

# Pecyn Cyhoeddus

Cyngor Bwrdeistref Sirol Wrecsam/ Wrexham County Borough Council  
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www.wrecsam.gov.uk [www.wrexham.gov.uk](http://www.wrexham.gov.uk)  
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Gofynner am/Ask for  
Rhif Cyswilt/Contact No  
E-bost/E-mail

Dydd Gwener, 31 Mai 2019  
Helen Coomber  
01978 292236  
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Annwyl Gyngorydd

Gofynnir i chi i ddod i **Gyfarfod PWYLLGOR SAFONAU Cyngor Bwrdeistref Sirol Wrecsam** sydd i'w gynnal yn **YSTAFELL GYFARFOD 2, NEUADD Y DREF, WRECSAM** ar **DYDD IAU, 6 MEHEFIN 2019** am **3.00 pm** i drafod y busnes a nodir isod.

Yn gywir

Sioned Wyn Davies  
Prif Swyddog Llywodraethu a Chwsmeriaid  
Chief Officer Governance & Customer

## **R H A G L E N**

- 1 Ymddiheuriadau am absenoldeb**
- 2 Datganiadau o gysylltiadau personol, os oes rhai**  
Atgoffir yr Aelodau o'u cyfrifoldeb, dan Baragraff 11 o God Ymddygiad yr Aelodau, i ddatgan bodolaeth a natur unrhyw gysylltiad personol mewn perthynas ag unrhyw un o'r busnesau i'w trafod yn y cyfarfod hwn
- 3 Cadarnhau Cofnodion**  
Cadarnhau Cofnodion y Cyfarfod a gynhaliwyd ar 7 Mawrth 2019 fel cofnod cywir (*Tudalennau 3 - 6*)
- 4 Recriwtio Aelodau Annibynnol**  
Ystyried adroddiad y Dirprwy Swyddog Monitro (*Tudalennau 7 - 10*)
- 5 Gweithdrefn Rhannu Pryderon**  
Ystyried adroddiad y Dirprwy Swyddog Monitro (*Tudalennau 11 - 14*)
- 6 Adroddiad Blynyddol Panel Dyfarnu Cymru**  
Ystyried adroddiad y Dirprwy Swyddog Monitro (*Tudalennau 15 - 18*)

- 7 **Rhaglen Waith Gynlluniedig - Medi 2019 to Mehefin 2020**  
Ystyried adroddiad y Dirprwy Swyddog Monitro (*Tudalennau 19 - 20*)
- 8 **Dyddiad ac Amseroedd Cyfarfodydd**  
Nodi'r dyddiadau ar gyfer cyfarfodydd Chwarterol y Pwyllgor yn 2019/2020
- 5 Medi 2019  
5 Rhagfyr 2019  
5 Mawrth 2020  
4 Mehefin 2020
- 9 **Unrhyw eitemau eraill y mae'r Cadeirydd yn penderfynu eu bod yn rhai brys**

**I'R: CADEIRYDD AC AELODAU O'R PWYLLGOR SAFONAU**

Ms Julie Adams  
Mr Neil Benson  
Mrs Claire Blanchard  
Mrs Sandra Hunt  
Mr Michael Pugh

Mr Geoff Edwards - Cynghorydd Cymuned  
Y Cynghorydd Andrew Atkinson  
Y Cynghorydd I David Bithell, MBE  
Y Cynghorydd Kevin Hughes

# Eitem 3

**COFNODION CYFARFOD O'R PWYLLGOR SAFONAU A GYNHALIWYD YN  
YSTAFELL GYFARFOD 2, NEUADD Y DREF, WRECSAM AR DYDD IAU, 7  
MAWRTH 2019**

**AELODAU**

Mr Michael Pugh, Cadeirydd  
Mr Neil Benson, Is-Gadeirydd

Ms Julie Adams  
\* Mrs Claire Blanchard  
Mrs Sandra Hunt  
Mr Geoff Edwards - Cynghorydd Cymuned

\* Y Cynghorydd Andrew Atkinson  
Y Cynghorydd I David Bithell, MBE  
\* Y Cynghorydd Kevin Hughes

\*Yn absennol

**22 YMDDIHEURIADAU AM ABSENOLDEB**

Cyflwynwyd ymddiheuriad am absenoldeb ar ran y Cynghorydd Andrew Atkinson.

**23 CADARNHAU COFNODION**

**PENDERFYNWYD - Llofnodi cofnodion y cyfarfod a gynhaliwyd ar 6 Rhagfyr 2018 fel cofnod cywir.**

**24 ADOLYGIAD O'R COD YMDDYGIAD AR GYFER AELODAU A'R WEITHDREFN  
ADRODD GYFRINACHOL**

Cyflwynodd y Swyddog Monitro adroddiad (HCCS/16/19) yn gofyn i Aelodau adolygu'r Cod Ymarfer i Aelodau a'r Weithdrefn Adrodd yn Gyfrinachol

Cyflwynodd y Dirprwy Swyddog Monitro yr adroddiad a dywedodd bod hwn yn adolygiad o'r weithdrefn a gyflwynwyd ym mis Mawrth 2016 i roi mwy o eglurder i aelodau ynglŷn â chodi pryderon a chwynion am wasanaethau ac / neu swyddogion y Cyngor.

**PENDERFYNWYD – Nodi'r adroddiad.**

**Rheswm dros y penderfyniad**

**Er mwyn adolygu'r Weithdrefn Adrodd yn Gyfrinachol ar gyfer Aelodau a fabwysiadwyd ym mis Mawrth 2016.**

**25 RECRIWTIO AELODAU ANNIBYNNOL**

Cyflwynodd y Dirprwy Swyddog Monitro adroddiad (HCCS/15/19) er mwyn galluogi'r Pwyllgor i ystyried y broses ar gyfer recriwtio aelod annibynnol newydd ar y Pwyllgor Safonau.

Nodwyd y byddai'r Cyngor yn ei gwneud yn ofynnol i Aelod gyflawni hyfforddiant cyfweliad cyn eistedd ar Banel Dewis. Cytunwyd trefnu sesiwn hyfforddi ar unwaith, i'w gynnal cyn cyfarfod nesaf y Pwyllgor, am 1.00pm ar 6 Mehefin, ac y byddai holl Aelodau'r Pwyllgor yn cael ei wahodd iddo.

Nodwyd y byddai hysbysebu yn digwydd fis Mehefin, gyda chyfweiliadau ym mis Gorffennaf, er mwyn gallu cyflwyno adroddiad i Gyfarfod Cyngor mis Medi yn argymhell aelod newydd ar gyfer y Pwyllgor.

#### **PENDERFYNWYD -**

- (i) Nodi'r adroddiad a chymeradwyo'r broses recriwtio a awgrymwyd**
- (ii) Bod aelodaeth benodol y Paned Dewis ar gyfer y broses recriwtio bresennol yn cynnwys y canlynol:**

**Mr Graham Binnie, Aelod Panel Lleyg  
Y Cynghorydd Cymuned Geoff Edwards  
Aelod Annibynnol, Ms Julie Adams  
Aelod Annibynnol, Mrs Sandra Hunt  
Cynghorydd I David Bithell, MBE**

#### **Rheswm dros y penderfyniad**

**Sicrhau bod y Pwyllgor Safonau yn cael ei sefydlu yn unol â Chyfansoddiad y Cyngor.**

#### **26 OMBWDSMON GWASANAETHAU CYHOEDDUS CYMRU - LLYFR ACHOSION Y COD YMDDYGIAD**

Cyflwynodd y Swyddog Monitro adroddiad (HCCS/13/19) i alluogi'r Aelodau i ystyried penderfyniadau diweddar Ombwdsmon Gwasanaethau Cyhoeddus Cymru a gyhoeddwyd yn y Llyfr Achos Cod Ymddygiad.

Tynnodd y Dirprwy Swyddog Monitro sylw Aelodau at achos yn ymwneud â Cyngor Cymuned Llai lle yr honnwyd bod aelod wedi bod yn amharchus ac y datgelwyd gwybodaeth gyfrinachol. Daeth yr Ombwdsman i ganlyniad bod yr aelod wedi datgelu gwybodaeth yn ystod y cyfarfod ond nad oedd y wybodaeth yn gyfrinachol. Roedd yn bryderus am y sylwadau a wnaed ac yn teimlo nad oeddynt yn addas nac yn angenrheidiol.

Cyfeiriodd y Dirprwy Swyddog Monitro at ail achos lle'r oedd Cynghorydd wedi bod yn arbennig sarhaus. Tra nad oedd y Cynghorydd yn credu eu bod wedi ymddwyn yn anghywir, roedd yr Ombwdsman yn bryderus ynglŷn â sut y bu iddo ymddwyn.

Awgrymwyd bod y dylid amlygu penderfyniadau llyfr achos diweddar er mwyn rhoi gwybod i Gynghorwyr. Nodwyd hefyd y byddai penderfyniad llyfr achos yn cael eu cynnwys fel rhan o'r hyfforddiant Cod Ymarfer a ddarperir gan y Swyddog Monitro.

**PENDERFYNWYD – Nodi'r penderfyniadau a gofnodwyd yn y Llyfr Achos Cod Ymddygiad.**

**Rheswm dros y penderfyniad**

**Rhoi gwybod i'r Aelodau am y gwaith a wnaed gan Ombwdsmon Gwasanaethau Cyhoeddus Cymru.**

Mr Michael Pugh  
Cadeirydd



<b>REPORT TO:</b>	Standards Committee
<b>REPORT NO:</b>	COGC/22/19
<b>DATE:</b>	6 June 2019
<b>LEAD OFFICER:</b>	Deputy Monitoring Officer
<b>CONTACT OFFICER:</b>	Linda Roberts, Head of Service, Legal, Democratic & Registration/Deputy Monitoring Officer (Tel: 292221)
<b>SUBJECT:</b>	Recruitment of Independent Member
<b>WARD:</b>	N/A

## 1. PURPOSE OF THE REPORT

To consider amending the recently agreed process for the recruitment of an independent member on the Standards Committee following a recent resignation from the Committee.

## 2. EXECUTIVE SUMMARY

- 2.1 In March 2019, Members approved the recruitment process and specific membership of the Selection Panel as the second term for one of the independent members of the Standards Committee, Mr Michael Pugh, expires later this year in September 2019. Since that Meeting, the Chief Officer Governance & Customer has received notification that that one of the other independent members, Mrs Claire Blanchard wishes to resign from the Committee.
- 2.2 The Council have to follow a statutory procedure for the recruitment of independent members, as required by the Standards Committees (Wales) Regulations 2001 (as amended), and it will be necessary for the Council to embark on this prescribed process during the summer of 2019. This would involve advertising the two positions in two local newspapers, following which the Selection Panel established by the Council in September 2005 would interview all suitable applicants and subsequently the Panel's recommendation regarding the two appointments would be considered by the Council.
- 2.3 The specific membership of the Selection Panel for the current recruitment process was agreed by the Committee in March and comprises of the following:

Mr Graham Binnie, Lay Panel Member  
Community Councillor Geoff Edwards  
Independent member, Ms Julie Adams  
Independent member, Mrs Sandra Hunt  
Councillor I David Bithell, MBE

### **3. RECOMMENDATIONS**

- 3.1 That the report be noted and the recruitment process, as agreed by the Committee in March 2019, be amended to include recruitment for two independent members.**

### **REASON FOR RECOMMENDATION**

To ensure the Standards Committee is constituted in accordance with the Council's Constitution.

### **4. BACKGROUND INFORMATION**

- 4.1 The second consecutive term of office of one of the independent members of the Standards Committee, Mr Michael Pugh, expires later this year in September 2019 and in accordance with the Standards Committee (Wales) (Amendment) Regulations 2006 an independent member of a Standards Committee may only serve two consecutive terms of office.
- 4.2 On 7 May 2019, the Chief Officer Governance & Customer received notification that Mrs Claire Blanchard wishes to resign from the Committee.
- 4.3 The Council will therefore have to follow the statutory procedure for recruitment of two new independent members as required by the Standards Committees (Wales) Regulations 2001 (as amended).
- 4.4 The Regulations require the Council to advertise for the appointment of independent members in two local newspapers and to establish a selection Panel to consider applications received. The specific membership of the Selection Panel for the current recruitment process was agreed by the Committee in March and comprises of the following:
- Mr Graham Binnie, Lay Panel Member  
Community Councillor Geoff Edwards  
Independent member, Ms Julie Adams  
Independent member, Mrs Sandra Hunt  
Councillor I David Bithell, MBE
- 4.5 The Council requires Members to have undergone interview training prior to sitting on the Selection Panel.
- 4.6 The law requires that neither a current Officer nor Member, nor the spouse of an Officer or Member, of a local authority, may be an independent member of a Standards Committee. However, former Officers and Members of local authorities other than Wrexham are eligible provided that at least one year has



expired after they cease to be an Officer/Member. Criteria over and above the statutory criteria for the appointment of independent members were agreed by the Council in 2001 and include a prohibition on political party activity or having had significant previous dealings with the Council or a close relationship with any Member or Officer of the Council. The Selection Panel must consider these criteria when considering appointments for the vacancy, and make recommendations to the Council for appointment.

4.7 The agreed timetable for the recruitment process is as follows:

- (a) Panel training 6 June 2019 – immediately prior to Committee meeting.
- (b) June 2019 – Advertise vacancies.
- (c) Mid/Late July 2019 – Interviews take place.
- (d) September 2019 – Recommendation to the Council for appointment.

## 5. IMPLICATIONS

5.1 **Policy Framework** - Part 2 Article 9 of the Council's Constitution states the composition of the Standards Committee and terms of office for independent members.

5.2 **Budget** – The costs of advertising will need to be met from within existing budgets.

5.3 **Legal** - There are no specific implications.

5.4 **Staffing** - There are no specific implications.

5.5 **Equalities/Human Rights** - There are no specific equality and human rights issues arising from this report. Any impacts will be considered as part of EIA CCS/EIA00080/2015 - Committee Administrative Processes.

5.6 **Risks** - Not applicable

## 6. CONSULTATION

6.1 Not applicable

BACKGROUND PAPERS	LOCATION	WEBSITE INFO.
Local Government Act 2000 Standards Committees (Wales) Regulations 2001 (as amended).		





<b>REPORT TO:</b>	Standards Committee
<b>REPORT NO:</b>	COGC/20/19
<b>DATE:</b>	6 June 2019
<b>LEAD:</b>	Sioned Wyn Davies, Monitoring Officer
<b>CONTACT OFFICER:</b>	Linda Roberts, Deputy Monitoring Officer (Tel: 292221)
<b>SUBJECT:</b>	Whistleblowing Policy
<b>WARD:</b>	N/A

## **1. PURPOSE OF THE REPORT**

This report is submitted in accordance with the Council's Whistleblowing Policy which contains a requirement that the Monitoring Officer bring a report to the Standards Committee at least once a year on the operation of the Policy and any changes in practice introduced as a result of concerns raised under the Policy.

## **2. EXECUTIVE SUMMARY**

- 2.1 The Standards Committee last received a report on the operation of the Whistleblowing Policy on 7 June 2018.
- 2.2 The number and nature of concerns raised do not give rise to any significant corporate concerns.

## **3 RECOMMENDATIONS**

- 3.1 That the Standards Committee considers the contents of the report.**

### **REASONS FOR RECOMMENDATIONS**

To fulfil the Standards Committee function of overseeing the Council's Whistleblowing regime.

#### 4. BACKGROUND INFORMATION

4.1 The Standards Committee last received a report on the operation of the Whistleblowing Policy at its meeting on 7 June 2018 when it was reported that seven concerns had been raised over the previous reporting period.

4.2 During the period since the Standards Committee last received a report on the operation of the Policy four concerns have been reported, summarised as follows:

Department	Outcome
Environment and Planning	Anonymous concern raised. No evidence to support allegations.
Environment and Planning	In progress. Outcome anticipated shortly.
Environment and Planning	Investigation in progress.
Housing and Economy	Investigation in progress.

4.3 In accordance with the Whistleblowing Policy, the Chief Officer Governance & Corporate reviews all concerns and outcomes on a periodic basis to ensure they are investigated in accordance with the Policy.

4.4 In October 2018 the Council's Internal Audit Services reported on the accessibility and effectiveness of the Council's Whistleblowing Policy. The audit included consideration of the results of an employee survey and staff awareness of the Policy. The report found that the Policy is used effectively and its use is regularly monitored. The audit also found that there is a high level of awareness of the Policy and where to access it. The report identified that minor updates were needed to the Policy including changes in job titles. In continuing to raise awareness across the workforce it was identified that there should be particular emphasis on raising awareness with managers of their responsibilities and allaying concerns about victimisation for employees. Such issues are to be addressed through training of senior managers and consideration of a training module through the Council's e-learning platform.

#### 5. IMPLICATIONS

5.1 **Policy Framework** – A strong ethical framework and governance arrangements support the Council Plan objective of building and efficient and effective organisation that can best support local well-being. The work of the Standards Committee in overseeing the Whistleblowing Policy is an essential part of the framework.

5.2 **Budget** – The report has no budgetary implications

5.3 **Legal** – There are no specific legal implications arising from this report.

5.4 **Staffing** – The report has no staffing implications.

5.5 **Equality/Human Rights – Equality/Human Rights** – Members are advised of their duty to consider the full Equality Impact Assessment which is available at <http://vmwinsqld/equalityisalive/Menu.aspx> report number CCS/EIA00028/2014.

Members of the public can request a copy of the full Equality Impact Assessment from the Contact Officer named in the header box of this report. There are no specific implications arising from this report. Any concerns raised under the Whistleblowing Policy giving rise to equalities and/or human rights issues would be considered and addressed in connection with those individual concerns and associated investigations.

5.6 **Risks** – In the absence of a robust and effective Whistleblowing Policy and Procedure with which employees and third parties engaging with the Council are familiar, there is a risk that concerns about malpractice will not come to the attention of the Council. It is essential that employees understand that they will be protected if they raise a concern in the reasonable belief that their report is made in the public interest.

## 6. CONSULTATION

6.1 This report has not been subject to any consultation as it does not involve any decision-making or recommendations.

BACKGROUND PAPERS	LOCATION	WEBSITE INFO.
Whistleblowing Information	Wrexham Intranet	<a href="http://www.internal.wrexham.gov.uk/wordpress/sam/departments/chief-exec/human-resources/whistleblowing-policy/">http://www.internal.wrexham.gov.uk/wordpress/sam/departments/chief-exec/human-resources/whistleblowing-policy/</a>





<b>REPORT TO:</b>	Standards Committee
<b>REPORT NO:</b>	COGC/19/19
<b>DATE:</b>	6 June 2019
<b>LEAD:</b>	Sioned Wyn Davies, Monitoring Officer
<b>CONTACT OFFICER:</b>	Linda Roberts, Deputy Monitoring Officer (Tel: 292221)
<b>SUBJECT:</b>	Adjudication Panel for Wales Annual Report
<b>WARD:</b>	N/A

## 1. PURPOSE OF THE REPORT

To inform Members of the publication of the Annual Report 2017 – 2018 of the Adjudication Panel for Wales.

## 2. EXECUTIVE SUMMARY

- 2.1 The Adjudication Panel for Wales has published its Annual Report for the period April 2017 – March 2018. The report contains statistical information on the number of references and appeals referred to the Panel and those concluded during the relevant period. In addition, a summary of both Case Tribunals and Appeal Tribunals determined during the relevant period are provided in the report.
- 2.2 The functions of the Adjudication Panel are two-fold, firstly to form Tribunals to consider reports from the Public Services Ombudsman for Wales following investigation into allegations that a Member has failed to comply with the Code of Conduct for Members and secondly to consider appeals from a Member against decisions of Local Authority Standards Committees that they have breached the Code of Conduct for Members.

## 3 RECOMMENDATIONS

### 3.1 To note the contents of the report.

#### REASONS FOR RECOMMENDATIONS

To inform Members of the work undertaken by the Adjudication Panel for Wales.

## **4. BACKGROUND INFORMATION**

- 4.1 The Adjudication Panel for Wales is an independent Panel established under Part III of the Local Government Act 2000 to determine allegations of breaches by elected and co-opted Members of County Councils, County Borough Councils, Community Councils and Fire and National Park Authorities in Wales.
- 4.2 The Adjudication Panel reports that the number of cases for the reporting period was relatively low and the number of references to case tribunals and appeals received over the last 5 years are shown in the graph on page 8 of the report and those determined in a graph on page 9. The respective outcomes for references and appeals are shown in charts on pages 9 and 10 from which it is clear that suspension remains the penalty most often applied.
- 4.3 Members will note from the graph on page 10 that the breaches of the Code most commonly arising over the 5 year period April 2013 – March 2018 are for:
- Failure to show respect/equality/bullying (16 cases)
  - Failure to disclose interest and/or withdraw (13 cases)
  - Bringing office/authority into disrepute (8 cases)
- 4.4 A summary of the cases determined during the relevant period is provided in the report. Members will note that following references from the Public Services Ombudsman for Wales, 2 case tribunal hearings took place. No appeals by members of decisions by Local Authority Standards Committees were made.
- 4.5 At the first hearing the case tribunal found that a councillor had failed to comply with the Code of Conduct by failing to show respect and consideration for others, and using bullying and harassing behaviour. The councillor was disqualified for a period of 14 months.
- 4.6 In the second tribunal hearing it was found that there had been numerous breaches of the Code of Conduct when a councillor had made serious allegations about various council officials and employees, disclosed confidential information to third parties, made representations on behalf of a close personal associate and improperly pressurised a council officer to assist him. The tribunal disqualified the councillor for a period of 18 months.

## **5. IMPLICATIONS**

- 5.1 **Policy Framework** – A strong ethical framework and governance arrangements support the Council Plan objective of building and efficient and effective organisation that can best support local well-being. The Adjudication Panel for Wales forms a statutory element of the framework and governance arrangements external to the Council.
- 5.2 **Budget** – The report has no budgetary implications



- 5.3 **Legal** – By virtue of the Local Government Act 2000, Members are required to comply with the Council’s Code of Conduct for Members. Breaches of the Code may be referred to the Public Services Ombudsman for Wales who in turn may refer matters to the Adjudication Panel for consideration. The Adjudication Panel also considers appeals against determinations of Standards Committees within Wales.
- 5.4 **Staffing** – The report has no staffing implications.
- 5.5 **Equality/Human Rights – Equality/Human Rights** – Members are advised of their duty to consider the full Equality Impact Assessment which is available at <http://vmwinqld/equalityisalive/Menu.aspx> report number CCS/EIA00165/2017. Members of the public can request a copy of the full Equality Impact Assessment from the Contact Officer named in the header box of this report.
- 5.6 **Risks** – this report does not give rise to any specific risks
- 6. CONSULTATION**
- 6.1 This report has not been subject to any consultation as it does not involve any decision-making or recommendations.

<b>BACKGROUND PAPERS</b>	<b>LOCATION</b>	<b>WEBSITE INFO.</b>
Adjudication Panel for Wales Annual Report 2017 - 2018	APW website	<a href="https://gweddill.gov.wales/docs/apw/publications/apw-annual-report-2017-2018-en.pdf">https://gweddill.gov.wales/docs/apw/publications/apw-annual-report-2017-2018-en.pdf</a>



<b>REPORT TO:</b>	Standards Committee
<b>REPORT NO:</b>	COGC/21/19
<b>DATE:</b>	6 June 2019
<b>LEAD:</b>	Deputy Monitoring Officer
<b>CONTACT OFFICER:</b>	Linda Roberts (Tel: 292221)
<b>SUBJECT:</b>	Forward Work Programme – September 2019 to June 2020
<b>WARD:</b>	N/A

## 1. PURPOSE OF THE REPORT

To consider the proposed items in the Forward Work Programme for the period September 2019 to June 2020

## 2. EXECUTIVE SUMMARY

2.1 It is suggested that the following items be considered at the Quarterly meetings for the coming year:-

September 2019

Public Service Ombudsman for Wales Annual Report

\*Public Service Ombudsman for Wales Code of Conduct Casebook

December 2019

Review Local Resolution Protocol

\*Public Service Ombudsman for Wales Code of Conduct Casebook

March 2020

Review operation of Code of Conduct for Members and Confidential Reporting Procedure

Review the Criteria for Independent Member Appointments

\*Public Service Ombudsman for Wales Code of Conduct Casebook

June 2020

Annual Report on the Operation of the Whistleblowing Policy

Adjudication Panel for Wales Annual Report

\*Public Service Ombudsman for Wales Code of Conduct Casebook

Forward Work Programme

\*Item will be included where a new Casebook has been published between meetings.

**3. RECOMMENDATION**

- 3.1 That the proposed items for inclusion in the Forward Work Programme be approved.**

**REASON FOR RECOMMENDATION**

To approve the list of items included in the Forward Work Programme.