authorities to develop and make public their Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the Council, explaining their Policy on the relationship between remuneration for Chief Officers and other groups. However, in the interests of transparency and accountability the Council has chosen to take a broader approach and produce a Policy covering all employee groups with the exception of School Teachers (as the remuneration for this latter group is set by Welsh Government and therefore not in Local Council control).

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3.2 Nothing within the provisions of the Localism Act 2011 detracts from the Council's autonomy in making decisions on pay that are appropriate to local circumstances and which deliver value for money for local tax payers. However, this Policy will be complied with in setting remuneration levels for all groups within its scope.

4. Broad Principles of our Pay Strategy

4.1 Transparency, accountability and value for money

4.1.1 The Council is committed to an open and transparent approach to pay policy which will enable the tax payer to access, understand and assess information on remuneration levels across all groups of council employees. To this end copies of the following pay scales are included in appendix A – D:

- Employee NJC Pay Scales
- Chief Officer Pay Scales
- Soulbury Pay Scales
- Youth Workers Pay Scales

and the following documents are available to view on the Denbighshire www.denbighshire.gov.uk

- Early Termination (Discretionary Payments) Policy
- Redundancy Policy
- Market Supplement Policy
- Acting up, Honoraria & Ex Gratia Payments Policy
- Senior Leadership Pay Maintenance Process
- Gender Pay Report

4.2 Development of Pay and Reward Strategy

4.2.1 The primary aim of a reward strategy is to attract, retain and motivate suitably skilled staff so that the Council can perform at its best. The biggest challenge for the Council in the current circumstances is to maximise productivity and efficiency within current resources. The Pay Policy then is a matter of striking a sometimes difficult balance between setting remuneration levels at appropriate levels to

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facilitate a sufficient supply of appropriately skilled individuals to fill the Council's very wide range of posts, and ensuring that the burden on the taxpayer does not become greater than can be fully and objectively justified.

4.2.2 In this context it does need to be recognised that at the more senior grades, in particular, remuneration levels need to enable the attraction of a suitably wide pool of talent (which will ideally include people from the private as well as public sector and from outside as well as within Wales), and the retention of suitably skilled and qualified individuals once in post. It must be recognised that the Council will often be seeking to recruit in competition with other good public and private sector employers.

4.2.3 In addition, the Council is the major employer in the area. As such we must have regard to our role in improving the economic well-being of the people of Denbighshire. The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy.

4.2.4 In designing, developing and reviewing the Pay and Reward Strategy, the Council will seek to balance these factors appropriately to maximise outcomes for the organisation and the community it serves, while managing pay costs appropriately and maintaining sufficient flexibility to meet future needs. This Pay Policy Statement will be reviewed on an annual basis in line with our strategy for pay and approved annually by the Full Council.

4.3 Pay Structure - Pay Spine

4.3.1 The Council uses the nationally negotiated pay spine as the basis for its grading structure. This determines the salaries of the larger majority of the non-teaching workforce, together with the use of other nationally defined rates where relevant.

4.3.2 The national pay award for the period 1st April, 2023 to 31st March 2024 was agreed as £1925 to be added to each Spinal Column Point on the Pay Structure up to 43, with 3.88% awarded to any Spinal Columns Points above. Negotiations have started on the 2024/25 national pay award and this policy will be updated in due course.

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The Pay Award for the period 2023/24 ensured that all pay rates met the Real Living Wage of November, 2022 of £10.90 per hour, which came into effect by April, 2023. The Council agreed that any pay rates falling below the non-statutory Real Living Wage Foundation would be reviewed each year, upon receipt of the National Pay Agreement.

When the Pay Award for 2024/25 is announced the Council will review their position if any salaries fall below the November 2023 Real Living Wage amount of £12.00 per hour.

For Youth & Community Workers a pay award of £1925 on all Spinal Column Points has been agreed for the period 1st September, 2023 to 31st August, 2024. The Pay Award for Soulbury Staff for the period 1st September, 2024 until 31st August, 2025 is still to be agreed.

For Chief Executives, the pay award for the period 1st April, 2023 – 31st March, 2024 of 3.50% on all salaries and is yet to be agreed for 1st April, 2024 – 31st March, 2025. Chief Officers received a pay award of 3.5% on salaries with effect from 1st April, 2023 – 31st March, 2024, with 2024/25 yet to be agreed.

4.3.3 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy.

4.3.4 New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate.

4.4 Job Evaluation

4.4.1 Job evaluation is a systematic way of determining the value/worth of a job in relation to other jobs within an organisation. It aims to provide analytical scoring and to make systematic comparison between jobs to assess their relative worth for the purpose of establishing a rational pay structure and pay equity between jobs. The Council currently uses the Greater London Provincial Council Job Evaluation Scheme.

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4.4.2 The Council undertook a full evaluation and review of pay under Single Status for the non-teaching workforce in terms of Pay & Grading and Terms & Conditions in April 2008 and continues to evaluate any new posts or those that demonstrate a fundamental change in duties.

4.5 Market Supplements

4.5.1 Job evaluation will enable the council to set appropriate remuneration levels based on internal job size relativities within the council. However, from time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity.

4.5.2 Therefore, the Council has a Market Supplements Policy to ensure that the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector. It is the Council's policy that any such additional payments be kept to a minimum and be reviewed on a regular basis so that they can be withdrawn where they are no longer considered necessary.

4.6 Acting up, Honoraria & Ex Gratia Payments

4.6.1 There may be occasions when an employee is asked to carry out additional duties to those of their substantive post for a period of time. In such circumstances an additional payment may be made in line with the Council's policy on Acting Up, Honoraria & Ex Gratia Payments.

4.7 Pay and Performance

4.7.1 The Council expects high levels of performance from all employees and has a Performance Management Process in place to monitor, evaluate and manage performance on an ongoing basis.

Where unsatisfactory performance is identified, through performance management, increments can be withheld.

4.7.2 The Council does not use bonus schemes for any member of staff.

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4.8 Non-Guaranteed Hours Arrangements

4.8 The Welsh Government have issued principles and guidance on the appropriate use of non-guaranteed hours arrangements in the devolved public services in Wales. These principles and guidance were developed by the Public Services Staff Commission in social partnership with the Welsh Government's Partnership Council and its sector groups. The Council is committed to the principles determined by Welsh Government which apply to those employees who are employed on a relief or 'casual' basis. These employees are used in services within the Council where there is either a need to bring in an additional workforce to cover peaks in workload, or where the workload is on a one-off basis.

5. Chief Officer Remuneration

5.1 Definitions of Chief Officer & Pay Levels

5.1.2 For the purposes of this statement, 'Chief Officers' are as defined within S43 of the Localism Act. The posts falling within the statutory definition of S43 of the Localism Act are set out below:

- a. Chief Executive
- b. Corporate Directors
- c. Heads of Service

The current definition for senior posts is classed as:-

- Salaries in excess of £100,000 or;
- The head of body's paid service;
- Its monitoring officer;
- A statutory chief officer;
- A non-statutory chief officer;
- A deputy chief officer;
- An executive director; and
- A senior manager with or without board level responsibility who reports directly to the head of the body

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5.1.3 Welsh Government amendments to the Local Authorities (Standing Orders) (Wales) Regulations 2006 effective from 1st July 2014 introduced a new requirement that:

“The relevant authority must determine the level, and any change in the level, of the remuneration to be paid to a chief officer”

The impact of this amendment is that all changes to Chief Officer pay must be approved by the Council, not just those which are determined locally.

5.2 Pay Award

5.2.1 The Council employs Chief Officers under JNC terms and conditions which are incorporated in their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of the same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current contractual requirements following the recommendations made by the Independent Remuneration Panel for Wales.

5.2.2 The Chief Executive Officer is the senior officer who leads and takes responsibility of the organisation and works closely with the elected members to deliver the Corporate Plan. The council has a turnover of £443 million (£377 million revenue and £66 million capital) and is responsible for a wide range of services employing some 4645 staff. The role of Chief Executive Officer is a full time appointment. Postholders are selected on merit, against objective criteria, following public advertisement. **The current Chief Executive paid an incremental scale of 3 points for 2023/2024 from £140,929 - £145,192 per annum, this rate is still applicable as there is no agreement on the National Pay Award for 2024/25.**

The Chief Executive for Denbighshire County Council has been in post since 1st August, 2021.

The Chief Executive may receive additional payments for any of the elections where they are Returning Officer. Details of the Chief Executive's pay and any additional payments can be found in the remuneration report in the Annual Statement of Accounts.

The notice period for this post is 3 months.

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5.3 Pay review for Chief Officers

5.3.1 A Remuneration Panel convenes to determine the pay and reward for the Council's Senior Leadership Team which consists of the Chief Executive, Directors and Heads of Service.

The scope of the panel is to:-

- Make recommendations on senior pay and reward issues to Council, ensuring consistency, transparency and accessibility.
- Make recommendations on the management of and structure of senior pay and reward, and grounds for pay progression. The terms of reference for the Remuneration Panel are included in Appendix E.

5.3.2 With effect from 1st April, 2016 a new pay structure was implemented for Chief Officers following a full review of Corporate Director and Chief Officer posts, which was required to ensure that Denbighshire County Council were able to recruit and retain key Senior Leadership Team members. The Chief Officer posts were evaluated under HAY by Kornferry HAY consultants to ensure that the reward is commensurate with the responsibility and role, this rank order was then considered in line with market data and a new pay structure developed and implementing following agreement with the Remuneration Panel and Full Council.

Any subsequent minor changes to the senior leadership teams roles will be considered in line with the Senior Leadership Pay Maintenance Process, however a biennial review of the whole structure will take place ensuring the structure is fit for purpose and meets the needs of the Council at that time.

5.4 Honorarium

5.4.1 There are occasions when it is necessary for a Head of Service to carry out additional duties over and above their substantive post for a period of time. This would normally be to cover for a long term absence; following a restructuring whereby responsibility for additional services has been given to the Head of Service; or responsibility for a large project outside of their normal portfolio.

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5.4.2 In such circumstances, the Chief Executive can award an honorarium of up to 15% of the Head of Service's substantive pay for a maximum period of 12 months. Any honorarium which exceeds 12 months will need to be considered by the remuneration panel and recommended to Full Council.

5.4.3 The pay policy is intended to provide Council approval for such payments to be made with the responsibility of when they are made delegated to the Chief Executive where the criteria is met. Such payments to be limited to the period until the Remuneration Committee is able to consider whether any permanent change to salary is required or until these additional responsibilities cease, whichever is the sooner.

5.5 Recruitment of Chief Officers

5.5.1 In accordance with the Standing Orders (Wales) Amended Regulations 2014, there is a requirement for posts with salaries of more than £100k and which are for the duration of 12 months or more, to be advertised externally.

5.5.2 The Council's Policy and Procedures with regard to recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in Section 11 of the Constitution. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. The salary level on appointment for the Chief Executive is determined by full Council.

Where it is deemed necessary to pay a market supplement, this will be advised through market research and agreed by the Special Appointments Panel prior to recruitment.

5.5.3 Where the Council remains unable to recruit Chief Officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider and utilise engaging

individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any Chief Officers engaged under such arrangements.

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5.6 Additions to Salary of Chief Officers

5.6.1 The Council does not apply any bonuses to its Chief Executive or Chief Officers.

5.6.2 The Council does pay all reasonable travel and subsistence expenses on production of receipts and in accordance with JNC conditions and other local conditions.

5.6.3 The cost of membership of one professional body is met by the Council.

5.6.4 The Chief Executive's Job Description includes his role as Returning Officer for Local Government Elections. The Council's fees for payment to its Returning Officer for elections duties can be found in Appendix F.

5.7 Payments on Termination

5.7.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers (and all other employees), prior to reaching normal retirement age, is set out within its Early Termination of Employment (Discretionary payments) & Redundancy Policy in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. This is in respect of a redundancy payment being based on actual weekly earnings (Regulation 5) and when an enhanced redundancy payment of up to 45 weeks' pay would be granted (Regulation 6). Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply as the Council does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).

5.7.2 The Council's severance and retirement schemes are applied equally and fairly to all staff their age, disability, gender reassignment, marital or civil partnership status, race, pregnancy or maternity, religion or belief, sex, sexual orientation or caring responsibilities and are implemented in accordance with the regulations of the relevant pension schemes. These will be published on the Council's website as part of the Council's conditions of service policies.

5.7.3 The Council ensures that all payments are made in accordance with H.M.R.C legislation and utilises the services of a professional tax advisor where there is a requirement for more detailed specialist advice or to assist should an H.M.R.C compliance audit be undertaken. The use of these

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outside tax advisors is now shared collaboratively with a neighbouring Council ensuring a joint best practice and cost effective service.

Employment Status is regularly checked and the Council will only class someone as self-employed where there is no question of doubt. Individuals who have previously regularly been treated as self-employed with other authorities, have been paid under P.A.Y.E. by Denbighshire, this is where we have not been fully convinced of their self-employment status.

5.7.4 The Welsh Government recommends that the council should offer full council the opportunity to vote before large severance packages beyond £100,000 are approved for staff leaving the organisation. Members must be made aware of any statutory or contractual entitlements due to the employee and the consequences of a non-approval by Council, in which failure to fulfil statutory or contractual obligation may enable the employee to claim damages for breach of contract.

6. Publication

6.1 This statement will be published on the Council's Website. In addition, for posts where the full time equivalent salary is at least £60,000, as required under the Accounts and Audit (Wales) (Amendment) Regulations 2010, the Council's Annual Statement of Accounts will include a note setting out the total amount and detail payments to Corporate Directors and Chief Executive Officer.

7. Pay Relativities within the Council

7.1 The lowest paid persons employed under a Contract of Employment with the Council are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 31 March, 2023, this was £22,366. The Council employs Apprentices [and other such Trainees] who are not included within the definition of 'lowest paid employees' as they are not employed under Contracts of Employment.

7.2 The relationship between the rate of pay for the lowest paid and Chief Officers is determined by the processes used for determining pay and grading structures as set out earlier in this Policy Statement.

7.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as

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included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Council's workforce.

7.4 The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as 1:6.5 and; between the lowest paid employee and average Chief Officer as 1:4.4 The multiple between the average full time equivalent earnings for contract staff (excluding teachers) and the Chief Executive is 1:5.1 and; between the average full time equivalent earnings and average Chief Officer is 1:3.5

7.5 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

8. Accountability and Decision Making

8.1 In accordance with the Constitution of the Council, the Council is responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

9. Re-employment

9.1 Staff who, upon leaving the employment of the Council, receives any form of compensation payment for loss of office, will not be re-employed in any capacity by the Council for the duration of the compensation payment. e.g. If a member of staff receives 20 weeks redundancy payment, they cannot be re-employed by the Council for 20 weeks after the termination date. This includes those employed in schools but excludes those employed on School Teachers Conditions of Service.

9.2 Staff who, upon leaving the employment of the Council, receive a pension for which the Council incurred additional costs, cannot be re-employed in a similar area of work within the Council during the first 12 months without authorisation by CET. Where authorisation is given, the individual is still subject

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to 9.1 above if they have received a compensation payment and will only be allowed to commence work after the compensation period ends. This would also apply to the appointment of previously employed staff as consultants. This includes those employed in schools but excludes those employed on School Teachers Conditions of Service.

10. Reviewing the Policy

10.1 This Policy outlines the current position in respect of pay and reward within the Council. The Policy will be reviewed annually in line with market forces and reported to Council.

NJC Pay Structure for April 2023

Job Eval Score	Grade	SCP	Salary 2023	Hourly Rate
Up to 217	Grade 1 (Amended)	2	£22,366	£11.59
218 - 249	Grade 2 (Amended)	3	£22,737	£11.79
250 - 289	Grade 3 (Amended)	4	£23,114	£11.98
		5	£23,500	£12.18
290 - 321	Grade 4	6	£23,893	£12.38
		7	£24,294	£12.59
		8	£24,702	£12.80
322 - 360	Grade 5	10	£25,545	£13.24
		11	£25,979	£13.47
		12	£26,421	£13.69
		13	£26,873	£13.93
		14	£27,334	£14.17
		15	£27,803	£14.41
361 - 395	Grade 6	17	£28,770	£14.91
		18	£29,269	£15.17
		19	£29,777	£15.43
		20	£30,296	£15.70
		21	£30,825	£15.98
396 - 441	Grade 7	22	£31,364	£16.26
442 - 473	Grade 8	23	£32,076	£16.63
		24	£33,024	£17.12
474 - 514	Grade 9	25	£33,945	£17.59
		26	£34,834	£18.06
		27	£35,745	£18.53
515 - 550	Grade 10	28	£36,648	£19.00
		29	£37,336	£19.35
		30	£38,223	£19.81
		31	£39,186	£20.31
551 - 573	Grade 11	32	£40,221	£20.85
		33	£41,418	£21.47
		34	£42,403	£21.98
574 - 614	Grade 12	35	£43,421	£22.51
		36	£44,428	£23.03
		37	£45,441	£23.55
		38	£46,464	£24.08
615 - 694	Grade 13	39	£47,420	£24.58
		40	£48,474	£25.13
		41	£49,498	£25.66
695 & over	Grade 14	42	£50,512	£26.18
		43	£51,515	£26.70
		44	£52,927	£27.43
		45	£54,423	£28.21
		46	£55,915	£28.98
695 & over	Grade 14	47	£57,213	£29.66
		48	£58,586	£30.37
		49	£59,976	£31.09
		50	£61,344	£31.80
		51	£62,725	£32.51

Chief Officer Pay Scale 2023

SLT4 (Chief Executive)	£145,192
	£143,044
	£140,929
SLT3 (Directors)	
	£118,254
	£116,510
SLT2 (Head of Service)	£114,792
	£97,327
SLT1 (Head of Service)	£95,896
	£94,486
SLT1 (Head of Service)	£80,166
	£78,993
	£77,839

Soulbury Staff Pay Tables 1st September, 2023

Trainee Educational Psychologists	
Spine Point	Salary from 01.09.2023
2	£29,872
3	£31,770
4	£33,673
5	£35,572
6	£37,473

Assistant Educational Psychologists	
Spine Point	Salary from 01.09.2023
2	£35,228
3	£36,531
4	£37,828
5	£39,341

Educational Psychologists - SCALE A	
Spine Point	Salary from 01.09.2023
1	£42,422
2	£44,474
3	£46,525
4	£48,575
5	£50,627
6	£52,678
7	£54,609
8	£56,540
9	£58,348
10	£60,160
11	£61,848
12	£62,540*
13	£63,836*
14	£65,210*

*Extension to scale to accommodate structured professional assessments

Senior & Principal Educational Psychologists - SCALE B	
Spine Point	Salary from 01.09.2023
1	£52,678
2	£54,609
3	£56,540
4	£58,348
5	£60,160
6	£61,848*
7	£62,540
8	£63,836
9	£65,120
10	£66,425
11	£67,706
12	£69,010
13	£70,337
14	£71,621
15	£72,966
16	£74,297
17	£75,637**
18	£76,976**
19	£80,055**
20	£83,257**
21	£86,587**

* Normal Minimum point for the principal educational psychologist undertaking the full range of duties at this level
 **Extension to range to accommodate discretionary scale points and structured professional assessments.

Soulbury Educational Improvement Professionals (EIPs)					
Spine Point	Salary from 01.09.2023	Spine Point	Salary from 01.09.2023	Spine Point	Salary from 01.09.2023
1	£40,540	18	£63,748	35	£84,465
2	£41,920	19	£65,097	36	£85,784
3	£43,224	20	£65,794***	37	£87,083
4	£44,545	21	£67,133	38	£88,396
5	£45,857	22	£68,301	39	£89,691
6	£47,170	23	£69,586	40	£90,985
7	£48,550	24	£70,739	41	£92,285
8	£49,878*	25	£71,971	42	£93,585
9	£51,425	26	£73,173	43	£94,883
10	£52,805	27	£74,403	44	£96,189
11	£54,166	28	£75,650	45	£97,490
12	£55,484	29	£76,899	46	£98,794
13	£56,976**	30	£78,146	47	£100,102
14	£58,308	31	£79,382	48	£101,399****
15	£59,777	32	£80,637	49	£102,700****
16	£61,106	33	£81,894	50	£104,004****
17	£62,440	34	£83,180		

Salary scales to consist of not more than four consecutive points based on the duties and responsibilities attached to posts and the need to recruit and motivate staff.

*normal minimum point for EIP undertaking the full range of duties at this level.
 **normal minimum point for senior EIP undertaking the full range of duties at this level.
 ***normal minimum point for leading IEP undertaking full range of duties at this level
 ****extension to range to accommodate structured professional assessments.

Young People's & Community Service Managers			
Spine Point	Salary from 01.09.2023	Spine Point	Salary from 01.09.2023
1	£41,972	13	£57,550
2	£43,281	14	£58,858
3	£44,587	15	£60,167
4	£45,922*	16	£61,481
5	£47,278	17	£62,800
6	£48,601	18	£64,113
7	£49,953**	19	£65,417
8	£51,490	20	£66,749***
9	£52,338	21	£68,106***
10	£53,648	22	£69,496***
11	£54,950	23	£70,912***
12	£56,255	24	£72,358***

The minimum Youth and Community Service Officers' scale is 4 points, other salary scales to consist of not more than four consecutive points based on duties and responsibilities attached to posts and the need to recruit and motivate staff.

*normal minimum point for senior youth and community service officers undertaking the full range of duties at this level.
 **normal minimum point for principle youth and community service officer undertaking the full range of duties at this level.
 ***extension to range to accommodate discretionary scale points and structured professional assessments.

JNC Youth Workers Pay Tables 1st September 2023

Job Role		Scale Point
Youth Support Worker in Training SCP 5		5
	Youth Support Worker SCP 6-8	6
		7
Senior Support Youth Worker in Training SCP 8 – 10		8
		9
Youth Worker in Training 11-14	Senior Support Youth Worker SCP 10-12	10
		11
	Youth Worker SCP 13 – 16	
		13
		14
		15
Youth Work Coordinator in Training SCP 15 - 18	Youth Work Coordinator SCP 17 - 20	16
		17
		18
		19
Community Youth Worker in Training SCP 20 - 23	Community Youth Worker SCP 22 -25	20
		21
		22
		23
		24
Principal Youth Worker in Training SCP 25-28	Principal Youth Worker SCP 27 - 30	25
		26
		27
		28
		29
		30

SENIOR LEADERSHIP TEAM REMUNERATION PANEL

TERMS OF REFERENCE

1. Scope

To determine the remuneration for the Council's Senior Leadership Team which consists of the Chief Executive, Directors and Heads of Service.

The Localism Act 2011 (Para. 42.3) defines remuneration in relation to a Chief Officer and a relevant authority as:-

- (a) the chief officer's salary or, in the case of a chief officer engaged by the authority under a contract for services, payments made by the authority to the chief officer for those services,
- (b) any bonuses payable by the authority to the chief officer,
- (c) any charges, fees or allowances payable by the authority to the chief officer,
- (d) any benefits in kind to which the chief officer is entitled as a result of the chief officer's office or employment,
- (e) any increase in or enhancement of the chief officer's pension entitlement where the increase or enhancement is as a result of a resolution of the authority, and
- (f) any amounts payable by the authority to the chief officer on the chief officer ceasing to hold office under or be employed by the authority, other than amounts that may be payable by virtue of any enactment.

'Chief Officer' in relation to a relevant authority in the Localism Act 2011 (Para 43.2), means each of the following:-

- (a) the head of its paid service designated under section 4(1) of the Local Government and Housing Act 1989;
- (b) its monitoring officer designated under section 5(1) of that Act;
- (c) a statutory chief officer mentioned in section 2(6) of that Act;
- (d) a non-statutory chief officer mentioned in section 2(7) of that Act;
- (e) a deputy chief officer mentioned in section 2(8) of that Act.

2. Terms of Reference

The scope of the committee is to:-

- Make recommendations on any changes to senior pay and reward issues to Council, where appropriate.
- Make recommendations on the management of and structure of senior pay and reward, and grounds for pay progression.
- To comply with the requirements set out in the Local Government (Wales) Act 2015, and any subsequent legislation, which relate to senior pay decisions. The panel and the Council must have regard to any Independent Remuneration Panel's recommendations when reaching decisions on relevant pay. Appendix 1 provides the process to refer any pay recommendations regarding the Head of Paid Services to the Independent Remuneration Panel (IRP).

The terms of reference will be developed over time and reviewed on an annual basis to ensure effective working and to clarify the scope, role, composition and process within which the Panel will operate. The terms of reference will be subject to approval by Council.

3. General Principles

- No permanent change to pay and reward of the Senior Leadership Team can be actioned until it is ratified by Full Council
- The basic pay of the Senior Leadership Team will be determined using the Hay Evaluation Scheme and advice sought from external experts
- The Panel will provide a structured governance body through which recommendations affecting Chief Officers pay can be taken in the best interests of Denbighshire County Council and its stakeholders. It enables remuneration issues to be reviewed and considered with an impartial and balanced mind-set.

4. Role

The Remuneration Panel will make recommendations to Council on the permanent pay and reward of Senior Managers. It will:-

- a) Contribute to the Council's positive reputation with regard to having appropriate and effective corporate governance arrangements for senior pay by operating an independent, transparent and informed approach to managing senior pay through the Remuneration Panel.
- b) Develop broad policy decision for senior pay, having regard to the Council's Pay and Reward Policy
- c) Propose levels of remuneration considered to be sufficient to attract, retain and motivate senior managers of the quality required to run the organisation successfully.
- d) Consider the affordability of its proposals
- e) Be sensitive to the context of senior pay, including pay and employment conditions elsewhere in the organisation
- f) Ensure the relationship between reward and senior management tiers and for employees below this level remain reasonable
- g) Ensure individuals are fairly and responsibly rewarded for their individual contribution
- h) Understand what other relevant organisations are paying for similar roles as well as their general approach to reward, and consider whether Denbighshire County Council should position itself in relation to 'the market' – for example, whether the Council's approach may be to pay at around the lower quartile, median or upper quartile of the market etc.
- i) Ensure that proper and professional advice is obtained to assist in its deliberations

The panel's recommendations will be based on job evaluation results, data, advice, evidence and views collected from a number of possible sources – for example:

- External pay data, advice and facilitation (e.g. from external consultants or other sources)
- The Council's Chief Executive, key documents and reports
- Performance data where relevant

5. Membership & Support

The panel will comprise of 6 Members to give a balanced political background. One member of the panel will act as Chair.

The membership should include the Lead Member for Finance, who acts as Chair.

- Include Split Decision and Quorate

The Head of Legal, HR and Democratic Services will provide a 'secretariat' function to the Panel. They will be responsible for arranging meetings, coordinating and preparing documentation and arranging support, training, advice and information for the Panel.

The Panel may commission external independent expertise to train and support them in fulfilling their role and/or to provide external data or advice (including relevant market and regional data). The Head of Legal, HR and Democratic Services will provide details of external of the appropriate experts considered suitable for the purposes in terms of experience, cost and best value for the Panel.

6. Terms of Reference

The Panel will meet at least annually to maintain an overview of the ongoing suitability of the Council's approach to senior pay. A full review of senior managers pay will be conducted where substantial changes to pay are deemed necessary and present a report with recommendations to Council. The panel would not normally expect to present all of the background data and advice it had received.

The Panel may meet more frequently from time-to-time to discuss changes in relation to the approach or arrangements relating to senior pay such as linking pay progression to performance or contribution, or determining the pay level prior to undertaking a recruitment exercise. The recommendations on these issues will also be presented to Council.

7. Confidentiality

Members will be expected to maintain confidentiality whilst discussions are taking place and until the decisions have been published.

8. Conflicts of Interest

Should any committee member feel there is a conflict of interest with regards to any agenda item or discussion in the committee:-

- They should declare an interest in the matter
- They should leave the meeting during any discussion on the matter
- They should not have sole responsibility for making recommendations on relation to the matter, whether present or not.

Appendix One

Process to refer pay decisions to Independent Remuneration Panel (IRP)

The Welsh Government has produced Guidance on the Independent Remuneration Panel for Wales under Section 143A of the Local Government (Wales) Measure 2011 and Section 39 of the Local Government (Wales) Act 2015.

1. Requirements of the Council's Pay and Reward panel

1.1 To refer decisions on pay relating to 'Head of Paid Service' – Chief Executive.

1.2 If the Council's Pay and Reward Panel wish to make a recommendation to change the pay of a 'Head of Paid Service' it will consult with the IRP, unless the change being considered is commensurate with a general pay increase or reduction for the Authority's other staff.

1.3 To provide the IRP with any information it may reasonably require in reaching a conclusion. The IRP may require the following

- Papers/reports prepared by the Authority in relation to the decisions
- Details of the total package available, or under consideration. This could include pension arrangements, severance package, returning officer fees, and performance bonuses. (Full details are set out in the guidance)
- The interdependency of individual salaries within pay structures
- Information concerning other remuneration on offer to other Local Authority Chief Executives
- Details of agreements made at the National Joint Council level.

1.4 To have due regard to any recommendation the IRP makes in relation to what is in their Pay Policy Statement and Chief Executive pay.

1.5 The Council/Pay and Reward Panel must have regard to any recommendation when reaching its decision.

2. Role of the Independent Remuneration Panel (IRP)

2.1 To take a view and make a recommendation on the proposal regarding the Paid Head of Service, the Authority must have regard to the recommendation, they are not obliged to follow it.

2.2 In the event that the Authority does not amend a proposal following the IRP's recommendation, the Authority must notify the Welsh Ministers and the Panel of its response.

If the Welsh Ministers consider that an Authority's response is inconsistent with the Panel's recommendation, the Authority might be subject to a direction from the Welsh Ministers to re-consider the salary.

LOCAL GOVERNMENT ELECTIONS – SCHEDULE OF CHARGES (NORTH WALES)

ELECTION OF COUNTY COUNCILLORS AND TOWN/COMMUNITY COUNCILLORS

TOWN/COMMUNITY –	Electorate	
EXPENSES AS APPROVED BY Denbighshire County Council		
Fees for the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of councillors		
1. RETURNING OFFICER	Contested	Uncontested
For the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of Councillors. For each Electoral Division, Community/Town Council, Community/Town Council Ward	170.00	55.00
2. DEPUTY RETURNING OFFICER		
Deputising for the Returning Officer, attending to receive nomination papers, examining them and adjudicating on their validity; dealing with candidates; notifying candidates of decisions on nominations, publishing statements of persons nominated and attending to receive withdrawals. For each Electoral Division, Community/Town Council, Community/Town Council Ward	115.00	45.00
3. CLERICAL ASSISTANCE		
For each Electoral Division, Community/Town Council, Community/Town Council Ward		35.00
Up to 1,000 electors	85.00	
Up to 2,000 electors	115.00	
Up to 3,000 electors	170.00	
Up to 4,000 electors	225.00	
Over 4,000 electors	280.00	
4. POLLING STATION STAFF	Single Election	Additional Fee for joint election
Presiding Officer	200.00	40.00
Poll Clerk	125.00	25.00
5. CONDUCTING THE COUNT	D.R.O. only	Each Counting Assistant
For each Electoral Division, Community/Town Council, Community/Town Council Ward Count		
Up to 500 electors	45.00	25.00
Up to 1,000 electors	70.00	25.00
Up to 2,000 electors	90.00	30.00
Up to 3,000 electors	115.00	35.00
Up to 4,000 electors	135.00	40.00
Over 4,000 electors	160.00	45.00
Recount costs	NIL	50% of the above fees
6. POSTAL VOTING AND POLL CARDS		
Issue and Receipt of Postal Votes - £62.40 per 100 or part thereof – single issue £62.40 per 75 or part thereof – joint issue Issue of Poll Cards – Purchase and postage costs only		
7. TRAVELLING		
Public transport if available, otherwise inland revenue tax free rate		
8. GENERAL		
Printing, Stationery, Equipment, Postage, Hire of Premises as polling station and similar expenses associated with the conduct of the election		Actual and necessary expenditure
TOTAL PAYABLE		

The staffing rates for local government elections was agreed at the meeting of Denbighshire County Council on 18th November 2003, it was also agreed that the rates would be periodically reviewed with the five other North Wales Authorities to achieve uniformity. The above rates were reviewed by all six North Wales Councils on 11 July 2016.

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Pay Policy Statement: Well-being Impact Assessment Report

This report summarises the likely impact of the proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

Assessment Number: 1194

Brief description: The Pay Policy Statement is required under the Localism Act 2011 to be published annually. The Policy provides an open and transparent framework for rewarding staff, that ensures clarity, fairness and consistency in the remuneration of Officers (including Chief Officers designated as Chief Executive, Executive Directors and Heads of Service)

Date Completed: 23/04/2024 10:48:35 Version: 2

Completed by: Sophie Vaughan

Responsible Service: Corporate Support Service: People

Localities affected by the proposal: Whole County,

Who will be affected by the proposal? Employees of the Council

Was this impact assessment completed as a group? Yes

Summary and Conclusion

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

Score for the sustainability of the approach

2 out of 4 stars

Actual score : 19 / 36.

Summary for each Sustainable Development principle

Long term

The Pay Policy Statement is a statutory requirement under the Localism Act 2011. It provides an open and transparent framework for rewarding staff, that ensures clarity, fairness and consistency in the remuneration of Officers (including Chief Officers designated as Chief Executive, Executive Directors and Heads of Service).

Prevention

The Policy ensures that there are fair and equitable practices regarding pay in the Council which will contribute the wellbeing of our communities, through providing fair and equal pay to those residents who are employed by the Council, and also setting a good example to other employers in the County.

Integration

The policy will contribute to Wellbeing Goal of a more equal Wales and the Corporate Objectives, by ensuring fair and equitable pay practices in the Council.

Collaboration

The Pay Policy Statement is produced in line with National guidance and then agreed through consultation and agreement in the Council

Involvement

The Policy Statement is produced following National Guidance and agreed within the organisation.

Summary of impact

Well-being Goals	Overall Impact
A prosperous Denbighshire	Positive
A resilient Denbighshire	Neutral
A healthier Denbighshire	Positive
A more equal Denbighshire	Positive
A Denbighshire of cohesive communities	Positive
A Denbighshire of vibrant culture and thriving Welsh language	Positive
A globally responsible Denbighshire	Neutral

Main conclusions

The Pay Policy Statement's aims are to provide a reward package that is competitive and enables us to attract, motivate and retain the appropriately-talented people needed to maintain and improve our performance and meet future challenges. It sets out a consistent approach to pay, terms and conditions across the Council which staff and managers understand and apply to a diverse workforce that reflects the community that it serves in a transparency, equitable and fair way, complying with legislation.

Demonstrating these practices within the Council, and being transparent can ensure that we recruit and retain employees that are treated fairly. This can also help to encourage residents of the county

Pay Policy Statement

to seek employment in the Council that can also help the local economy.

The likely impact on Denbighshire, Wales and the world.

A prosperous Denbighshire

Overall Impact

Positive

Justification for impact

Fair and equitable pay practices have a positive impact on the retention of current local employees and recruitment in the local area.

Further actions required

None identified

Positive impacts identified:

A low carbon society

None

Quality communications, infrastructure and transport

None

Economic development

Providing policies that allow for fair and equitable pay practices encourage employees who reside in Denbighshire to stay in the local area, which will key the money in the county's economy and attract new business. This will also attract and retain people from other areas to potentially work and liv in Denbighshire.

Quality skills for the long term

Fair and Equitable Pay Practices provide a means of attracting and retaining staff for the long term.

Quality jobs for the long term

Pay Policy Statement

Fair and Equitable Pay Practices provide a means of attracting and retaining staff for the long term.

Childcare

None

Negative impacts identified:

A low carbon society

None

Quality communications, infrastructure and transport

None

Economic development

None

Quality skills for the long term

None

Quality jobs for the long term

None

Childcare

None

A resilient Denbighshire

Overall Impact

Neutral

Justification for impact

Neither positive or negative impact has been identified.

Further actions required

Not applicable

Positive impacts identified:

Biodiversity and the natural environment

None

Biodiversity in the built environment

None

Reducing waste, reusing and recycling

None

Reduced energy/fuel consumption

None

People's awareness of the environment and biodiversity

None

Flood risk management

None

Negative impacts identified:

Biodiversity and the natural environment

None

Biodiversity in the built environment

None

Reducing waste, reusing and recycling

None

Reduced energy/fuel consumption

None

People's awareness of the environment and biodiversity

None

Flood risk management

None

A healthier Denbighshire

Overall Impact

Positive

Justification for impact

By providing fair pay practices it enables people to invest in their physical and mental wellbeing through diet and exercise and social interaction through work.

The opportunity to access employee benefits such as reduced gym membership and financial wellbeing information encourages leisure and social activities.

Further actions required

None identified

Positive impacts identified:

A social and physical environment that encourage and support health and well-being

By providing fair pay practices it enables people to invest in their physical and mental wellbeing through diet and exercise and social interaction through work.

Access to good quality, healthy food

By providing fair pay practices it enables employees to access and chose to purchase good quality, healthy food.

People's emotional and mental well-being

By providing fair pay practices and flexible working practices, it assists with work life balance. The opportunity to access employee benefits such as reduced gym membership and financial wellbeing encourages leisure and social activities.

Access to healthcare

By working some employees may opt to pay private medical insurance.

Participation in leisure opportunities

The opportunity to access employee benefits such as reduced gym membership and financial wellbeing encourages leisure and social activities.

Negative impacts identified:

A social and physical environment that encourage and support health and well-being

None

Access to good quality, healthy food

None

People's emotional and mental well-being

Pay Policy Statement

None

Access to healthcare

None

Participation in leisure opportunities

None

A more equal Denbighshire

Overall Impact

Positive

Justification for impact

The policies set out the principles against which we apply a consistent and supportive approach to rewarding and employing staff.. Decision-making is designed to both minimise the potential to discriminate and also to promote equality of opportunity

Fair and equitable pay practices ensure that we meet the legislative requirements in creating a fairer Wales by protecting employees and those with protected characteristics.

Fair pay may contribute to reducing and tackling poverty of those employed within the Council and the positive economic impact that can have on those areas.

Further actions required

No negative impact has been identified or has been minimised.

Positive impacts identified:

Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation

The Pay Policy Statement is written to comply with the national requirements and demonstrates that we meet our obligations in terms of equality legislation.

People who suffer discrimination or disadvantage

Providing fair terms and conditions and pay in employment and pension can assist in addressing health inequalities in the area over the long term

People affected by socio-economic disadvantage and unequal outcomes

Providing fair terms and condition in pay in employment and pension can assist in tackling poverty in the area over the longer term

Areas affected by socio-economic disadvantage

Providing fair terms and condition in pay in employment and pension can assist in tackling poverty in the area over the longer term

Negative impacts identified:

Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation

None

People who suffer discrimination or disadvantage

None

People affected by socio-economic disadvantage and unequal outcomes

None

Areas affected by socio-economic disadvantage

None

A Denbighshire of cohesive communities

Overall Impact

Positive

Justification for impact

Fair pay and terms and conditions can attract residents of the community to apply for jobs within the Council, which can help to positive impact on poverty.

Further actions required

No negative impact has been identified

Positive impacts identified:

Safe communities and individuals

If fair pay positively impacts poverty it will have a positive impact on communities and individuals making them safer

Community participation and resilience

Fair pay could increase the amount of disposable income that is able to be spent in the community.

The attractiveness of the area

Fair pay could increase the amount of disposable income that may attract new businesses into the area who can then potentially invest in the area

Connected communities

None

Rural resilience

None

Negative impacts identified:

Safe communities and individuals

None

Community participation and resilience

None

The attractiveness of the area

None

Connected communities

None

Rural resilience

None

A Denbighshire of vibrant culture and thriving Welsh language

Overall Impact

Positive

Justification for impact

We publish all our policies in English and Welsh which promotes the Welsh Language and encourages people to use Welsh.

Further actions required

None have been identified

Positive impacts identified:

People using Welsh

We publish all our policies in English and Welsh.

Promoting the Welsh language

We publish all our policies in English and Welsh.

Culture and heritage

None

Negative impacts identified:

People using Welsh

None

Promoting the Welsh language

None

Culture and heritage

None

A globally responsible Denbighshire

Overall Impact

Neutral

Justification for impact

None identified

Further actions required

None identified

Positive impacts identified:

Local, national, international supply chains

None

Human rights

None

Broader service provision in the local area or the region

None

Reducing climate change

None

Negative impacts identified:

Local, national, international supply chains

None

Human rights

None

Broader service provision in the local area or the region

None

Reducing climate change

None

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Report to	Council
Date of meeting	14 May 2024
Lead Officer	Catrin Roberts, Corporate Support: People
Report author	Steve Price, Democratic Services Manager
Title	Annual Review of Political Balance and Appointment of Scrutiny Chairs

1. What is the report about?

1.1. This report contains information on committee-related issues.

2. What is the reason for making this report?

2.1. As the new municipal year starts in May it is appropriate for Council to consider changes in political balance in accordance with statutory requirements.

3. What are the Recommendations?

3.1. That Council considers the political balance arrangements for the allocation of committee seats.

3.2. That Council appoints 1 member to sit on the Standards Committee as a Denbighshire County Councillor.

4. Report details

Annual Review of Political Balance

4.1. The Local Government and Housing Act 1989 and supporting Regulations make provision for political balance in the membership of the Council to be reflected in the membership of the Council's committees (though Cabinet is not covered by this requirement in the Act).

- 4.2. The members of the Council are divided into different political groups, a group being two or more councillors who sign a notification to the authority declaring that they wish to be recorded as being a member of a particular group. The Council has an obligation to ensure that the number of seats on certain committees (these are identified by statute) are allocated to each political group in the same proportion as the number of members within a group to the membership of the Council. For example, if Group A's membership represents a third of the members of the Council, then Group A would be allocated a third of the seats on the committees that have to be politically balanced. This requirement can be set aside but only if no member of the Council votes against doing so.
- 4.3. The Council is required to consider at least annually how the membership of its committees relates to the size of the groups. The current political balance figures and membership of the groups are shown in appendixes 1 and 2 respectively.

Standards Committee

- 4.4. The regulations governing the composition of the Council's Standards Committee requires a committee of between five- and nine-members comprising persons who are independent of the Council (lay or independent Members), county councillors and a town and community council councillor. Denbighshire's Standards Committee has 7 members, 2 of whom are county councillors.
- 4.5. Councillor Hugh Irving had been appointed as one of the two county councillors on the Standards Committee but stood down earlier this year owing to the potential conflict of interest with his role as a group leader. This potential conflict arises from the new statutory functions of the Standards Committee to monitor compliance by leaders of political groups in respect of their new legal duty to take reasonable steps to promote and maintain high standards of conduct by members of their group.
- 4.6. Council is therefore asked to appoint 1 county councillor to the vacant seat on the Standards Committee. The committee meets at least 4 times a year and the appointment is not made under political balance rules.

Appointment of the Chairs of Scrutiny Committees

- 4.7 The Local Government (Wales) Measure 2011 provides the principles for the allocation of the Scrutiny Chairs.

- 4.8 To identify the number of Scrutiny chair positions to be allocated to the executive groups the total membership of the group or groups on Cabinet is divided by the total Council membership and this number is multiplied by the number of the Scrutiny committees (namely 3). The figure, if not a whole number, is rounded down.
- 4.9 The remaining Scrutiny Chair positions would be given to the non-Cabinet groups and the group allocations determined by applying the proportion of each non-Cabinet group to the total number of non-Cabinet members.
- 4.10 Neither the Measure nor the associated statutory guidance make provisions for changing or re-appointing scrutiny chairs, except where the political make-up of Cabinet changes or where a scrutiny chair is vacated for some reason. The appointment of chairs for a new municipal year is therefore a matter for the political groups to consider and to report any changes.

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

- 5.1. Political balance arrangements are central to the democratic and committee systems which are essential elements of the Council's governance arrangements, including the Council's corporate priorities.

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

- 6.1. There are no identified costs arising from the recommendations in this report to undertake an annual review of the allocation of committee seats according to political balance requirements.

7. What are the main conclusions of the Well-being Impact Assessment?

- 7.1. A Well-being Impact Assessment is not required for this report.

8. What consultations have been carried out with Scrutiny and others?

- 8.1. Council and the political groups within the Council are being consulted on the issues raised in this report.

9. Chief Finance Officer Statement

9.1. There are no additional costs arising from the recommendations in this report.

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

10.1. Failure to review the membership of committees would be detrimental to the Council's governance arrangements and contrary to statutory requirements.

11. Power to make the decision

11.1. Local Government and Housing Act 1989; Local Government (Wales) Measure 2011; Section 111 Local Government Act 1972; The Standards Committee (Wales) Regulations 2001.

Political Balance Position

Updated 29 April 2024

The tables below summarise the position for each of the committees. The third column headed *Political Balance* shows the actual number of seats each Group is entitled to have on the committee.

Changes to committee memberships can occur at any time and the Groups are encouraged to ensure that each committee has a full contingent of members throughout the year. A general review of the political balance of the committees is undertaken annually to re-balance committees for the start of the new municipal year in May.

Cabinet	Current Membership	Political Balance
Labour	6	N/A
Independent	0	N/A
Conservative	0	N/A
Plaid Cymru	3	N/A
Green	0	N/A
<p>Comments:</p> <p>In February 2019 Council amended the Constitution by removing the requirement for Cabinet to be politically balanced, allowing the Leader to appoint Cabinet members without applying the rules of political balance.</p> <p>Action: N/A</p>		

Governance & Audit Committee	Current Membership	Political Balance
Labour	2	2
Independent	2	2
Conservative	1	1
Plaid Cymru	1	1
Green	0	0
<p>Comments: The membership of the Governance and Audit Committee is 6 councillors politically balanced plus 3 lay members.</p> <p>The Chair of the committee is required to be one of the lay members.</p> <p>Members of the committee may not be Chair of Council or a Cabinet member.</p> <p>Action: N/A</p>		

Communities Scrutiny Committee	Current Membership	Political Balance
Labour	4	4
Independent	3	3
Conservative	2	2
Plaid Cymru	1	2
Green	1	0
<p>Comments: Members on Cabinet cannot be a member of a Scrutiny Committee.</p> <p>The Plaid Cymru Group indicated that it is content for the Green Party Group to retain Plaid Cymru's vacant seat until the Plaid Group is in a position to appoint its own member to that seat.</p> <p>Actions: Plaid Cymru Group to appoint 1 member. Upon this appointment the Green Party Group to withdraw 1 member (see comments above).</p>		

Partnerships Scrutiny Committee	Current Membership	Political Balance
Labour	4*	4
Independent	3	3
Conservative	2	2
Plaid Cymru	2	2
Green	0	0
<p>Comments: Members on Cabinet cannot be a member of a Scrutiny Committee.</p> <p>*The Labour Group have appointed a non-aligned member within their allocation.</p> <p>Actions: None.</p>		

Performance Scrutiny Committee	Current Membership	Political Balance
Labour	4	4
Independent	3	3
Conservative	2	2
Plaid Cymru	1	2
Green	1	0
<p>Comments: Members on Cabinet cannot be a member of a Scrutiny Committee.</p> <p>The Plaid Cymru Group has indicated that it is content for the Green Party Group to retain Plaid Cymru's vacant seat until the Plaid Group is in a position to appoint its own member to that seat.</p> <p>Actions: Plaid Cymru Group to appoint 1 member. Upon this appointment, the Green Party Group to withdraw 1 member (see comments above).</p>		

Planning Committee	Current Membership	Political Balance
Labour	7	7
Independent	6	6
Conservative	3	3
Plaid Cymru	4	4
Green	1	1
<p>Comments: Welsh Government Regulations mean that two members representing the same ward cannot both sit on the Planning Committee at the same time. Council agreed in May 2017 for Group Leaders to be given the responsibility for resolving multi-member ward nominations and if there is a failure to agree a single nomination none of the nominations would be accepted onto the Committee.</p> <p>Actions: None.</p>		

Licensing Committee	Current Membership	Political Balance
Labour	4	4
Independent	3	3
Conservative	2	2
Plaid Cymru	2	2
Green	0	0
<p>Comments:</p> <p>Actions: None.</p>		

Democratic Services Committee	Current Membership	Political Balance
Labour	3*	4
Independent	2	3
Conservative	2	2
Plaid Cymru	2	2
Green	1*	0
<p>Comments: Cabinet members cannot be members of this committee.</p> <p>*The Labour Group has agreed for the Council appointed Chair of the Committee, Martyn Hogg (Green Party Group) to retain a seat on the committee by using a vacant Labour Group seat.</p> <p>Actions: Independents to appoint 1 member.</p>		

Welsh Language Steering Committee	Current Membership	Political Balance
Labour	4	4
Independent	3	3
Conservative	1	2
Plaid Cymru	2	2
Green	0	0
<p>Comments: This Committee was established by full Council on the 6 December 2016.</p> <p>The membership of this committee is 11 councillors, politically balanced, and where possible to include the lead Cabinet member with responsibility for Welsh language issues (the lead member will count towards the political balance calculation). The aim of the Committee is to provide a public forum and steer to support the Welsh language strategy in Denbighshire.</p> <p>Actions: Conservative Group to appoint 1 member.</p>		

Joint Consultative Committee for Health and Safety and Employee Relations	Current Membership	Political Balance
Labour	2	2
Independent	1	2
Conservative	1	1
Plaid Cymru	1	1
Green	0	0
<p>Comments: This is an internal consultative forum of employer and trade union representatives on staffing and health and safety issues.</p> <p>The employer-side membership is 6 elected councillor members appointed on a politically balanced basis, including at least one Cabinet Member (preferably with responsibility for HR and / or health and safety matters), plus two Officers. These Officers to be the Chief Executive or Corporate Director, and the Head of HR.</p> <p>Action: Independent Group to appoint 1 member.</p>		

Standing Advisory Council for Religious Education (SACRE)	Current Membership	Political Balance
Labour	3	3
Independent	2	2
Conservative	1	1
Plaid Cymru	2	1 or 2*
Green	0	0 or 1*
<p>Comments: This committee is a statutory committee advising on religious education provision in schools.</p> <p>*For the final (8th) seat on SACRE both the Plaid Cymru and Green Party Groups are tied and either is eligible to appoint to the seat. An agreement between those group leaders will be required whenever the allocation of the final seat is under discussion by those groups.</p> <p>Action: None.</p>		

Conwy & Denbighshire Public Services Board Joint Scrutiny Committee	Current Membership	Political Balance
Labour	3	3
Independent	2	2
Conservative	1	1
Plaid Cymru	2	1 or 2*
Green	0	0 or 1*
<p>Comments: This formal joint Scrutiny committee with Conwy established in October 2018 has 16 non-Cabinet members with 8 members from each council.</p> <p>*For the final (8th) seat on the committee both the Plaid Cymru and Green Party Groups are tied and either is eligible to appoint to the seat. An agreement between those group leaders will be required whenever the allocation of the final seat is under discussion by those groups.</p> <p>Action: None.</p>		

Appeals and complaints Committee	Current Membership	Political Balance
Labour	2	4
Independent	3	3
Conservative	2	2
Plaid Cymru	2	2
Green	1	0
<p>Comments: This appeal 'committee' is a pool of members which could be called upon in exceptional circumstances where it was felt that a panel involving members would be appropriate, for example in relation to appeals relating to schools.</p> <p>Actions: Labour to appoint 2 members. Upon these appointments the Green Party Group to withdraw 1 member</p>		

POLITICAL GROUPS AND GROUP LEADERS				
Labour (17)	Independent (13)	Conservative (7)	Plaid Cymru (8)	Green Party (2)
Butterfield, Joan	Edwards, Karen	Elson, James	Ellis, Gwyneth	Harland, Jon
Chard, Ellie	Edwards, Pauline	Davies, Ann	Hughes, Alan	Hogg, Martyn (Group Leader)
Clewett, Kelly	Evans, Chris	Evans, Justine	Jones, Delyth (Group Leader)	
German, Gill	Evans, Hugh	Irving, Hugh (Group Leader)	Roberts, Arwel	
Heaton, Elen	Feeley, Bobby	Jones, Brian (Deputy Group Leader)	Thomas, Rhys (Dep Group Leader)	
Holliday, Carol	Hilditch-Roberts, Huw (Group Leader)	Mendies, Terry	Williams, Elfed	
James, Alan	Keddie, Paul	Scott, Peter	Williams, Eryl	
King, Diane	Lloyd-Williams, Geraint		Wynne, Emrys	
Matthews, Julie	Parry, Merfyn			
May, James	Tomlin, Andrea			
McLellan, Jason (Group Leader)	Williams, David			
Mellor, Barry	Williams, Huw			
Metri, Raj	Young, Mark			
Mullen-James, Win				
Sandilands, Gareth				
Walker, Michelle				
Williams, Cheryl				

Report to	County Council
Date of meeting	14 May 2024
Lead Member / Officer	Gary Williams, Corporate Director: Governance and Business
Report author	Gary Williams, Corporate Director: Governance and Business
Title	Governance and Audit Committee Terms of Reference

1. What is the report about?

1.1. The report is about draft amended terms of reference for the Governance and Audit Committee (the Committee).

2. What is the reason for making this report?

2.1. To seek Council's approval of amended terms of reference for the Committee.

3. What are the Recommendations?

3.1. That Council approves the adoption of the draft Terms of Reference attached as Appendix 1 to this report.

4. Report details

4.1. The terms of reference of the Committee have been reviewed, at the request of the Committee, in order that they are updated in accordance with CIPFA (Chartered Institute of Public Finance and Accountancy) guidance.

4.2. In conducting the review of the terms of reference regard has been had to suggested terms of reference published by CIPFA, the terms of reference of neighbouring local authorities and statutory guidance issued by Welsh Government.

4.3. The proposed Terms of Reference attached as Appendix 1 have been drafted in consultation with the s151 Officer, Chief Internal Auditor and the Chair and Vice Chair of the Committee and take into account comments and observations of the Committee made at their meeting on 24th April 2024.

4.4. The proposed Terms of Reference contain all of the statutory functions of the Committee set out in the Local Government (Wales) Measure 2011, as amended.

5. How does the decision contribute to the Corporate Plan 2022 to 2027: The Denbighshire We Want?

5.1. The work of the Committee contributes to the Corporate Plan theme 'A well run, high performing Council'. Fit for purpose terms of reference will help the Committee to discharge its statutory role in respect of the governance of the Council. Effective corporate governance is essential for any well run, high performing Council.

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

6.1. There are no direct costs associated with this report.

7. What are the main conclusions of the Well-being Impact Assessment?

7.1. An assessment is not required for this report.

8. What consultations have been carried out with Scrutiny and others?

8.1. The report author has consulted with the Chair and Vice Chair of the Committee, the s151 Officer and the Chief Internal Auditor.

9. Chief Finance Officer Statement

9.1. I am supportive of the draft Terms of Reference.

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

10.1. There are no risks associated with this decision.

11. Power to make the decision

11.1. s81 Local Government (Wales) Measure 2011, as amended.

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Appendix 1

Governance and Audit Committee – Draft Terms of Reference

Governance and Statement of Purpose

Good Governance is the responsibility of all members (whether elected or co-opted) and officers of the Council, particularly those individuals with leadership roles and statutory responsibilities including the Chief Executive, the Chief Financial Officer (CFO) and the Monitoring Officer.

The Governance and Audit Committee (the Committee) provides an independent and high-level focus on the adequacy of governance, risk and control arrangements. Its role in ensuring there is sufficient assurance over governance, risk and control gives greater confidence to the Council that those arrangements are effective.

The Committee has oversight of both internal and external audit, together with the financial and governance reports, helping to ensure there are adequate arrangements in place for both internal challenge and public accountability.

The GAC is a valuable resource, adding value to the Council by supporting improvement across a range of objectives. To achieve wide-ranging influence, the GAC needs commitment and energy from its membership together with support and openness from the rest of the Council.

The overall purpose of the GAC is to:

- review and scrutinise the authority's financial affairs,
- make reports and recommendations in relation to the authority's financial affairs,
- review and assess the risk management, internal control, performance assessment and corporate governance arrangements of the authority, make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements,
- review and assess the authority's ability to handle complaints effectively,
- make reports and recommendations in relation to the authority's ability to handle complaints effectively.
- oversee the authority's internal and external audit arrangements,
- review the financial statements prepared by the authority.
- exercise the functions set out in Chapter 1 of Part 6 of the Local Government and Elections (Wales) Act 2021 (performance and governance of principal councils) in respect of the review of self-assessment reports and panel assessment reports.

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.

Financial Affairs

- To obtain assurance that the Council has effective and robust processes in place to identify and assess risks and pressures, and a realistic and achievable strategy for

setting balanced revenue and capital budgets, with any concerns arising properly raised with the responsible officers, members or auditors as necessary.

- To consider reports on the effectiveness of financial management arrangements, including compliance with CIPFA's Financial Management Code, and 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.
- To scrutinise the Treasury Management arrangements including:
 - scrutiny of the Treasury Management Strategy Statement and the Annual Report on Treasury Activities before approval by Council in February and Cabinet in September respectively,
 - receive regular reports on Treasury Management on an agreed frequency to ensure that the Committee is updated on the latest developments in the Council's treasury activities.
 - review of the Council's risk exposure and its ability to manage risk in relation to its treasury management activities.

Governance, Risk, Control and Performance

- To review the council's corporate governance arrangements against the good governance framework, including the ethical framework, and consider the local code of governance and recommend necessary actions to ensure compliance with best practice.
- To obtain assurance that the risk management processes are robust and being consistently applied across the council, including:
 - review and endorsement of the Risk Management Policy and Guidance,
 - monitoring the application of our risk management processes.
 - identifying governance and audit related risks that warrant further scrutiny.
- To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- To consider the Council's draft Annual Performance Self-Assessment report and if necessary make any recommendations for changes to the Council.
- To receive the Council's finalised Annual Self-Assessment report for the respective financial year
- At least once during the period between two consecutive ordinary elections of councillors to the Council, consider the independent Panel Performance Assessment report on whether the Council is meeting its performance requirements.
- To receive and review the Council's draft response to the report of the independent Panel Performance Assessment and if necessary make recommendations for changes to the statements made in the draft response to the Council.

- To consider the council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- To review the governance and assurance arrangements for significant partnerships or collaborations.

Counter Fraud

- To review the assessment of fraud risks and potential harm to the council from fraud and corruption.
- To monitor the counter fraud strategy, actions and resources

Financial and governance reporting

Governance reporting

- To review the Annual Governance Statement (AGS) prior to approval and consider whether it properly reflects the risk environment and supporting assurances, including the head of internal audit's annual opinion.
- To consider whether the annual evaluation for the AGS fairly concludes that governance arrangements are fit for purpose, supporting the achievement of the authority's objectives.

Financial reporting

- To monitor the arrangements and preparations for financial reporting to ensure that statutory requirements and professional standards can be met.
- To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- To consider the external auditor's report to the Council on issues arising from the audit of the accounts and to obtain assurance that there has been an appropriate response.

Arrangements for audit and assurance

- To consider the council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
- To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

External Audit and Inspection

- To support the independence of external audit through consideration of the external auditor's annual assessment of its independence

- To consider the external auditor's annual letter/report, relevant reports and the report to those charged with governance.
- To consider specific reports as agreed with the external auditor and / or other inspection agencies
- To comment on the scope and depth of planned and completed external audit work and to ensure it gives value for money.
- To consider additional commissions of work from external audit.
- To provide free and unfettered access to the audit committee chair for the auditors, including the opportunity for a private meeting with the committee.

Internal audit

- To approve the internal audit charter.
- To approve the risk-based internal audit plan, including internal audit resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources, and to approve significant interim changes to these.
- To make appropriate enquiries of both management and the head of internal audit to determine if there are any inappropriate scope or resource limitations.
- To consider any impairments to the independence or objectivity of the head of internal audit arising from additional roles or responsibilities outside of internal auditing and to approve and periodically review safeguards to limit such impairments.
- To consider reports from the head of internal audit on internal audit's performance during the year, including the performance of external providers of internal audit services. These will include:
 - updates on the work of internal audit, including key findings, issues of concern and action in hand as a result of internal audit work
 - regular reports on the results of the Quality Assurance and Improvement Programme (QAIP)
 - reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards (PSAIS) and Local Government Application Note (LGAN), considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement.
- To consider the Chief Internal Auditor's annual report, including:
 - the statement of the level of conformance with the PSIAS and LGAN and the results of

- the QAIP that support the statement (these will indicate the reliability of the conclusions
 - of internal audit)
 - the opinion on the overall adequacy and effectiveness of the council's framework of
 - governance, risk management and control, together with the summary of the work
 - supporting the opinion (these will assist the committee in reviewing the AGS).
- To consider summaries of specific internal audit reports.
 - To receive reports outlining the action taken where the Chief Internal Auditor has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.
 - To contribute to the QAIP and in particular to the external quality assessment of internal audit that takes place at least once every five years.
 - To provide for the Chief Internal Auditor free and unfettered access to the Chair of the Committee, including the opportunity for a private meeting with the committee.

Responsibilities in respect of the Council's Constitution

- The GAC shall conduct a review of the Constitution on an annual basis and may make recommendations to Council on any amendments it considers necessary to ensure that it remains fit for purpose and compliant with relevant legislation.

Responsibilities in respect of complaints

- Review and assess the Authority's ability to handle complaints effectively and make reports and recommendations as necessary.
- 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.
- 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.

Responsibilities in respect of indemnities

- 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.

Accountability arrangements

- To report to the Council, the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of the governance, risk management and internal control frameworks, financial reporting arrangements and internal and external audit functions.
- To report to full council on an annual basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.
- To publish an annual report on the work of the committee, including a conclusion on the compliance with the CIPFA Position Statement.

Membership of the Committee

The Committee will have a membership of nine made up as follows:

- Six Councillors politically balanced. Members may not be Chair of Council or a Cabinet member.
- Three 'lay persons' as defined by the Local Government (Wales) Measure 2011, as amended from time to time.
- The Chair of the Committee is to be elected by the Committee
- The person elected as Chair of the Committee must be a lay person.

COUNCIL FORWARD WORK PROGRAMME

Meeting	Item (Description / Title)		Purpose of Report	Council Decision Required (yes/no)	Lead member and Contact Officer	Date Entered-Updated / By
9 July 2024	1	Reviewed and updated Denbighshire County Council's Climate and Ecological Change Strategy (2021-2030)	To present the reviewed and updated Climate and Ecological Change strategy document for Council to decide on whether to adopt it	Yes	Cllr Barry Mellor / Liz Wilcox-Jones / Helen Vaughan-Evans	
	2	Council Performance Self-Assessment 2023 to 2024 (year end)	To consider a report by the Strategic Planning Team for Council to approve the Performance Self-Assessment 2023 to 2024.	Yes	Cllr Gwyneth Ellis Lead Officer/Report Author – Helen Vaughan-Evans, Iolo McGregor, Emma Horan	
	3	Annual Report of Scrutiny	To review the annual report of Scrutiny	No	Lead Member – Cllr Julie Matthews Head of Service – Catrin Roberts Report Authors – Rhian Evans and Karen A. Evans	
	4	Corporate Joint Committee Governance Arrangements	To approve updated governance arrangements	Yes	Lead Member – Cllr Jason McLellan Lead Officer/Report Author – Gary Williams	26.04.24 KEJ
	5	Committee Timetable 2025	To approve the Committee Timetable for 2025	Yes	Lead Member – Cllr Julie Matthews Head of Service – Catrin Roberts Report Authors – Steve Price and Kath Jones	26.04.24

COUNCIL FORWARD WORK PROGRAMME

10 September 2024	1	Petition Scheme	To approve a Petition Scheme for the Council	Yes	Cllr Julie Matthews / Gary Williams	
12 November 2024						

FUTURE ITEMS

Meeting	Item (Description / Title)	Purpose of Report	Council Decision Required (yes/no)	Lead member and Contact Officer
TBC	Review of Polling Places and Stations	To consider a statutory review of the county's polling places and polling stations.	Yes	Cllr Julie Matthews / Steve Price / Shellan Rowley

Note for Officers – Full Council Report Deadlines

<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>

COUNCIL FORWARD WORK PROGRAMME

		<i>14.05.2024</i>	<i>30.04.2024</i>	<i>09.07.2024</i>	<i>25.06.2024</i>
<i>10.09.2024</i>	<i>27.08.2024</i>	<i>12.11.2024</i>	<i>29.10.2024</i>		

Updated 30/04/2024 SLW

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Council Workshop Forward Work Programme

DATE OF COUNCIL WORKSHOP	TOPIC(S)	LEAD SLT / LEAD MEMBER	DATE ENTERED / UPDATED BY
2024 DATES Tuesday 2pm			
11 June	Highways	Tony Ward / Councillor Barry Mellor	
16 July			
3 September			
1 October			
5 November			
10 December			

Reserve List for consideration post 2023;

1. Strategic Flooding approach (inc DCC Strategy) - Tony Ward & Emlyn Jones / Councillor Barry Mellor
2. ALN Reform, the New Curriculum for Wales and the support provided by The Regional School Improvement Service (GwE)
3. Inclusion Service & Pupil Referral Unit
4. How we support Schools through Admissions, Transport, Governance and Resource Management.
5. Tackling Poverty/Deprivation
6. Tourism, including destination management and Tourism Strategy
7. Culture/Arts/Heritage
8. Young People in democracy
9. CJC Update to include the Regional Strategic Planning, Transport Plan etc
10. NWEAB work, including Growth Deal
11. Sustainable Transport Plan & Active Travel

Council Workshop Forward Work Programme

12. LDP
13. Approach to Homelessness
14. Town Centres
15. Flying Start, Family Support and Early Prevention
16. Safeguarding & Community Safety
17. Levelling up Funds and Shared Prosperity Fund
18. Regional Integration Fund (RIF) Projects & Funding
19. NWOW & Office Strategy
20. Corporate Plan
21. DLL & DCC
22. Workshop for each of the Corporate Plan themes.

Promotion of Welsh Language (within the Council, Communities and Schools - Welsh Education Strategic Plan, New Language Categorisation). (This was the topic for the 10 Oct 2023 Workshop which meeting was cancelled, with the intention of being rescheduled).

Revised 20/3/24 KEJ