



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

GŴYS A RHAGLEN

SUMMONS AND AGENDA

ar gyfer

for an

**CYFARFOD BLYNYDDOL
O GYNGOR SIR
YNYS MÔN**

**ANNUAL MEETING OF
THE ISLE OF ANGLESEY
COUNTY COUNCIL**

a gynhelir yn

to be held at the

**SIAMBR Y CYNGOR
SWYDDFA'R SIR
LLANGEFNI**

**COUNCIL CHAMBER
COUNCIL OFFICES
LLANGEFNI**

**DYDD IAU
14 MAI 2015**

**THURSDAY
14 MAY 2015**

➔ am 2.00 o'r gloch ←

➔ at 2.00 pm ←

A G E N D A

1. **CHAIRPERSON**

To elect a Chairperson of the Isle of Anglesey County Council for 2015-16.

(Members are referred to the Order of Business regarding the ceremony for election of Chairperson of the County Council which will be tabled at the meeting).

2. **VICE-CHAIRPERSON**

To elect the Vice-Chair of the Isle of Anglesey County Council for 2015-16.

3. **TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIRPERSON, LEADER OF THE COUNCIL OR THE CHIEF EXECUTIVE.**

4. **DECLARATION OF INTEREST**

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

5. **DELEGATION BY THE LEADER/MEMBERSHIP OF THE EXECUTIVE**

In accordance with Paragraph 4.1.1.2 of the Constitution, to be informed by the Leader of the names of Councillors he has chosen to be Members of the Executive, together with their Portfolio responsibilities.

6. **ELECTION OF CHAIRPERSON OF THE DEMOCRATIC SERVICES COMMITTEE FOR 2015-16**

To elect a Chairperson in accordance with Paragraph 3.4.12.3 of the Constitution.

7. **CONFIRMATION OF THE SCHEME OF DELEGATION**

The Chairperson will confirm such part of the Scheme of Delegation as the Constitution determines it is for the Council to agree (as set out in Part 3.2 of the Constitution).

8. **POLITICAL BALANCE**

To submit the report of the Head of Democratic Services.

9. **SCHEME OF MEMBER REMUNERATION 2015-16**

To submit the report of the Head of Democratic Services.

10. **OUTSIDE BODIES**

To submit the report of the Head of Democratic Services.

11. MEMBER TRAINING DEVELOPMENT PLAN - MEMBER TRAINING DEVELOPMENT 2015-16

To submit the report of the Head of Democratic Services.

12. CONFIRMATION OF COMMITTEES

The Chairperson will confirm the re-appointment of the following Committee structure as referred to in Section 3.4 of the Council's Constitution, together with the following:-

- Pay and Grading Panel (a Sub-Committee of the County Council)
- Standards Committee Appointments Panel
- Standing Advisory Council on Religious Education
- Special Educational Needs Joint Committee
- Indemnities Sub-Committee

13. PROGRAMME OF ORDINARY MEETINGS OF THE COUNTY COUNCIL

To approve the following programme of ordinary meetings of the County Council for the ensuing year:-

- 29th September, 2015 - 2.00 pm
- 9th December, 2015 - 2.00 pm
- 24th February, 2016 - 2.00 pm
- 12th May, 2016 - 2.00 pm (Annual Meeting)

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ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	COUNTY COUNCIL
DATE:	14 MAY 2015
TITLE OF REPORT:	POLITICAL BALANCE ARRANGEMENTS WITHIN THE COUNCIL
REPORT BY:	HEAD OF DEMOCRATIC SERVICES
PURPOSE OF REPORT:	TO REVIEW POLITICAL BALANCE ON COMMITTEES

- 1.0 The Council needs to review political balance arrangements on its Committees on an annual basis.
- 2.0 The Local Government and Housing Act 1989 sets out the main principles governing political balance, which are:

“(a) that not all the seats on the body are allocated to the same political group;

(b) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the Authority’s membership;

(c) subject to (a) and (b) above, the number of seats on the ordinary committees of a relevant Authority which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of that Authority as is borne by the number of members of that group to the membership of the Authority; and

(d) subject to paragraphs (a) to (c) above, that the number of the seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the Authority.”

- 3.0 In terms of Group Membership the position remains the same as reported to the Council on the 8th May 2014 namely:-

Plaid Cymru Party of Wales	-	12
Labour	-	2
Independent Group	-	12
Revolutionist Group	-	2
Unaffiliated	-	2

- 4.0 The attached Matrix sets out the entitlement of seats to each group and the seats to non-affiliated members in accordance with local convention as confirmed by Council on the 8th May, 2014.

5.0 In accordance with political management protocols, political management arrangements have been discussed with Group Leaders.

6.0 **Recommendations:-**

- (i) to confirm the political balance arrangements and the number of seats allocated to each of the Groups under the Local Government and Housing Act 1989, and the number of seats given by custom and practice to the Members not subject to political balance as set out in the matrix;
- (ii) subject to (i) above confirm that the seats designated to the unaffiliated Members continue on the basis of current appointments.
- (iii) that Group Leaders advise the Head of Democratic Services as soon as possible if there are any changes to Group membership on Committees

Huw Jones
Head of Democratic Services
27/04/15

MAY 2015
MAY 2015

PWYLLGORAU CRAFFU A THROSOLWNG SCRUTINY AND OVERVIEW COMMITTEES			
Pwyllgorau Committees	Partneriaeth Partnership		Cyfrifysw m Craffu Total Scrutiny
	Aelodaeth Membership	10	10
	4	4	8
	0.666667	0.666667	1.333333
	4	4	8
	0.666667	0.666667	1.333333
	0.666667	0.666667	1.333333
	10	10	20
	10	10	20

Balans ar y Cyngor Sir Balance on County Council	12
Plaid Cymru Party of Wales	2
Llafur Labour	12
Grwp Annibynnol Independent Group	2
Grwp Chwyldroad Revolutionist Group	2
Heb Ymaelodi* Unaffiliated*	30

ALLWEDD **KEY**

Chwith uchaf, *italic* = hawf fracsïynol/décimaleatr
Top left, *italic*, *theoretical* fractional entitlement
Dde isaf, *arferol* = awgrym (rh) llawn
Bottom right, *normal* = whole number suggestion

Pwyllgorau Committees	LLED-FARNWROL QUASI-JUDICIAL										PWYLLGORAU ERAILL Y CYNGOR OTHER COMMITTEES OF THE COUNCIL					Cyfanswm Eraill Total Others	CYFANSWM LLAWN GRAND TOTAL
	Cynllunio a Gorchymion Planning and Orders	Archwilio Audit	Gwasanaethau Democratidd Democratic Services	Penodiadau Appointments	Ymchwilio Investigation	Disgyblu Disciplinary	Apeliadau Appeals	Twyddiedu Licensing	CYSAG SACRE	Aghenion Adysgol Arbenig Educational Needs	Cynllunio ar y cyd Joint Planning	Tal a Graddio Pay and Grading	Penodi Standards Appointing	Is-Bwyllgor Indennadau Indennities sub-Committee			
Aelodaeth Membership	11	8	10	10	3	3	10	11	6	7	7	6	3	5	100	120	
Plaid Cymru Party of Wales	4.4	3.2	4	4	1.2	1.2	4	4.4	2.4	2.8	2.8	2.4	1.2	2	40	48	
Llafur Labour	0.73333	0.53333	0.66667	0.66667	0.2	0.2	0.66667	0.733333	0.4	0.46667	0.46667	0.4	0.2	0.333333	6.666667	8	
Grwp Annibynnol Independent Group	4.4	3.2	4	4	1.2	1.2	4	4.4	2.4	2.8	2.8	2.4	1.2	2	40	48	
Grwp Chwyldroad Revolutionist Group	0.73333	0.53333	0.66667	0.66667	0.2	0.2	0.66667	0.733333	0.4	0.46667	0.46667	0.4	0.2	0.333333	6.666667	8	
Heb Ymaelodi Unaffiliated	0.73333	0.53333	0.66667	0.66667	0.2	0.2	0.66667	0.733333	0.4	0.46667	0.46667	0.4	0.2	0.333333	6.666667	8	
	11	8	10	10	3	3	10	11	6	7	7	6	3	5	100	120	

* Diffinir aelodau heb ymaelodi fel Aelodau nad yw'n rhan o'r grŵp gwleidyddol yn y Cyngor
*Unaffiliated Members are defined as those Members who are not Members of political groups represented on the Council

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ISLE OF ANGLESEY COUNTY COUNCIL	
Meeting:	County Council
Date:	14 May 2015
Title of report:	The Scheme of Member Remuneration for 2015/16
Report by:	Head of Democratic Services and Head of Function - Resources
Purpose of Report:	To determine the number of senior salary payments for 2015/16

1.0 Introduction

- 1.1 The Independent Remuneration Panel for Wales (IRP) is independent of central and local government and was initially established to determine the range and levels of allowances payable by county and county borough councils to their elected members and co-opted members with voting rights. Each year the Panel must produce an Annual Report which sets out the type and levels of payments that authorities may or must make available to their members and co-opted members.
- 1.2 The Panel requires all local authorities to publish Schedules of Member Remuneration by 31 July each year. The purpose of the Schedules is to ensure openness and transparency across all authorities regarding payments made to elected members. This Council complied in full with the Panel's requirements with regard to the 2014/15 municipal year.
- 1.3 For 2015/16, the payments to members including co-opted members is prescribed by the Independent Remuneration Panel (IRP) in its annual report dated February 2015. The main changes are set out in this report. This information needs to be reported to the Council in order to confirm the number of Members entitled to a senior salary. There is a budget in place for 2015/16 to cover member remuneration.

2.0 Payments to elected members of principal councils

Basic salary

- 2.1 The Panel has determined there shall be no increase in the level of basic salary for members of principal councils. Basic salary for elected members shall therefore remain at **£13,300** for 2015/16.

Senior salaries

- 2.2 The Council has discretion on the number of senior salaries it pays, up to the maximum set by the Panel. The maximum number of senior salaries for the Isle of Anglesey remains at 15 for 2015/16 and this figure still includes civic salaries. For 2014/15, the Council decided to allocate senior salaries to 14 office-holders.
- 2.3 A council must make a senior salary available to the leader of the largest opposition group. The stipulation that an opposition group leader or any other group leader must represent at least 10% of the council membership before qualifying for a senior salary remains unchanged.
- 2.4 The Panel has determined that senior salary levels for 2015/16 for members of principal councils shall remain as set out below:

Senior Salaries (inclusive of Basic Salary):		
Band 1	Leader	£43,000
	Deputy Leader	£30,000
Band 2	Other Executive members	£26,000
Band 3	Committee Chairs (if remunerated)	£22,000
Band 4	Leader of largest opposition group	£22,000
Band 5	Leader of other political group	£17,000

Civic heads and deputy civic heads

- 2.5 The Panel remains of the view that it is appropriate for authorities to set remuneration levels which reflect activity and responsibility rather than population. A council may decide not to apply any civic salary to the posts of civic head and deputy civic head.
- 2.6 The Council therefore has discretion to pay a civic salary (inclusive of basic salary) in accordance with the following payment levels prescribed by the IRP:

Civic Salaries (inclusive of Basic Salary):	
Civic Head (Chair of Council)	A - £24,000
	B - £21,500
	C - £19,000
Deputy Civic Head (Deputy Chair of Council)	A - £18,000
	B - £16,000
	C - £14,000

- 2.7 In 2014/15 the Chair and Vice Chair of the Council received a salary of £19,000 and £14,000 respectively inclusive of basic salary. On this basis, and following consultation with Group Leaders, it is recommended that civic salaries should remain at level C for 2015/16.

Payments to presiding members

- 2.8 The Local Government (Democracy) (Wales) Act 2013 allows councils to appoint an additional post of presiding member whose role it will be to chair meetings of the whole council. Where appointed, there would be a consequential reduction in the responsibilities of the respective civic head. The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,000 and that this post would count towards the maximum cap and that the post of deputy presiding member will not be remunerated.
- 2.9 The Council resolved on 27 February 2014 not to proceed in this respect.

Key factors underpinning the Panel's determinations

- 2.10 The basic salary, paid to all members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance at the time equivalent of three days a week. Any time commitment beyond three days is an unpaid public service contribution.
- 2.11 The remuneration of council leaders and executive members (Band 1 and Band 2 senior salaries) is based on the Panel's assumption that the roles are equivalent to full-time.
- 2.12 The prescribed salary and expenses must be paid in full to each member unless an individual has independently and voluntarily opted in writing to the authority's proper officer to forego all or any element of the payment.

The following must be applied:

- 2.13 An elected member must not be remunerated for more than one senior post within his or her authority.
- 2.14 An elected member must not be paid a senior salary and a civic salary.
- 2.15 All senior and civic salaries are paid inclusive of basic salary.
- 2.16 If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and the other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.
- 2.17 Members in receipt of Band 1 and Band 2 Senior Salaries cannot receive a salary from any National Park Authority or Fire and Rescue Authority for which they have been appointed.

Specific or additional senior salaries

- 2.18 In order to allow flexibility at a local level, the Panel in its February 2014 report introduced the opportunity for authorities to apply for specific or additional senior salaries outside the remuneration framework. The IRP has noted in this year's report that only one application has been received to date.

Allocation of senior salaries for 2015/16

- 2.19 It is recommended that senior salaries are payable to the following office holders during 2015/16:

Chair of Council
Vice Chair of Council
Leader
Deputy Leader
Other Executive Members (5)
Chair of the two Scrutiny Committees
Chair of Planning and Orders Committee
Chair of Audit Committee
Leader of the Largest Opposition Group

3.0 Supporting the work of local authority elected members

- 3.1 The Panel remains concerned that there has been a wide variation and inconsistency of support provided to members. The functions of Democratic Services Committees include a requirement to review the level of support provided to members to carry out their duties and the Panel would expect these committees to carry this out and bring forward proposals to the full council as to what is considered to be reasonable.
- 3.2 The matter was considered by this Council's Democratic Services Committee at its meeting on 25 March 2015 when it was resolved that such matters be addressed as part of the Committee's 2015/16 work programme.

4.0 Payments to co-opted members of principal councils

The determinations for 2015/16 are set out below:

Principal councils must pay the following fees to co-opted members (who have voting rights):	
Chairs of standards committees and audit committees	£256 (4 hours and over) £128 (up to 4 hours)
Ordinary members of standards committees who also chair standards committees for community and town councils	£226 daily fee (4 hours and over) £113 (up to 4 hours)
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£198 (4 hours and over) £99 (up to 4 hours)

- 4.1 Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members, the extent of which can be determined by the appropriate officer in advance of the meeting.

- 4.2 Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
- 4.3 The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- 4.4 Meetings eligible for the payment of fee include other committees and working groups (including task and finish groups) pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.
- 4.5 Authorities can decide on the maximum number of days in any one year for which co-opted members may be paid.

5.0 Other payments and allowances

The remainder of this report details other payments and allowances payable as prescribed by the IRP.

Reimbursement of mileage costs

- 5.1 The Panel has decided there will be no charge in 2015/16 to mileage rates which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business at current HMRC rates which are:
- 45p per mile – up to 10,000 miles in a year by car
 - 25p per mile – over 10,000 miles in a year by car
 - 5p per passenger per mile – passenger supplement
 - 24p per mile – motor cycles
 - 20p per mile – bicycles
- 5.2 Authorities should pay mileage at the prescribed rates to a member who has been a passenger in a vehicle driven by someone else provided the authority is satisfied that a cost has been incurred by the member.
- 5.3 The Panel notes that the UK Government has announced in its Autumn Statement 2014 that travel expenses paid to councillors by their local authority will be exempt from Income Tax and employee NICs. The exemption will be limited to the Approved Mileage Allowance Payment rates where it applies to mileage payments. This change will take effect from 6 April 2015.

Reimbursement of subsistence costs

- 5.4 Reimbursement of subsistence expenses for members and co-opted members are based on the maximum rates set out below by the Panel on the basis of receipted claims except for occasions when members stay with friends and/or family:
- £28 per day – day allowance for meals, including breakfast where not provided in the overnight charge
 - £150 per night - London

- £95 per night – elsewhere
- £25 per night – overnight staying with friends and/or family

Reimbursement of the costs of care

- 5.5 The Panel has determined that all authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) up to a maximum of £403 per month. Reimbursement shall only be made on production of receipts from the carer.
- 5.6 The reimbursement of the costs of care is intended to enable any person whose ability to participate as a member of an authority would be limited by their responsibility as a carer. The Panel recognises that there is some sensitivity concerning the publication of this legitimate expense. However, the Panel has urged authorities to promote this allowance and encourage greater take-up of this support to facilitate increased engagement amongst authority members.
- 5.7 Such provision would be especially relevant to those individuals in sectors of the population that are currently under-represented on authorities but who may become engaged when awareness of the support available for the costs of care becomes more widely known.

Entitlement to family absence

- 5.8 The Regulations relating to family absence for elected members of principal councils were approved by the National Assembly for Wales in November 2013. The Panel issued a supplementary report in March 2014. The determinations contained in the supplementary report have been consolidated in the February 2015 annual report and are set out below:
- An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of family absence.
 - When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.
 - It is a matter for the authority to decide whether or not to make a substitute payment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.
 - If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to this Council if it would result in the number of senior salaries exceeding 50% of the Council membership. Specific approval of Welsh Government is required in such circumstances.
 - When an authority agrees a paid 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 the substitution.

- The schedule of remuneration must be amended to reflect the implication of the family absence.

Pension provision

- 5.9 The Local Government (Wales) (Measure) 2011 provides a power to the Panel to make determinations on pension entitlement for elected members of principal councils.
- 5.10 The Panel has determined that the entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.

6.0 Recommendations

The Council is requested:

- 6.1 To confirm the allocation of senior salaries to office holders for 2015/16 as per paragraph 2.19 of this report.
- 6.2 To confirm that level C allowances as determined by the IRP should be payable to the offices of civic head and deputy civic head, taking account of anticipated workloads and responsibilities (paragraph 2.7).
- 6.3 To note that the Democratic Services Committee at its meeting on 25 March 2015 resolved that the requirement to review the level of support provided to members to carry out their duties would be addressed as part of its work programme for 2015/16.
- 6.4 To note other details on payments and allowances for 2015/16 as prescribed by the Independent Remuneration Panel for Wales and set out in this report.

Huw Jones
Head of Democratic Services
29/04/15

Background paper:- The Independent Remuneration Panel for Wales Annual Report (February 2015) - <http://gov.wales/irpwsb/home/publication/2015-16/?lang=en>

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ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	COUNTY COUNCIL
DATE OF MEETING:	14 MAY 2015
TITLE:	OUTSIDE BODIES
PURPOSE OF REPORT:	TO CONFIRM APPOINTMENTS MADE TO OUTSIDE BODIES
AUTHOR:	HEAD OF DEMOCRATIC SERVICES

1.0 Background

In accordance with Council procedures rule 4.1.1.2.7 (ii) it is necessary to report to the annual meeting on the schedule of appointments made to outside bodies that do not have to be members of the Executive in accordance with section 5.8.4.2 of the Constitution. A schedule of current appointments is appended to this report.

- 1.1 Group Leaders have been consulted on the schedule of appointments in accordance with the political management protocol.

2.0 Recommendation

To agree and confirm appointments as detailed in the attached schedule to this report.

Huw Jones
Head of Democratic Services
 23/04/15

Appendix 1

OUTSIDE BODIES, JOINT COMMITTEES AND PARTNERSHIPS – APRIL, 2015

TO BE AGREED AND CONFIRMED BY COUNCIL

No	Title	No Required	Names
1.	North Wales Fire and Rescue Authority (1) (3 members to be appointed up until next Local Authority Election in May 2017)	3	L Davies, Jim Evans, R O Jones
2.	North Wales Fire and Rescue Authority Executive Panel (1.1) (2 members from the 3 above)	2	L Davies, R O Jones
3.	North Wales Fire and Rescue Authority Audit Committee (1.2) (the remaining member)	1	Jim Evans
4.	Anglesey Community Health Council (9) (3 members to serve on the Ynys Môn Local Committee up until Local Authority Elections in May 2017)	3	Jeff Evans, Dylan Rees, Dafydd Rhys Thomas
5.	W.L.G.A. (13.1) (Leader and Deputy Leader)	2	I Williams, J Arwel Roberts
6.	Wylfa Site Stakeholder Group (16) (7 members consisting of the local members for Talybolion and Twrcelyn Wards plus 1 member of the Authority)	7	A Rowlands
7.	Horizon Nuclear Project Liaison Group (105) (Any Member of the Authority may attend but the County Council representation should be 7 members, consisting of the local members for Talybolion and Twrcelyn Wards plus 1 member of the Authority)	7	D.R.Thomas
8.	Gwynedd Liaison Committee (Superannuation Fund) (90)	1	H E Jones
9.	A.O.N.B.(92) (Four Members from coastal Wards ideally covering the four compass points on the Island)	4	R Dew, L Davies, D R Hughes, Victor Hughes
10.	North and Mid Wales Trunk Road Joint Committee	2	Victor Hughes, R Dew
11.	North Wales Police and Crime Panel (1 independent member) (Can be for the municipal year but it is customary for continuity purposes, for appointments to be made up until the next Local Authority Election in May 2017)	1	W T Hughes
12.	Anglesey CAB (35) (Individual member)	1	R LI Jones
13.	Medrwn Môn (37) (Observer with no vote)	1	I Williams
14.	Anglesey Access Group (58) (Individual member)	1	A Griffith
15.	Age Concern Gwynedd and Anglesey (69) (Individual member)	1	Jim Evans
16.	Owen Lloyd Penrhoslligwy Educational Trust (76) (local member)	1	D R Hughes
17.	TALNET (Joint Bibliographic Society) (78) (Two members)	2	R Dew, Vaughan Hughes
18.	Cwmni Frân Wen (100) (Observer)	1	R M Jones
19.	TAITH Joint Committee (33)	2	B Parry, Richard Dew
20.	CYNNAL Management Committee (73.1)	2	R M Jones, I Williams
21.	Gofal a Thwsio Môn Management Committee (now known as Canllaw) (56)	1	A Mummy
22.	Gwynedd and Anglesey Adoption Panel	1	Jeff Evans
23.	Fostering Panel	1	Ieuan Williams

(For administrative purposes, the numbers shown in brackets after the heading refers to the file references within the original list of Outside Bodies

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	COUNTY COUNCIL
DATE:	14 MAY 2015
TITLE OF REPORT:	MEMBER DEVELOPMENT PLAN – APRIL 2015 – MARCH 2016
REPORT BY:	HEAD OF DEMOCRATIC SERVICES
PURPOSE OF REPORT:	TO SEEK COUNCIL APPROVAL TO THE DEVELOPMENT PLAN FOR ELECTED MEMBERS
LEAD OFFICER:	MIRIAM WILLIAMS, HUMAN RESOURCE DEVELOPMENT MANAGER

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.

At its core, the Member Development Plan seeks to address 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. Ongoing feedback from Elected Members together with information gleaned from Personal Development Review is captured in order to inform the development plan and to update the programme for the year.

All 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.

The attached Training Plan for the period May 2015 to March 2016 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 sessions etc.

The development plan 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 awarded to the Council in 2014.

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
Head of Democratic Services
27/04/2015

**CYNLLUN DATBLYGU AR GYFER AELODAU ETHOLEDIG/
DEVELOPMENT PLAN FOR ELECTED MEMBERS
EBRILL /APRIL 2015 – MAWRTH/MARCH 2016**

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>PWNC</p> <p>SUBJECT</p>	<p>CYNULLEIDFA</p> <p>AUDIENCE</p>	<p>DYDDIAD</p> <p>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>I'w gadarnhau/ To be confirmed</p>
<p>Hyfforddiant Cyfryngau Cymdeithasol/ Social Media Training</p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Ebrill/April 2015</p>
<p>Diwygiad Lles/ Welfare Reform</p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/ To be confirmed</p>
<p>Cyfres o sesiynau Cyllid/Archwilio i gynnwys:/ Series of Finance/Audit sessions to include:</p> <ul style="list-style-type: none"> • Datganiad Cyfrifon/Statement of Accounts • Trefniadau Twyll Cownter/Counter Fraud Arrangements • Rheolaeth Trysorlys/Treasury Management • Rheoli Risg/Risk Management • Effeithlonrwydd Pwyllgor Archwilio/Audit Committee Effectiveness 	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w cadarnhau/ To be confirmed</p>

Sesiwn Caffael/ Procurement Session	Holl Aelodau Etholedig/ All Elected Members	I'w gadarnhau/ To be confirmed
Diweddaru Trwyddedu/ Licencing Updates	Pwyllgor Trwyddedu/ Licencing Committee Members	Fel bô'r angen/ As and when required
Cyfes o Hyfforddiant & Diweddariad Materion/ Series of Planning Training & Updates	Pwyllgor Cynllunio/ Planning Committee	Fel bô'r angen/ As and when required
Cyfes o sesiynau ymwybyddiaeth/gwybodaeth, yn ymwneud â Ynys Ynni/Datblygiadau Mawr/ Series of awareness/information sessions regarding Energy Island/Major Developments	Holl Aelodau Etholedig/ All Elected Members	Parhaus/ Ongoing

Page 19

<p>Cyfres o sesiynau ar faterion Tai a Cymuned i gynnwys:/ Series of sessions relating to Housing and Community to include:</p> <ul style="list-style-type: none">• Digartrefedd/Homelessness• Tai Fforddiadwy/Affordable Housing• Polisi Gosod/Letting Policy• Deddf Tai/Housing Act• 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/	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Dyddiadau i'w gadarnhau/ Dates to be confirmed</p>
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<p>Safeguarding and Corporate Parenting</p> <ul style="list-style-type: none"> • Materion Oedolion/Matters relating to Adults 		
<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>Page 21</p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/ To be confirmed</p>
<p>Cwrs Sgiliau Arweinyddiaeth CLILIC/ WLGA Leadership Skills Course</p>	<p>Aelodau Penodol/Specific Members</p>	<p>I'w gadarnhau/ To be confirmed</p>
<p>Sgiliau Cadeirio/ Chairing Skills</p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Fel yr adnabyddir/ As and when identified</p>
<p>Sgiliau TG/ IT Skills</p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Cyfredol/Ongoing</p>

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 Cynghorau 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