

Public Document Pack



**CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL**

Mr Richard Parry Jones, BA, MA.
Prif Weithredwr – Chief Executive
CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfeydd y Cyngor - Council Offices
LLANGFNI
Ynys Môn - Anglesey
LL77 7TW

Ffôn / tel (01248) 752500
Ffacs / fax (01248) 750839

RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWASANAETHAU DEMOCRATAIDD	DEMOCRATIC SERVICES COMMITTEE
DYDD MERCHER, 18 MEHEFIN, 2014 am 2.00 o'r gloch	WEDNESDAY, 18 JUNE 2014 at 2.00 pm
YSTAFELL BWYLLGOR 1, SWYDDFEYDD Y CYNGOR, LLANGFNI	COMMITTEE ROOM 1, COUNCIL OFFICES LANGFNI
Swyddog Pwyllgor	Mrs. Mairwen Hughes (01248) 752516
	Committee Officer

AELODAU / MEMBERS

Cynghorwyr / Councillors:-

Annibynnol / Independent

D R Hughes, Victor Hughes, Richard Owain Jones and Dafydd Rhys Thomas

Plaid Cymru / The Party of Wales

Vaughan Hughes (Cadeirydd/Chair), R.Meirion Jones, R G Parry OBE and Dylan Rees

Llafur / Labour

J A Roberts

Grwp Chwyldroad/Revolutionist Group

Peter Rogers

A G E N D A

1 ELECTION OF VICE-CHAIR

To elect a Vice-Chair.

2 DECLARATION OF INTEREST

To receive any declaration of interest from any Member or Officer in respect of any item of business.

3 MINUTES (Pages 1 - 4)

To submit, for confirmation, the minutes of the meeting held on 26 March, 2014.

4 TIMING OF COUNCIL MEETINGS (Pages 5 - 6)

To submit a report by the Interim Head of Democratic Services in relation to the above.

5 DIVERSIFYING DEMOCRACY IN LOCAL GOVERNMENT IN WALES (Pages 7 - 20)

To submit a report by the Interim Head of Democratic Services in relation to the above.

6 REMOTE ATTENDANCE (Pages 21 - 26)

To submit a report by the Interim Head of Democratic Services in relation to the above.

7 FAMILY ABSENCE (Pages 27 - 34)

To submit a report by the Interim Head of Democratic Services in relation to the above.

8 MEMBER DEVELOPMENT TRAINING PLAN 2014/15 (Pages 35 - 42)

To consider the report approved by the County Council held on 8 May, 2014.

9 TOWN AND COMMUNITY COUNCILS WEBSITE GRANT - UPDATE (Pages 43 - 44)

To submit a report by the Interim Head of Democratic Services in relation to the above.

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 26 March 2014

- PRESENT:** Councillor Vaughan Hughes (Chair)
- Councillors D R Hughes, Victor Hughes, Richard Owain Jones, R LI Jones, R G Parry OBE, Dylan Rees and J A Roberts
- IN ATTENDANCE:** Interim Head of Democratic Services,
Senior HR Development Officer (MW),
Committee Officer (MEH),
Administrative Assistant/Committee Officer (SC).
- APOLOGIES:** Councillors R.Meirion Jones and Councillor Dafydd Rhys Thomas
- ALSO PRESENT:** Councillor Aled Morris Jones
-

1 ELECTION OF VICE-CHAIR

Councillor Richard Owain Jones was elected as Vice-Chair of this Committee.

2 DECLARATION OF INTEREST

None received.

3 MINUTES

The minutes of the meeting held on 30th January, 2014 were confirmed as correct.

4 MEMBER DEVELOPMENT CHARTER

Submitted - The report by the Interim Head of Democratic Services in relation to the progress on work associated with meeting the requirement of the WLGA Charter for Member Support and Development.

The Interim Head of Democratic Services gave an update on how the Council has met the necessary requirements and awarded the Standard Charter. Mr Daniel Hurford , Head of Policy (Improvement & Governance), WLGA presented a plaque and certificate to the Council on 6th March, 2014.

It was noted that the award has been granted for a period of 3 years and this formed a part of the Committee's work programme.

The Interim Head of Democratic Services explained that in addition to the Standard Charter, the Council can also work towards meeting the WLGA's newly developed Advanced Charter Level.

RESOLVED to note the content of the report.

5 WEBCASTING OF MEETINGS AND REMOTE ATTENDANCE

Submitted - A progress report by the Interim Head of Democratic Services in relation to the above.

The Interim Head of Democratic Services stated that following the report to the Executive on 17th February relating to the procurement exercise undertaken, it has been necessary to reschedule the implementation of webcasting of meetings. The installation of equipment in the Council Chamber is due to take place at the end of April. Following a competitive tendering process, Public-i was awarded the contract. Training for Member and staff on the Public-i webcasting solution is to commence in May, with the system fully operational by June, 2014 commencing with the Executive Committee on 9 June, 2014.

With regard to remote attendance, final guidance is awaited from the Welsh Government. The Council's Monitoring Officer will report to the Executive in due course.

RESOLVED to note the contents report.

6 WEBSITES FOR TOWN AND COMMUNITY COUNCILS

Submitted - The report by the Interim Head of Democratic Services stating that the Welsh Government has allocated funding to County Councils to offer a grant of up to £500 each for town and Community Councils, including those who already have a website, to be spent on website development.

It was noted that the grant is to assist Town and Community Councils to prepare for the Local Government (Democracy) (Wales) Act 2013, which contains provisions for community councils to publish information on a website. The Welsh Government originally issued guidance that funding needed to be utilized before the end of March 2014. This period has now been extended to 2014/15.

It was noted that the Council is liaising with Unllais Cymru to ensure that Town and Community Councils are using the allocated funding.

The Chair suggested that Clerks of Town and Community Councils should be updated and reminded of the grant funding available.

RESOLVED to note the current position.

7 MEMBERS ANNUAL REPORT

The Interim Head of Democratic Services reported to this Committee on the 4th February, 2013 and 2nd July, 2013 regarding Section 5 of the Local Government (Wales) Measure 2011, and the requirement to ensure that arrangements are in place to allow for Members to prepare an Annual Report on their work.

It was noted that draft reports have been requested by the 9 April, 2014 from Members with a view to publication on the Council's website in June 2014.

RESOLVED to note the current position as outlined in the report.

8 MEMBER DEVELOPMENT PROGRAMME AND PERSONAL DEVELOPMENT REVIEW

The Senior Human Resources Development Officer gave a verbal report with respect to the Member Development Plan and Personal Development Reviews.

With regard to the Personal Development Reviews, the Officer stated that she was assessing feedback from the reviews undertaken and the need to liaise with Group Leaders in due course.

A report on the 2014/15 Development Plan would be submitted to Council in due course.

It was RESOLVED to accept the report.

9 COMMITTEE WORK PROGRAMME 2014/2015

Submitted - a report by the Interim Head of Democratic Service in accordance with the Local Government (Wales) Measure 2011, stating that this Committee's function is to review the Council's adequate provision of staff, accommodation and resources to fulfil the functions of democratic services.

A report on the work of the Committee during 2013/14 will be submitted to the Council on 8th May, 2014.

In developing the work programme for 2014/15, it is recommended that focus should be made on the following:-

- Member Development and Training Plan including Personal Reviews;
- Webcasting of Meetings and Remote Attendance;
- Local Government (Wales) Measure 2011;
- Independent Remuneration Panel Annual Report;
- Modernising Working practices;
- Budget for 2015/16 and Impact on Democratic Services.

During the first quarter of 2014/15, it is proposed to arrange a focus group for Members to receive feedback on working practices.

RESOLVED to accept the report.

The meeting concluded at 2.40 pm

**COUNCILLOR VAUGHAN HUGHES
CHAIR**

This page is intentionally left blank

ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date of meeting:	18 June 2014
Title:	Timing of Council Meetings
Author:	Interim Head of Democratic Services

1.0 Background

1.1 Members will be aware that this matter has been the subject of previous reports to the County Council on the 5th December 2013, 27th January and 27th February 2014. Members will also note that a Notice of Motion was submitted to Council on 8th May 2014 as follows:

- *“To reconsider the times of meetings of the County Council, Executive, Scrutiny Committees. Semi-judicial committees and all other Council committees and sub-committees and to address the requirements with regard to equality and diversity”*
- *To refer the matter to the next meeting of the Democratic Services Committee.*

1.2 Council resolved that the matter be referred to the next meeting of the Democratic Services Committee.

1.3 Pursuant to the above, the Committee is now requested to give further consideration to this issue and to formulate recommendations to the County Council.

1.4 Members will be aware that the schedule of Council Meetings has now been published until April 2015 with the majority of meetings normally commencing at 2.00pm. As part of the Committee’s future work programme, Members may wish to comment on the timetable of meetings for the next municipal year and demands on Members.

2.0 Recommendation

2.1 The Committee is requested to make recommendations to Council on this matter.

Huw Jones
Interim Head of Democratic Services

10 June 2014

Background Papers:-

- 1) Report to County Council 5th December 2013
- 2) Report to County Council 27th January 2014
- 3) Report to County Council 27th February 2014

This page is intentionally left blank

ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date of meeting:	18 June 2014
Title:	Diversifying Democracy in Local Government in Wales
Author:	Interim Head of Democratic Services

1.0 Background

1.1 In July 2013, Lesley Griffiths, Minister for Local Government and Government Business, announced the establishment of an Expert Group on Diversity in Local Government to:

- review the results of the Local Government Candidates Survey (a survey of successful and unsuccessful candidates at county and community elections in 2012)
- consider any ways in which the survey itself and response rates might be improved
- more generally examine the profile of local government with a view to making recommendations on improving diversity in local government at the 2017 local elections.

1.2 The Expert Group's report '*On Balance: Diversifying Democracy in Local Government in Wales*' was published on 5 March 2014. The Welsh Local Government Association (WLGA) Co-ordinating Committee considered the report at its meeting on 28 March 2014.

2.0 The Recommendations of the Expert Group

2.1 24 recommendations are made in the report – 9 relating to the Local Government Candidates Survey and 15 relating to widening participation in local government. The Expert Group's recommendations, including the Welsh Government's initial responses, are included as an appendix to this report.

2.2 The Isle of Anglesey County Council is already seeking to address a number of the issues raised by the Expert Group relating to widening participation in local government, as outlined below:

Recommendation 14: Local authorities should encourage secondary schools, as part of the "Active Citizenship" goal in the Personal and Social Education Framework, to arrange for local councillors to speak to school students about their role...

'Llais Ni' is a project that gives young people on Anglesey, between the ages of 11 and 25, a chance to voice their opinions and make a difference in their communities. Llais Ni encourages young people to develop their skills and confidence to greater their influence on the decisions that affect them on the island. In April 2014, more than 30 young people from around Anglesey were given an opportunity to take part in a Question Time session about projects linked to the Energy Island Programme and how they could impact upon their lives and futures. The Question Time Panel consisted of Albert Owen MP, Rhun Iwan Iorwerth AM, Council Leader Ieuan Williams and the Council's Chief Executive, Richard Parry Jones.

Recommendation 17: "Member Champions" in each council should be encouraged to play an external role in encouraging greater participation in local government.

The Minister for Local Government and Business intends to establish a network of diversity champions across Wales and has asked each local authority to appoint a member diversity champion from an under-represented group. This matter is currently under consideration. Further information is awaited as to how this network will be developed.

Recommendation 19: The Welsh Government should coordinate a campaign, together with local government and relevant equalities and civic partners, to ensure that national and local promotions take place in the 18 months leading up to the next local elections ...

A number of different methods were used to raise the profile of the local elections in Anglesey in 2013, including:

- A series of adverts and press releases in the local press and published on the Council's website, as well as on Facebook
- A campaign through Twitter to target women's groups and young people's groups, asking them to spread the message

The campaign was successful, with 106 candidates for 30 seats on the County Council.

Recommendation 23: Local authorities which do not already broadcast their meetings should commence doing so at the earliest opportunity, as well as making full use of other social media outlets to engage with a wider public.

Anglesey commenced its webcasting of meetings on 9 June 2014 with a meeting of the Council's Executive.

3.0 Recommendations

- 3.1 The Committee is requested to consider the recommendations of the Expert Group as set out in appendix 1.

Huw Jones
Interim Head of Democratic Services

12 June 2014

Background papers:

'On Balance: Diversifying Democracy in Local Government in Wales' – The Report of the Expert Group on Diversity in Local Government -

<http://wales.gov.uk/topics/localgovernment/publications/expert-group-report/?lang=en>

EXPERT GROUP'S ACTION PLAN AND TIMETABLE AND WELSH GOVERNMENT RESPONSES

Recommendation	Timing	Cost
<u>Improving response to the survey</u>		
1. The Welsh Government, local government, the WLGA and One Voice Wales to explain the purpose of the survey and its importance. This should include a highlight report from the first survey so that recipients of the questionnaire can better appreciate its purpose.	Material to be produced in time for distribution with the survey for candidates at the 2017 elections.	Administrative, distribution and authorship costs, likely to be contained within existing budgets.
Welsh Government response: Support. We will have discussions with the other parties proposed to take this forward in good time for the next local elections.		
2. The Welsh Government should ensure that the next survey questionnaire can be completed and returned on-line.	Design and administrative work will need to be completed before 2017 elections.	Minimal costs to be borne within agreed budgets
Welsh Government response: Agreed.		
3. The surveys of candidates at county and community levels should be separated and conducted as two distinct surveys.	As above	As above

Recommendation	Timing	Cost
Welsh Government response: Agreed with the proviso that the two surveys be conducted concurrently, assuming the elections to both levels of local government are held on the same day.		
4. The Welsh Government should establish a methodology which allows the survey questionnaires to be distributed at the time of handling nomination papers.	Will need to be addressed during 2015/16 to give time for agreement with electoral administrators and possibly amend Measure provisions.	If Measure requires amendment, cost will be borne within existing budgets
Welsh Government response: Support in principle. We will review the provisions in the Local Government (Wales) Measure 2011 and any other relevant legislation to see whether it is possible and practical to do so. We would then need to engage with local authorities on the issue.		
5. The Welsh Government should agree with local government that a single research provider be employed to conduct the survey on behalf of local authorities at the next elections.	To be agreed at least one year before the next elections.	No additional cost. Welsh Government already committed to meet costs of survey.
Welsh Government response: Support in principle. A joint decision with local government would be required, which will be pursued with the WLGA.		
<u>Improving the information from the Survey</u>		
6. The Welsh Government should compare the question list with those used for surveys of councillors in other parts of the UK and should	To be completed in 2015 in case of need to amend Measure.	Contained within existing budgets.

Recommendation	Timing	Cost
amend to bring about better comparability.		
Welsh Government response: We will examine the merits and practicality of this proposal. It must not compromise the central aim of the survey, to produce measurements of progress over time.		
7. The Welsh Government should commission research to enhance the next survey aimed at obtaining qualitative data from a sample of respondents as well as interviewing a sample of potential candidates who had subsequently decided not to stand.	Decision required by May 2016 in order for procurement exercise to take place.	c£10-15,000
Welsh Government response: We will consider the merits of this proposal. The survey is intentionally longitudinal in nature.		
8. Local authorities should be required to examine the data for their own area and develop strategies aimed at improving diversity at future elections.	Can proceed immediately and again after each elections.	Would need to be contained within existing budgets.
Welsh Government response: This is a recommendation for local government, which we support in principle.		
9. Local authorities should conduct exit interviews with councillors standing down at an election, to assess the reasons for doing so. The WLGA should collect anonymised data and publish a report after each	To be conducted in 2016/17 once decisions on candidacy had been made. Report produced in 2017.	No additional costs to existing budgets.

Recommendation	Timing	Cost
normal election.		
Welsh Government response: Recommendation for local government and the WLGA.		
<u>Action for political parties</u>		
10. Political parties and local government itself should encourage successful female councillors to act as mentors, engaging with appropriate local networks.	Can be implemented immediately.	To be borne within existing budgets.
Welsh Government response: Although this is not a recommendation for WG, we support it and will liaise with local government and political parties to further it.		
11. Each of the major political parties should be encouraged to develop strategies which will result at the next local elections in female members being nominated as candidates in at least 40% of those seats considered winnable by the party concerned.	To be implemented in good time for the commencement of candidate selection for 2017.	No obvious additional cost.
Welsh Government response: Support. Leaders of Political Parties represented in this Assembly have been asked to agree to endorse this recommendation in relation to their own Parties.		
12. Leaders of the main political parties should make a public commitment in favour of this target.	To be considered within their responses to the Report.	No cost.

Recommendation	Timing	Cost
Welsh Government response: Recommendation for each Leader.		
<u>Widening participation in local government</u>		
<p>13. The Welsh Government should collaborate with the WLGA, equalities groups and, if appropriate, the Assembly's Presiding Officer, to establish a shadowing/mentoring scheme in the period two years prior to the next local elections. This could be widened to include town and community councils, in cooperation with One Voice Wales.</p>	<p>Programme would operate in 2015 and 2016. Preparatory work required in second half of 2014.</p>	<p>Cost of project coordinator, administrative costs and expenses. c£30,000 per year for 2.5 years. Sharing of costs possible between participating bodies.</p>
Welsh Government response: Support. We will liaise with the other bodies named in order to develop a shadowing scheme in Welsh local government in 2015/16.		
<p>14. Local authorities should encourage secondary schools, as part of the "Active Citizenship" goal in the Personal and Social Education Framework, to arrange for local councillors to speak to school students about their role. Councillors from under-represented groups should be encouraged to participate in this.</p>	<p>To be agreed at each local authority area but can proceed as soon as possible.</p>	<p>To be met within existing budgets.</p>

Recommendation	Timing	Cost
Welsh Government response: Recommendation for local government.		
<p>15. Community councils should take advantage of the provisions in the Measure to co-opt youth “councillors” in a non-voting role and county councils should consider the merits of adopting similar procedures, including the creation of “shadow” Youth Cabinets. There should be a campaign involving One Voice Wales and other interested parties to promote town and community councils to increase public awareness of their role and as a potential entry road into political life for under-represented groups.</p>	<p>Should be ongoing campaign following publication of Report.</p>	<p>To be agreed in funding negotiations between OVW and Welsh Government.</p>
Welsh Government response: Support. We will hold discussions with OVW and the WLGA to further it.		
<p>16. Welsh Government should consider the evaluation of the Access to Elected Office project operated in English elections and consider operating a similar scheme for the next local elections.</p>	<p>To follow publication of evaluation by UK Government Equalities Office. Scheme would need to be put in place at least a year before elections.</p>	<p>Demand driven but likely to require reserve of c£10,000.</p>
Welsh Government response: Support. We will consider the results of the UK Government’s scheme and engage with groups representing disabled people before deciding whether to operate this scheme in Welsh elections.		
<p>17. “Member Champions” in each council should be</p>	<p>For each local authority to pursue following</p>	<p>To be borne within</p>

Recommendation	Timing	Cost
encouraged to play an external role in encouraging greater participation in local government.	publication of report.	existing budgets.
Welsh Government response: Support. We will liaise with the WLGA and it's Member Support and Champions networks to progress this.		
18. Every councillor should be encouraged to mentor a potential successor candidate for their seat.	As above	As above
Welsh Government response: Recommendation for local government and political parties.		
19. Publicity and educational campaign, involving Welsh Government, local government and relevant equalities and civic partners, to ensure that information is received by the public about local government and that the idea of becoming active in local government is carried into the community	Campaign to focus on 2015/16, in order to arouse interest for 2017 elections.	Expertise to be procured by Welsh Government through inward secondment or fixed term contract .with potential cost of £30,000.Publicity costs to be agreed with WLGA and others but likely to be c£40k.
Welsh Government response: Support. This will form part of campaign by the WG and its partners to promote diversity. We will consider the best way of securing the resource to take this forward.		

Recommendation	Timing	Cost
20. On-going campaign, linked to 18 above, to ensure that the need to improve diversity in local government remains in the public eye and to maintain contact with networks of under-represented groups. This should include publicity for role models, targeted to reach appropriate audiences.	To commence in second half 2014 and be ongoing.	Project coordination and administrative costs to be linked with 13 and 18 above. Steering group to be established to oversee work.
Welsh Government response: Agreed. Previous response applies.		
21. This campaign should also include approaches to employers to facilitate council membership by their employees. Public sector employers, including the Welsh Government, should become exemplars in facilitating their employees becoming and serving as councillors.	Ongoing campaign to commence in second half of 2014.	As above.
Welsh Government response: Support. This issue will be raised with the Public Service Leadership Group and Local service Boards.		
22. Private sector organisations, particularly those benefitting from Welsh Government procurement, should be encouraged to support staff wishing to serve as councillors, as part of their Corporate Social	As above.	As above.

Recommendation	Timing	Cost
Responsibility programmes. The CBI should be asked to support this aim.		
Welsh Government response: Agree in principle. To be raised with the CBI and other employer groups.		
23. Local authorities which do not already broadcast their meetings should commence doing so, as well as making full use of other social media outlets to engage with a wider public.	For each local authority to consider following publication of Report.	To be borne within existing budgets. (Welsh Government has already provided start-up funding for this).
Welsh Government response: Support but for individual authorities to decide upon.		
24. Welsh Government should evaluate the effectiveness of reforms introduced through the Measure to see how effective they have been in achieving the aims of the Expert Panel.	Evaluation of Measure to be conducted during 2014/15.	c£25,000
Welsh Government response: Agreed. The WG will include this within its research and evaluation programme in the next two years.		

This page is intentionally left blank

ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date of meeting:	18 June 2014
Title:	Remote Attendance
Author:	Interim Head of Democratic Services

1.0 Background

- 1.1 Members will recall that the issue of remote attendance has previously been reported to this Committee.
- 1.2 This issue forms part of the Forward Work Programme for the Executive and Council. A report scheduled for the Executive is attached, setting out the current position and issues concerning remote access. Prior to consideration by the Executive this Committee is requested to comment on the issues raised in the report and make recommendations to the Executive/Council.

2.0 Recommendation

- 2.1 To consider issues detailed in the report and make observations.

Huw Jones
Interim Head of Democratic Services

10 June 2014

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive and Council
Date:	Executive2014 Council2014
Subject:	Remote Attendance
Portfolio Holder(s):	Alwyn Rowlands
Head of Service:	Lynn Ball Head of Function (Council Business) / Monitoring Officer
Report Author: Tel: E-mail:	Awena Parry Solicitor (Corporate Governance) 01248 752563
Local Members:	N/A

A –Recommendation/s and reason/s
<p><u>RECOMMENDATIONS:</u></p> <p>For the Council to :</p> <ol style="list-style-type: none"> 1. Note the Report and the discretion provided in Section 4 of the Local Government (Wales) Measure 2011; 2. To reject the use of remote attendance at this stage <u>or</u> to instruct officers to investigate the ICT, staffing and cost implications of implementing remote attendance. <p><u>REASONS:</u></p> <p>Section 4 of the Local Government (Wales) Measure 2011, and the Remote Attendance Guidance (which has just come into force) enables some elected members of a local authority to attend meetings “remotely”. That is, to attend by an audio visual link, rather than in person. This discretion is not limited to meetings of the full Council.</p> <p>However, implementation means compliance with a number of technical requirements in the Measure. So, a member who is attending by audio visual link must be able to see and hear those speaking in the meeting, and also to be seen and heard by those in the meeting, as well as being seen and heard by any other member who is also attending by audio visual link. Members attending by audio visual link must also be able to see and hear any member of the public who has a right to speak in the meeting so, for example, at the Planning and Orders Committee, or where the public are invited to speak at a Scrutiny Committee.</p> <p>Members will appreciate that the requirements are more complex than the webcasting pilot, which has now commenced, and that there may be significant technical challenges, as well as additional direct and indirect costs connected to the adoption of remote attendance.</p> <p>Concerns over the technical aspects of implementation include:</p>

- the risk of technology failing part way through a transmission thereby causing interference and interruption to the meeting;
- bandwidth limitations;
- failure by a member to be able to participate in a debate as a result of technical difficulties affecting the validity of decisions taken in the meeting, especially where the voting is close;
- privacy issues (at the remote location) where the item under discussion is exempt (i.e. press and public have been excluded under the Access to Information Regulations).

There are also likely to be staffing implications, as a member of ICT staff may be required to attend at the remote location with the member using the audio visual link, to ensure that the technology is working correctly, and that members are adequately supported. There would be a need to provide training for officers and any members who may wish to use remote attendance; both to familiarise them with the legal aspects but mainly to cover the practical and technical issues involved.

There is also a need to recognise equality as between the Welsh and English languages, so there may be a requirement for advanced translation facilities; and even potentially to have a translator present at a remote attendance site. As part of any decision to implement, the Council would have to decide on a maximum number of members who would be permitted to attend remotely at any given meeting, and to identify the meetings at which remote attendance would be permitted.

As remote attendance is discretionary, members are asked to consider the recommendations above and to instruct officers on how to proceed.

B – What other options did you consider and why did you reject them and/or opt for this option?

Both options – to reject the current exercise of this discretion, or to explore it in detail and report back to the Executive/Council, are included within this report.

C – Why is this a decision for the Executive?

It is not an Executive decision.

Implementation would require, among other things, changes to the Council Procedure Rules, and therefore ultimately it is a decision for the Council. However, in the case of constitutional change, the Executive is provided with an opportunity to express its view by way of a recommendation to the Council.

CH – Is this decision consistent with policy approved by the full Council?

Yes

D – Is this decision within the budget approved by the Council?
Possibly not, but subject to a comprehensive costing.

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	

E – Risks and any mitigation (if relevant)	
1	Economic
2	Anti-poverty
3	Crime and Disorder
4	Environmental
5	Equalities
6	Outcome Agreements
7	Other

F - Appendices:

FF - Background papers (please contact the author of the Report for any further information):
<ol style="list-style-type: none"> 1. Section 4 of the Local Government (Wales) Measure 2011 2. Remote Attendance Guidance

ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date of meeting:	18 June 2014
Title:	Family Absence Regulations
Author:	Interim Head of Democratic Services

1.0 Background

- 1.1 This issue forms part of the Forward Work Programme for the Executive and Council. A report scheduled for the Executive is attached, setting out the requirements of the Local Government (Wales) Measure 2011 in relation to family absence, key provisions and the establishment of a Democratic Services sub-committee for the purpose of dealing with appeals.

2.0 Recommendation

- 2.1 The Committee is requested to make observations to the Executive/Council on the issues referred to in the report.

Huw Jones
Interim Head of Democratic Services

10 June 2014

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive and Council
Date:	Executive 2014 Council 2014
Subject:	Family Absence Regulations
Portfolio Holder(s):	Alwyn Rowlands
Head of Service:	Lynn Ball – Head of Function (Council Business)/Monitoring Officer
Report Author: Tel: E-mail:	Awena Parry – Solicitor (Corporate Governance) Ext. 2563 apxce@anglesey.gov.uk
Local Members:	N/A

A –Recommendation/s and reason/s
<p><u>RECOMMENDATION</u></p> <p>The Executive recommends to Council that:</p> <ul style="list-style-type: none"> (i) Council approve the changes to the Council’s Constitution, outlined in this Report; (ii) Democratic Services Sub-Committee be established for the purpose of hearing Appeals under the Measure; (iii) When a Member is taking family absence under the Regulations, and is paid a senior salary, this senior salary shall continue/be discontinued during the period of family absence. Members will still be eligible to retain the basic allowance; (iv) The Chief Executive shall have delegated authority from Council to cancel or end a period of family absence which is not covered by the Regulations. <p><u>REASONS</u></p> <p>Part 2 of the Local Government (Wales) Measure 2011 (“the Measure”) introduces a new entitlement to a period of family absence for Members of local authorities which is subject to Members’ satisfying the conditions prescribed in the newly published Regulations.</p> <p><u>ISSUES</u></p> <p>There are five types of family absence to which a Member may be entitled under the Measure, provided they comply with the Regulations. These are:</p> <ul style="list-style-type: none"> (i) <u>Maternity absence</u> – (maximum 26 weeks); (ii) <u>New-born absence</u> – (maximum two weeks); (iii) <u>Adopter’s absence</u> – (maximum 2 weeks); (iv) <u>New adoption absence</u> – (maximum 2 weeks); and

(v) **Parental absence** – (maximum 3 months).

Full definitions for each type of family absence are contained in Appendix 1.

- The Regulations set out the following provisions:-
 - (i) The Member must give written notice to the Head of Democratic Services (“HDS”) of his/her intention to take family absence and the intended start and end dates;
 - (ii) The HDS must keep a record of all notifications and periods of family absence;
 - (iii) If the HDS informs the Council that he/she has reasonable grounds to suspect that a Member may not be entitled to the family absence notified, the Council may cancel or end the family absence, or delegate the authority to do this to the Chief Executive or another suitable Officer;
 - (iv) The option for a Member to continue to attend particular meetings or perform particular duties during a period of maternity or parental absence, subject to permission from the Chair of Council;
 - (v) A requirement for provisions to be included in the standing orders regarding the extent of any duties which Members may still be permitted to perform during a period of family absence;
 - (vi) A requirement for the Council to appoint a Panel comprising of three Members (which cannot include the Chair of Council) to hear and determine appeals from Members;
 - (vii) The right for a Member to appeal to the Panel against a decision of the Council (or an Officer with delegated authority) that the Member is not entitled to family absence following a referral from the HDS; and or against a refusal by the Chair of Council to grant permission for the Member to continue to attend particular meetings or perform particular duties whilst on family absence.

FINANCIAL IMPLICATIONS

- A supplementary report has been issued by the Independent Remuneration Panel for Wales which includes the following relevant decisions:-
 - (i) A Member is entitled to retain a basic salary when taking family absence under the Regulations, irrespective of the attendance record prior to the commencement of the absence;
 - (ii) When a senior salary holder is eligible for family absence, he/she will be able to continue to receive the senior salary for the duration of the absence if the Council so decides;
 - (iii) Any Member substituting for a senior salary holder taking family absence will be eligible for a senior salary;
 - (iv) If the paid substitution results in the Council exceeding the maximum number of permitted senior salaries, an addition to the maximum will not be allowed for the duration of the substitution without first obtaining the consent of the Minister; and
 - (v) When a Council agrees a substitution for family absence, the Panel must be informed

within 14 days of the date of the decision of the details, including the particular post and the duration of any substitution.

B – What other options did you consider and why did you reject them and/or opt for this option?

The implementation of the Regulations is compulsory, however, some elements of how it is implemented are optional. That is, the recommendations in A above. The alternatives are:-

- (ii) A sub-committee of the Council
- (iv) Any decision to rescind is not delegated and is taken by full Council

Both are thought too cumbersome and bureaucratic.

C – Why is this a decision for the Executive?

As the implementation of the Regulations will result in constitutional changes which can only be approved by the full Council after consideration by the Executive.

CH – Is this decision consistent with policy approved by the full Council?

Yes.

D – Is this decision within the budget approved by the Council?

Yes.

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	Joint author of Report so comments are included here.
4	Human Resources (HR)	n/a
5	Property	n/a
6	Information Communication Technology (ICT)	n/a

7	Scrutiny	n/a
8	Local Members	n/a
9	Any external bodies / other/s	n/a

E – Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	An equality impact assessment has been done and these recommendations are compliant with the provisions of the Equality Act 2010.
6	Outcome Agreements	
7	Other	

F - Appendices:
(1) Definitions and overview of allocation of functions.

FF - Background papers (please contact the author of the Report for any further information):
<ol style="list-style-type: none"> 1. The Family Absence for members of Local Authorities (Wales) Regulations 2013. http://wales.gov.uk/docs/dsjlg/consultation/130322familyabsenceregsannex1en.pdf 2. Draft Supplementary Report – Family Absence http://wales.gov.uk/irpwsb/home/publication/201415/draft-supp-report-family-absence/?lang=cy 3. Statutory Draft Guidance made under Section 30 of the Local Government (Wales) Measure 2011. http://wales.gov.uk/docs/dsjlg/consultation/130322familyabsenceguideannex2en.pdf

Definitions for Family Absence

<u>Type of Absence</u>	<u>Definition</u>
Maternity Absence period	A period of absence following the Member giving birth.
Newborn Absence (Paternity Leave) period	Absence granted to the “parent” of a child other than the mother. (i.e. father, husband, partner).
Adopter’s Absence period	A period of absence which starts at the physical date of the placement of the child with the Member for adoption. (Adoption Leave) and will be due to the child’s adopter.
New Adoption Absence period	A Member who has a “relationship” with another person who is adopting a child may take up to two weeks new adoption absence (i.e. married to or partner of child’s adopter). If a Member jointly adopts a child with another Member, one Member may elect to be the child’s adopter and would be entitled to adopter’s absence, and the other would be entitled to a period of new adoption absence.
Parental Absence period	A period of absence allowed to assist a Member to care for a child who was previously someone else’s responsibility.

Functions of relevant parties

<u>Officer</u>	<u>Function</u>
Head of Democratic Services (HDS)	<ul style="list-style-type: none"> • To receive notifications of family absence, to include notification of intention to take absence, and notification of start and end date. • To keep a record of all notifications and inform the Chair of the Council, the Chair of the DSC and the Leader of each Political Group of any notification received. • Inform the Council if they do not think the Member is entitled to a period of family absence. • Write to the Member to set out any decision by the Council to cancel the period of absence before it begins or while it is ongoing. • Receive appeals from Members on a decision not to allow absence (the

	appeal is then passed to the Chair of the Council).
Chair of Council	<ul style="list-style-type: none"> • Receive notice of appeal against decision to rescind family absence and to refer the hearing of the appeal to the Family Absence Appeal Panel. • Decide which functions a Member may continue to perform during a period of family absence at their request (upon consultation with the Leaders of the Political Groups). • To request voluntary attendance for the purpose of a quorum.
Family Absence Appeal Panel (Sub-Committee of DSC)	<ul style="list-style-type: none"> • Hear appeals against decisions to rescind family absence. • Hear appeals if there is a disagreement on what duties a Member shall be allowed to continue during the period of absence.
Full Council (But recommending delegation to the Chief Executive or any Officer acting with his/her authority)	<ul style="list-style-type: none"> • Council may cancel a Member's period of absence before it begins or bring a period of family absence to an end. • If a local member fails to return from absence, to withhold the Member's remuneration, subject to decision of Council. •
Leaders of Political Groups	<ul style="list-style-type: none"> • Entitled to be notified of family absence. • Consultees on decisions relating to the functions that a Member may continue to perform during absence.

This page is intentionally left blank

ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	COUNTY COUNCIL
DATE:	08 MAY 2014
TITLE OF REPORT:	MEMBER DEVELOPMENT PLAN – APRIL 2014 – MARCH 2015
PURPOSE OF REPORT:	TO SEEK COUNCIL APPROVAL TO THE DEVELOPMENT PLAN FOR ELECTED MEMBERS
REPORT BY:	INTERIM HEAD OF DEMOCRATIC SERVICES
LEAD OFFICER:	MIRIAM WILLIAMS, SENIOR HUMAN RESOURCE DEVELOPMENT OFFICER

There is a duty on the Authority to provide training and development opportunities for its Members and to make information available to the Council on an annual basis.

During 2012/13, the Council established a Democratic Services Committee in accordance with the Local Government (Wales) Measure 2011. The Committee has responsibility for matters relating to Member Training and Development.

During last year a comprehensive programme of training was provided and informed by the needs of Members and the organisation, supported by the WLGA with a commitment to work towards achieving the WLGA Member Development Charter Status Award. The existing Strategy was a key aspect of achieving Charter Status which provides focus on continued Member Development and Support.

At its core, the Strategy is about understanding the needs of Members so that they may be better supported in their roles through the provision of appropriate development which is constantly monitored, evaluated and reviewed to ensure that it is both “fit for purpose” and of the right quality.

Since the election Members of the Council have been issued with a generic job description and person specification which includes reference to personal and role development opportunities provided by the Authority.

Moving forward the induction and on-going development programme for Members is crucial. The attached Training Plan for the period May 2014 to March 2015 has been prepared to highlight the main areas of development to be offered during this period. The programme, will as far as possible, seek to accommodate Members needs

e.g a mixture of day and evening sessions and the format of the training varied e.g. workshops, mentoring, e-learning and one-to one etc.

This document will be a “rolling programme” of sessions, which will depend on the individual needs of Members together with those of the Council/other stakeholders whilst reflecting the resources available. The personal development reviews to be undertaken by Members during the year will be an important element of this process.

The intention is for the plan to continue to make further positive steps towards supporting Members in their roles, improving standards and developing good practices that assisted the achievement of the Member Development Charter status last year.

The Democratic Services Committee will be monitoring progress on a regular basis including further review/updating based on Members and organisational needs. In addition, reports will be submitted to the Standards Committee as appropriate.

RECOMMENDATION:

To adopt and undertake the Training Plan for Members as set out in the attached enclosure.

Huw Jones
Interim Head of Democratic Services
30.04.2014

**CYNLLUN DATBLYGU AR GYFER AELODAU ETHOLEDIG/
DEVELOPMENT PLAN FOR ELECTED MEMBERS
EBRILL /APRIL 2014 – MAWRTH/MARCH 2015**

Mae'r Cynllun yma yn seiliedig ar wybodaeth wedi ei gasglu gan Swyddogion/Cynlluniau Datblygu Personol, Aelodau Etholedig/Anghenion Siarter Aelodau.

Bwriedir i'r cynllun gael ei ddiwygio'n briodol fel mae blaenoriaethau/deddfwriaeth yn newid/ ac bydd yn ddibynol ar argaeledd cyllidebau i'w gefnogi.

This Plan is based on information collated from Officers/Elected Member Personal Development Plans/Member Charter requirements

The intention is that the plan is amended appropriately as priorities/legislation changes. The plan is also dependent on availability of budgets to support.

<p style="text-align: center;">PWNC</p> <p style="text-align: center;">SUBJECT</p>	<p style="text-align: center;">CYNULLEIDFA</p> <p style="text-align: center;">AUDIENCE</p>	<p style="text-align: center;">DYDDIAD</p> <p style="text-align: center;">DATE</p>
<p>Ymwybyddiaeth Amddiffyn Plant ac Oedolion Bregus/ Child Protection and Vulnerable Adults Awareness sessions</p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Ebrill a Mai/ April and May 2014</p>
<p>Sesiynau Gweddarlledu/ Webcasting Sessions</p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Ebrill a Mai/ April and May 2014</p>
<p>Hyfforddiant Cyfryngau Cymdeithasol/ Social Media Training</p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/ To be confirmed</p>
<p>Delio gyda'r Cyfryngau/ Dealing with the Media</p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/ To be confirmed</p>
<p>Adolygiad Cynlluniau Datblygu Personol/ Personal Development Reviews Review</p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Medi/September 2014</p>
<p>Cyfansoddiad/ Constitution</p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/ To be confirmed</p>
<p>Diwygiad Lles/ Welfare Reform</p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/ To be confirmed</p>

<p>Series of Finance/Audit sessions to include:</p> <ul style="list-style-type: none"> • Statement of Accounts • Counter Fraud Arrangements • Treasury Management • Risk Management 	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Mehefin/June 2014 Medi/September 2014 Hydref/October 2014 Rhagfyr/December 2014</p>
<p>Sesiwn Caffael/ Procurement Session</p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/ To be confirmed</p>
<p>Diweddaru Trwyddedu/ Licencing Updates</p>	<p>Pwyllgor Trwyddedu/ Licencing Committee Members</p>	<p>Fel bô'r angen/ As and when required</p>
<p>Cyfres o Hyfforddiant & Diweddariad Materion Cynllunio i gynnwys:/ Series of Planning Training & Updates to include:</p> <ul style="list-style-type: none"> • Sesiwn Comisiwn Dylunio Cymru/ Design Commission for Wales Session • Diweddariad ar faterion Cynllunio/ update on Planning matters 	<p>Pwyllgor Cynllunio/ Planning Committee</p>	<p>Fel bô'r angen/ As and when required</p>

Page 3

<p>Cyfres o sesiynau ymwybyddiaeth/gwybodaeth yn ymwneud â Ynys Ynni/Datblygiadau Mawr/</p> <p>Series of awareness/information sessions regarding Energy Island/Major Developments</p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/ To be confirmed</p>
<p>Cyfres o sesiynau ar faterion Tai a Cymuned i gynnwys:/ Series of sessions relating to Housing and Community to include:</p> <p>Page 40</p> <ul style="list-style-type: none"> • Digartrefedd/Homelessness • Tai Fforddiadwy/Affordable Housing • Polisi Gosod/Letting Policy • Deddf Tai/Housing Law • Materion Gofalwyr a Gofalwyr Ifanc/Caring and Young Carer Matters • Eiriolaeth a Chyfranogiad Plant/Advocacy and Children's Participation • Bil Gwasanaethau Cymdeithasol (Cymru)/ Social Services Bill (Wales) • Diogelu a Rhiant Corfforaethol/ Safeguarding and Corporate Parenting • Materion Oedolion/Matters relating to Adults 	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/ To be confirmed</p>

<p>Cyfres o sesiynau yn ymwneud ag Addysg, megis:/ Series of sessions involving Education matters such as:</p> <ul style="list-style-type: none"> • Rôl Aelod Etholedig fel Llywodraethwr Ysgol/Role of Elected Members as School Governors • Trosolwg o'r blaenoriaethau sydd yn wynebu ysgolion/Overview of the priorities facing schools 	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/ To be confirmed</p>
<p>Cyfres o sesiynau gyda'r Uwch Dim Rheoli gydag Academi Cymru/Series of sessions with the Senior Management Team Academi Wales</p>	<p>Pwyllgor Gwaith a'r Pwyllgor Gwaith Cysgodol/ Executive and Shadow Executive</p>	<p>I'w gadarnhau/ To be confirmed</p>
<p>Gwella Sgiliau Sgrwtini/Enhanced Scrutiny Skills</p>	<p>Aelodau o'r Pwyllgorau Sgrwtini/ Scrutiny Committee Members</p>	<p>Rhaglen i'w chadarnhau/ Programme to be agreed</p>
<p>Ymwybyddiaeth Diogelu Data/Materion Cyfrinachedd/ Awareness of Data Protection/ Confidentiality issues</p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/ To be confirmed</p>

Cwrs Sgiliau Arweinyddiaeth CLILIC/ WLGA Leadership Skills Course	Aelodau Penodol/Specific Members	Hydref – Rhagfyr/ October – December 2014
Sgiliau Cadeirio/ Chairing Skills	Holl Aelodau Etholedig/ All Elected Members	Fel yr adnabyddir/ As and when identified
Sgiliau TG/ IT Skills	Holl Aelodau Etholedig/ All Elected Members	Fel yr adnabyddir/ As and when identified
Sgiliau Iaith/Language Skills	Holl Aelodau Etholedig/ All Elected Members	Fel yr adnabyddir/ As and when identified
Mentora/Mentoring	Holl Aelodau Etholedig/ All Elected Members	Fel yr adnabyddir/ As and when identified
Ddysgu/ E Learning	Holl Aelodau Etholedig/ All Elected Members	Fel yr adnabyddir/ As and when identified

- Trefnir sesiynau ar gyfer Cyngorau Bro a Thref lle bô'r angen/
Sessions for Town and Community Councils will be arranged as/when identified
- Bydd Aelodau o'r Pwyllgor Safonau ac Aelodau Lleyg yn cael gwahoddiad i rai sesiynau lle'n briodol /
Where appropriate, Members of the Standards Committee and Lay Members will be invited to sessions

ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date of meeting:	18 June 2014
Title:	Town and Community Councils Website Development Grant – update
Author:	Interim Head of Democratic Services

1.0 Background

- 1.1 The Welsh Government has allocated funding to County Councils to offer a grant of up to £500 each for town and community councils, including those who already have a website, to be spent on website development.
- 1.2 The purpose of this grant was to assist town and community councils to prepare for the Local Government (Democracy) (Wales) Act 2013, which contains provisions which would require each community council to publish information on a website.
- 1.3 I reported to this Committee on 1 October 2013 that £20,000 of funding had been allocated to assist Anglesey's town and community councils to develop websites and that the allocation was being distributed to community councils. Progress reports were submitted to this Committee on 30 January and 26 March 2014.

2.0 Current Position

- 2.1 The original guidance issued by the Welsh Government stated that the funding needed to be used before the end of the current financial year. Local authorities have now been authorised by Welsh Government to carry over the funding for use during 2014/15. This reason behind this is to offer more flexibility and to better prepare town and community councils for the requirement to have a website once the relevant sections of the Local Government Democracy (Wales) Act 2013 are brought into force in 2015.
- 2.2 The current position with regard to the allocation of the grant is as follows:
 - 32 councils have claimed the grant
 - 1 council has notified us that it is still considering the matter
 - 1 council has notified us that it intends to discuss the matter at its next scheduled meeting
 - 6 councils have notified us that they do not intend to claim the grant

2.3 We have reminded those community councils that have not yet claimed the grant that the funding is still available to them and have encouraged them to take advantage of the offer.

3.0 Recommendation

The Committee is requested to note the current position.

Huw Jones
Interim Head of Democratic Services

10 June 2014