

# Public Document Pack



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

Dr Gwynne Jones.  
Prif Weithredwr – Chief Executive

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<b>RHYBUDD O GYFARFOD</b>	<b>NOTICE OF MEETING</b>
<b>PWYLLGOR GWAITH</b>	<b>THE EXECUTIVE</b>
<b>DYDD LLUN 29 HYDREF 2018 10.00 o'r gloch</b>	<b>MONDAY 29 OCTOBER 2018 10.00 am</b>
<b>SIAMBR Y CYNGOR SWYDDFEYDD Y CYNGOR LLANGFNI</b>	<b>COUNCIL CHAMBER COUNCIL OFFICES LLANGFNI</b>
Swyddog Pwyllgor	<b>Ann Holmes</b> 01248 752518 Committee Officer

## **AELODAU/MEMBERS**

### **Plaid Cymru/Party of Wales**

Llinos Medi Huws, Carwyn Jones, R Meirion Jones, Alun W Mummery, Robert G Parry, OBE, FRAGS, Robin Wyn Williams

### **Annibynnol/Independent**

Richard Dew, Dafydd Rhys Thomas, Ieuan Williams

## **COPI ER GWYBODAETH / COPY FOR INFORMATION**

I Aelodau'r Cyngor Sir / To the Members of the County Council

Bydd aelod sydd ddim ar y Pwyllgor Gwaith yn cael gwahoddiad i'r cyfarfod i siarad (ond nid i bleidleisio) os ydy o/hi wedi gofyn am gael rhoddi eitem ar y rhaglen dan Reolau Gweithdrefn y Pwyllgor Gwaith. Efallai bydd y Pwyllgor Gwaith yn ystyried ceisiadau gan aelodau sydd ddim ar y Pwyllgor Gwaith i siarad ar faterion eraill.

A non-Executive member will be invited to the meeting and may speak (but not vote) during the meeting, if he/she has requested the item to be placed on the agenda under the Executive Procedure Rules. Requests by non-Executive members to speak on other matters may be considered at the discretion of The Executive.

*Please note that meetings of the Committee are filmed for live and subsequent broadcast on the Council's website. The Authority is a Data Controller under the Data Protection Act and data collected during this webcast will be retained in accordance with the Authority's published policy.*

## **A G E N D A**

### **1 DECLARATION OF INTEREST**

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

### **2 URGENT MATTERS CERTIFIED BY THE CHIEF EXECUTIVE OR HIS APPOINTED OFFICER**

No urgent matters at the time of dispatch of this agenda.

### **3 MINUTES (Pages 1 - 12)**

To submit for confirmation, the draft minutes of the meeting of the Executive held on the 17<sup>th</sup> September, 2018.

### **4 MINUTES - CORPORATE PARENTING PANEL (Pages 13 - 18)**

To submit for adoption, the draft minutes of the Corporate Parenting Panel held on 10<sup>th</sup> September, 2018.

### **5 THE EXECUTIVE'S FORWARD WORK PROGRAMME (Pages 19 - 32)**

To submit a report by the Head of Democratic Services.

### **6 AUDIT AND GOVERNANCE COMMITTEE – UPDATED TERMS OF REFERENCE (Pages 33 - 48)**

To submit a joint report by the Head of Function (Resources)/Section 151 Officer and the Head of Function (Council Business)/Monitoring Officer.

### **7 CHANGES TO THE CONSTITUTION - AMENDMENT TO THE OFFICERS' CODE OF CONDUCT / LOCAL GUIDANCE TO THE OFFICERS' CODE OF CONDUCT (Pages 49 - 78)**

To submit a report by the Head of Function (Council Business)/Monitoring Officer.

### **8 FUNDING FOR FLOODING WORK IN LLANGFN I (Pages 79 - 82)**

To submit a report by the Interim Head of Highways, Waste and Property Services.

### **9 WASTE MANAGEMENT - APPOINTMENT OF TEMPORARY PROJECT MANAGER (Pages 83 - 100)**

To submit a report by the Interim Head of Highways, Waste and Property Services.

### **10 EXCLUSION OF THE PRESS AND PUBLIC (Pages 101 - 102)**

To consider adoption of the following:-

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“Under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from the meeting during discussion on the following item on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the said Act and in the attached Public Interest Test”.

**11 ANGLESEY SCHOOLS MODERNISATION - STRATEGIC OUTLINE CASE /  
OUTLINE BUSINESS CASE - NEW PRIMARY SCHOOL TO REPLACE YSGOL  
BODFFORDD AND YSGOL CORN HIR**

To submit a report by the Head of Learning.

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## THE EXECUTIVE

### Minutes of the meeting held on 17 September, 2018

- PRESENT:** Councillor Llinos Medi Huws (Chair)  
Councillor Ieuan Williams (Vice-Chair)
- Councillors Richard Dew, Carwyn Jones, R. Meirion Jones,  
Alun Mummery, Dafydd Rhys Thomas, Robin Williams
- IN ATTENDANCE:** Chief Executive  
Assistant Chief Executive (Governance and Business Process  
Transformation) /Statutory Director of Social Services  
Head of Function (Resources) & Section 151 Officer  
Head of Function (Council Business)/Monitoring Officer  
Head of Profession (HR & Transformation) (for item 6)  
Head of Democratic Services (for item 4)  
Corporate Health and Safety Advisor (for item 13)  
Committee Officer (ATH)
- APOLOGIES:** Councillor R.G.Parry, OBE, FRAGS
- ALSO PRESENT:** Councillor Peter Rogers
- 

#### 1. DECLARATION OF INTEREST

No declaration of interest was received.

#### 2. URGENT MATTERS CERTIFIED BY THE CHIEF EXECUTIVE OR HIS APPOINTED OFFICER

None to report.

#### 3. MINUTES

The minutes of the previous meeting of the Executive held on 16 July, 2018 and the extraordinary meeting held on 18 July, 2018 were presented for confirmation.

**It was resolved that the minutes of the previous meeting of the Executive held on the 16 July, 2018 and the extraordinary meeting held on 18 July, 2018 be confirmed as correct.**

#### 4. THE EXECUTIVE'S FORWARD WORK PROGRAMME

The report of the Head of Democratic Services incorporating the Executive's Forward Work Programme for the period from October, 2018 to May, 2019 was presented for the Executive's approval.

The Head of Democratic Services reported that the following were items new to the Executive's Forward Work Programme –

- Items 5, 6, 7, 8, and 9 which are scheduled to be considered by the Executive's 29 October, 2018 meeting.
- Item 11 which subject to confirmation, is scheduled to be considered by the Executive's 12 November, 2018 meeting.
- Item 18 which is scheduled to be considered by the Executive's 17 December, 2018 meeting.
- Items 22, 23, 24, 25, 26, 27, 28 and 29 which are Budget related and are scheduled to be considered by the Executive's 18 February, 2019, meeting.
- Items 33 and 34 which are scheduled to be considered by the Executive's 25 March, 2019 meeting.

Other Changes not included in the published Work Programme -

- A report by the Head of Education on the Strategic Business Case for extending Ysgol y Graig and closing Ysgol Talwrn is an additional item for the Executive's 26 November, 2018 meeting.
- An extraordinary meeting of the Executive to consider the Transformation of Education and Anglesey Schools' Modernisation Strategy is now confirmed for 15 October, 2018.

**It was resolved to confirm the Updated Forward Work Programme for the period October, 2018 to May, 2019 with the changes outlined at the meeting.**

## **5. CORPORATE SCORECARD MONITORING REPORT - QUARTER 1 2018/19**

The report of the Head of Profession (Human Resources and Transformation) outlining the position of the Council against its operational objectives for the first quarter of the 2018/19 financial year was presented for the Executive's consideration.

The Portfolio Member for Corporate Services reported that this year's indicators (similar to previous years) have been decided via a workshop held on the 2 July, 2018 with members of the Senior Leadership Team, the Executive and the Shadow Executive following guidance from Heads of Service as to which indicators they identified as important. They include new Public Accountability Measures (PAM) which are a set of indicators which measure performance on a national basis. The Portfolio Member said that at the end of Quarter 1 it is encouraging to note that the majority of the performance management indicators are performing well against their targets. This also compares well with the equivalent position for 2017/18. However, two indicators have started the year as underperforming against their annual target and are denoted as Red/ Amber with the one relating to Children and Families' Services (PM28 – the average length of time for all children who were on the CPR during the year and who were de-registered during the year) and the other to Adults' Services (PM20a – the percentage of adults who completed a period of reablement and have a reduced package of care and support 6 months later). Both indicators deal with a small number of cases which means that any fluctuation can affect performance. The remaining indicators for Quarter 1 are ragged Green or Yellow and have started well against their target. In addition, of the 8 indicators which were highlighted as Red or Amber at the end of 2017/18, it is good to see that of those that can be tracked during Quarter 1 of the current year, 5 of the 6 have improved in performance with only one currently underperforming.

The Portfolio Member said with regard to People Management that at the end of Quarter 1, the Council's sickness rate of 2.69 days per FTE shows a decline in performance when compared with the 2.23 days achieved for the same period in 2017/18. On a service level, the two services that are underperforming compared to their targets for the quarter are Adults' Services due mainly to a number of long-term sickness cases in the Provider Unit

and the Learning Service where long terms sickness absence is again a factor along with high sickness levels in the Primary sector. Both Heads of Service are aware of the issue and are working to instigate mitigating actions.

With regard to Customer Complaints management, at the end of Quarter 1 13 complaints were received compared to 20 for the same period in 2017/18. This is an improvement in terms of the Council's service provision especially given that all of the complaints requiring a response by the end of Quarter 1 (12 in total) have received a response within timescale. Of the 10 complaints under the Social Services' Complaints process (1 Stage 2 and 9 Stage 1) 56% were responded to within timescale. Although Children's Services did not succeed in sending written responses within timescales for 3 of the 5 Stage 1 complaints, a discussion was held with the complainant in 4 of the 5 or 80% of complaints. The Executive noted that the number of complaints received by Children's Services during Quarter 1 was significantly lower than in the same quarter a year ago.

The Portfolio Member said that based on the Council's financial performance at the end of Quarter 1 an overspend of £1.744 is forecasted for the year end which replicates the pattern for the same period in 2017/18 with the same services – Children and Families' Services and the Learning Service - still experiencing budgetary pressures . The financial position is dealt with in greater detail in the financial monitoring reports on the agenda.

The Portfolio Member concluded by saying that he wished to take the opportunity to thank all the Council's staff for their efforts in maintaining and improving performance at a time when Council budgets are under significant pressure. Continuing to work as a team will help improve performance indicators still further in Quarter 2.

The Portfolio Member for Education, Libraries, Youth and Culture said in respect of sickness absence levels in the primary sector that the issue has been identified and an action plan has been formulated collaboratively between the Learning and Human Resources services to bring those levels down. The plan will involve a targeted approach aimed at specific schools where the problem is greater. There has already been much focus on improving sickness levels in the secondary sector and this has brought about the desired results. The Portfolio Member said that Elected Members also have a contribution to make in proactively getting the message across to their schools in their capacity as school governors.

The Executive considered and accepted the information presented and acknowledged the role played by the Council's staff in improving performance across services in Quarter 1 in what are increasingly challenging circumstances. The Executive also noted in the context of customer service the growing popularity of the AppMôn technology as a means of contacting the Council and it highlighted the need to build upon this usage and to further promote AppMôn as the smarter and quicker way of getting in touch with the Council.

**It was resolved to note the areas where the Senior Leadership Team is managing to secure improvements into the future as those are set out in paragraphs 3.1.1 to 3.1.5 of the report and to accept the mitigation measures as outlined.**

## **6. MEDIUM TERM FINANCIAL PLAN 2019/20 – 2021-22**

The report of the Head of Function (Resources)/Section 151 Officer incorporating the Medium Term Financial Plan (MTFP) for 2019/20 to 2021/122 was presented for the Executive's consideration. The plan outlines the Council's budget strategy over the next three year period and sets out the assumptions which will be taken forward to the annual budget setting process.

The Portfolio Member for Finance reported that the Council is required to put in place a robust system to monitor and control its revenue budget with the Medium Term Financial Plan being a key element of that system. He said that the Council will have to make difficult decisions over the next three years with no prospect of a let-up in the funding cuts which local authorities in Wales have experienced over the past few years. The introduction of the austerity programme by the Westminster Government has resulted in reductions in the funding passed onto the Welsh Government and this in turn has affected the level of funding which councils in Wales receive with year on year cuts to council budgets. But although local authority funding levels have continued to decline the Council still has to deliver services to the people of Anglesey - those include services for vulnerable people and services which by law it must provide.

The Portfolio Member referred to Table 2 in the report which provides an analysis of the savings made per service over the three year period from 2013/14 to 2018/19 compared to the net revenue Budget for 2018/19. The Council has made savings to the value of £21.748m in this period and whilst it has sought to provide some level of protection to schools, Adults' Services and Children's Services, other frontline services – Leisure, Maritime, Economic Development, Housing, Highways, Waste and Property in particular – have borne the brunt of the savings and have provided the greatest proportion of savings in relation to their net budget.

The Portfolio Member said that the Medium Term Financial Plan describes how the Council proposes to deal with the financial challenges it faces in the coming three years whilst at the same time balancing its budget and continuing to deliver services and fulfil its statutory responsibilities. He commended the Plan to the Executive.

The Head of Function (Resources)/Section 151 Officer said that the MTFP set the financial context in which the Council will have to operate for the next three year period. The current situation is not encouraging with the Council, based on Quarter 1 data forecasted to overspend its budget by £1.744m at the end of the 2018/19 financial year. Alternatively, it could be said that budgets are underfunded and have failed to keep up with demand. Notwithstanding, the underlying causes of service overspends have to be tackled otherwise the Authority's reserves will be further depleted potentially taking them from where they currently stand at just above the minimum reserves threshold of £6.5m agreed by the Council down to below the £5m level. This is unacceptable and poses a risk to the Council in future. Consequently, a strategy will have to be developed to lift the level of reserves back to the recommended value over time.

The Officer said that the Council has made significant savings over the course of recent years but has protected schools and Children's Services from the worst of the cuts throughout the process. This has become unsustainable as the scope for other services to take on a greater proportion of the cuts reduces. Although the overall economic situation remains uncertain, there has been some evidence of the relaxation of the Government austerity programme with the announcement in June 2018 of annual average increases above inflation of 3.4% to the NHS Budget in England thereby increasing the budget by £20b in real terms by 2023. This increase in funding will lead to a consequential increase of £1.37b in funding through the Barnett formula for Wales over the same period although it is not clear whether any of this additional funding will make its way to local government budgets. Consequently, the Authority is basing its assumptions on an expected reduction of 1% in the local government settlement in 2019/20 which for Anglesey equates to a loss of £900k in income.

The Head of Function (Resources)/Section 151 Officer referred to section 5 of the report which lists the budget pressures both national and Anglesey specific which the Authority is facing and for which it will have to find solutions. Table 3 of the report sets out the estimated



standstill budget for each of the next three years - 2019/20, 2020/21 and 2021/22 which when set against the previous three years' final budgets reflect pressures in the region of £6m, £4m and £4m for each of the three years respectively. The estimated standstill budget is funded from the level of aggregate external finance (AEF) received from Welsh Government and is made up of the Revenue Support Grant (RSG) and NDR Pool funding and from the Council Tax raised locally. Raising the Council Tax by 5% will generate additional income of approximately £1.6m; however, the expected 1% decrease in the level of the RSG will if realised, reduce that figure by £900k leaving approximately £500k additional income to offset additional costs of approximately £6m. This funding gap will have to be bridged meaning that it will be necessary to again find savings; it is expected that savings of £9.34m (8.3%) will have to be made from service budgets over the next 3 years which on top of the savings already made is a huge challenge for services.

The Officer said that the Council's efficiency strategy in previous years has been to reduce service budgets by requesting services to review existing budgets and to reduce the net overall budget by traditional means which include reducing staffing and administration costs, increasing income and rationalising office space. However, the scope to generate the required level of savings by these methods alone is now considerably less and the Council must change its strategy in order to continue to deliver the required savings. Areas which require action which will involve changes in the way the Council delivers services and a reduction in the services it delivers are listed in section 9.5 of the report. Achieving a balanced budget over the next 3 years by implementing these actions will require difficult decisions to be made and there are a number of risks which may prevent the Council from delivering all of these measures; these are set out in section 9.6 of the report.

The Executive considered the information and made points as follows –

- The Executive noted that the financial situation is challenging and the outlook unpromising; the UK Government's austerity programme introduced to reduce the Government's budget deficit is having a serious impact on public services and, because of the resulting cuts to the Welsh Government's budget, is hitting Council budgets in Wales hard. The Authority in Anglesey has throughout this process tried to mitigate against the effects of the cuts to its funding, but like many other authorities is finding it increasingly difficult to deal with these budget challenges with services such as Leisure, Maritime and Economic Development having to make significant savings in proportion to their budgets. The message that the situation is unsustainable and that local authorities cannot be expected to set a balanced budget and meet a growing demand for services when their funding is being cut has to be sent to both the UK and Welsh Governments.
- The Executive noted that the UK Government has announced that the Welsh Government will receive additional funding of £23m as a result of the decision to increase pay for teachers. The Executive sought clarification of whether this is likely to make a difference to the situation in Anglesey. The Head of Function (Resources)/ Section 151 Officer said that it is understood that the allocation to Welsh Government will be £8.7m in 2018/19 and £14.8m in 2019/20 which translates to an additional £200k for Anglesey in 2018/19 and £350k in 2019/20 if this funding is included in the settlement.
- The Executive noted the situation in Canolfan Addysg y Bont wherein the school is experiencing financial difficulties because its budget does not match the rising costs of the increase in pupil numbers at the school and noted also correspondence from Councillor Dylan Rees as a Local Member asking the Executive to support what is being proposed in the report that these additional costs be allowed for in the MTFP to enable the school to continue to meet its legal duty to care for its pupils.

The Executive was supportive of this course of action and it further noted that this is what happens under austerity when budgets do not keep pace with demand with the result that it is often the most vulnerable that are affected. These are the kind of ongoing pressures that the Council is having to contend with as it tries to meet its statutory duties and deliver the range of services for which it is responsible.

- The Executive noted that the Health budget now forms 49% of the total Welsh Government budget compared to 42% in 2011/10 whilst the Local Government budget has fallen from 30% of the total Welsh Government budget to 28% over the same period. The Executive further noted that it might now be timely to make representations to Welsh Government asking it to reconsider the prioritisation of Health over Local Government.

**It was resolved to note the contents of the Medium Term Financial Plan 2019/20 – 2021/22 and to approve the assumptions made therein.**

## **7. REVENUE BUDGET MONITORING REPORT – QUARTER 1 2018/19**

The report of the Head of Function (Resources)/Section 151 Officer outlining the financial performance of the Council's services at the end of the first quarter of the 2018/19 financial year (1 April to 30 June) was presented for the Executive's consideration.

The Portfolio Member for Finance reported the Council in February 2018 set a net budget for 2018/19 with net service expenditure of £130.870m to be funded from Council Tax income, NDR and general grants which after adjustments came to a total of £130.9m. The budget for 2018/19 included required savings of £2.522m. These have been incorporated into the individual service budgets and achievement or non-achievement of these is reflected in the net (under)/overspend shown in the report. The Portfolio Member said that based on the outcome for Quarter 1, the overall projected financial position for 2018/19 including Corporate Finance and the Council Tax fund, is an overspend of £1.744m. This is 1.33% of the Council's net budget for 2018/19. This is due to similar budget pressures experienced in 2017/18, the most significant of which is the cost of statutory children's services.

The Portfolio Member for Finance said that much has been made of the Authority's use of agency staff and/or consultants and the costs arising therefrom; the Authority monitors these costs closely reporting on them on a quarterly basis as part of budget monitoring. He pointed out that the Authority is currently involved with two major infrastructure projects which require specialist expertise and support from outside the Council.

The Head of Function (Resources)/Section 151 Officer said that the forecasted outcome of an overspend on the 2018/19 budget is a reflection of the cumulative effects of budget cuts on services over time. Historically, services at the Council in Anglesey have a relatively good record of living within their budgets with services that underspent helping to mitigate overspends in other service areas. However, as budgets have reduced and unused budgets have been deleted, the scope for services to deliver underspends on their budgets has also diminished – the report shows that most services are likely to be on, or marginally over budget at year end which is not helpful in terms of offsetting a significant budget overspend in Children's Services. The report covers the first quarter of the new financial year so the situation can change particularly over the winter months. The position with regard to the main overspend which is in Children's Services will have to be addressed although the opportunities for action are limited due partly to the shortage of placements locally on the Island for children who are looked after. Because of this, the Service has to seek placements out of county which are expensive and which also have cost implications for the Learning Service in terms of funding the education provision for those children placed outside Anglesey.

The Officer said that some other services are also currently overspending for example Central Education where there are significant budgetary pressures on school transport; Adults' Social Care where the budgetary pressures are in Physical and Learning Disabilities and Mental Health Services and the ICT Service which is estimated to overspend by £327k by year end. All software and hardware budgets across the Council apart from schools have been centralised and are now managed within the ICT Service. The software budgets are perceived to be historically insufficient and once centralisation is fully embedded, a reduction in these costs are expected. A forecasted underspend in Corporate Finance budgets will help mitigate other service overspends.

The Head of Function (Resources)/Section 151 Officer referred to expenditure to date against the Invest to Save budget and the progress of individual projects as detailed in Appendix CH to the report. Appendices DD and E cover Agency and Consultancy costs; to date £224k has been spent on agency staff which has been part-funded by the staffing budget because they related to staff vacancies, whilst £149k has been in relation to staff cover in Children's Services to support Newly Qualified Social Workers, and to look at Legacy cases. Expenditure on consultancy during the quarter was £401k with £285k of this funded externally from grants or contributions. The Officer highlighted that in August, 2018 HMRC accepted the Council's claim for a refund of VAT (dating back to 2012) paid over to HMRC on Leisure Services. This amounts to approximately £800k net of costs for the Council and follows a legal judgement made in November 2017 that VAT should not be charged on Leisure Services income. A decision will have to be made whether to credit the refunded sum to the general reserve or to credit an earmarked reserve to invest in the Leisure Service or a combination of both options.

The Executive noted the Revenue Budget position at the end of Quarter 1 along with the indicative end of year outcome. With regard to the use of the windfall VAT refund of £800k, the Executive was agreed that this should be credited to an earmarked reserve the use which should be determined at a later date.

**It was resolved to note the following –**

- **The position set out in appendices A and B in respect of the Authority's financial performance to date and expected outturn for 2018/19.**
- **The summary of contingency budgets for 2018/19 detailed in**
- **Appendix C.**
- **The position of the Invest to Save Programmes set out in Appendix CH.**
- **The position of the efficiency savings for 2018/19 set out in Appendix D.**
- **The monitoring of agency and consultancy costs for 2018/19 set out in Appendices DD and E and that -**
- **The windfall VAT refund of approximately £800k be credited to an earmarked reserve the use of which shall be determined at a later date.**

## **8. HRA BUDGET MONITORING QUARTER 1 2018/19**

The report of the Head of Function (Resources)/Section 151 Officer outlining the financial performance of the Housing Revenue Account (HRA) at the end of Quarter 1 2018/19 was presented for the Executive's consideration.

The Head of Function (Resources)/Section 151 Officer reported that the opening balance of the HRA Reserve stood at £7.407k. Expenditure of £6m was planned thereby bringing the reserve down to £1.3m. Due to slippage on capital expenditure the use of the HRA Reserve will be less than envisaged leaving a balance of £3.098m at the end of the financial year to fund future HRA expenditure.

**It was resolved to note the position set out in respect of the financial performance of the Housing Revenue Account (HRA) for Quarter 1 along with the forecast outturn for 2018/19.**

## **9. CAPITAL BUDGET MONITORING REPORT QUARTER 1 2018/19**

The report of the Head of Function (Resources)/Section 151 Officer outlining the performance of the Capital Budget for the first quarter of the 2018/19 financial year was presented for the Executive's consideration.

The Portfolio Member for Finance reported that Table 2.1 of the report provides a summary of the capital expenditure to 30 June, 2018 (£3.198m), the profiled budget to 30 June, 2018m (£4.192m) and how the annual capital budget (£58.853m) is to be funded. The profiled budget spent to the end of Quarter 1 for the general fund is 75% whilst only 5% of the annual budget has been spent to date due in the main to a number of capital schemes being weighted towards the latter part of the financial year. Table 3.2 shows the position with regard to capital receipts with only £270k being received at 30 June, 2018 against a projected capital receipts of £3.046m. Table 4.1 of the report shows the projected actual expenditure for 2018/19 as a whole.

The Head of Function (Resources)/Section 151 Officer said that the forecast underspend on the Capital Programme for 2018/18 is £22.594m with this being potential slippage into the 2019/20 Capital Programme. The funding for this slippage will also slip into 2019/20 and will be factored in when producing the Treasury Management Strategy Statement and Capital Programme for 2019/20. The main projects that are forecast to be underspent are listed in Section 4.2 of the report and encompass three major projects (Gypsy and Travellers site, Improvements to the A5025 to Wylfa Newydd and the 21<sup>st</sup> Century Schools Llangefni New Build). The funding for these will be carried over into 2019/20 and it is not anticipated at this point that any funding will be lost because of the delays.

**It was resolved to note the progress of expenditure and receipts against the capital budget for 2018/19 at Quarter 1.**

## **10. ANNUAL TREASURY MANAGEMENT REVIEW FOR 2017/18**

The report of the Head of Function (Resources)/Section 151 Officer incorporating the Annual Treasury Management Review for 2017/18 was presented for the Executive's consideration.

The Portfolio Member for Finance reported that the Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2017/18. The report meets the requirements of both the CIPFA Code of Practice in Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities.

The Head of Function (Resources)/Section 151 Officer said that the Treasury Management Strategy has remained largely consistent over the past few years with the approach being to internalise borrowing where possible using the Council's own balances to fund part of its capital borrowing. However it is expected that in the longer term borrowing will need to be taken out to replenish the Council's balances. In terms of investment the returns have remained low due to low interest rates and the strategy has been to minimise risk by choosing investment counterparties based on credit ratings provided by the three main credit rating agencies supplemented by additional market data. The key objectives have been security and liquidity ensuring that there is sufficient cash to pay the Council's creditors etc.

**It was resolved –**

- **To note that the outturn figures in the report will remain provisional until the audit of the 2017/18 Statement of Accounts is completed and signed off; any resulting significant adjustments to the figures included in the report will be reported as appropriate.**
- **To note the provisional 2017/18 prudential and treasury indicators in the report.**
- **To accept the Annual Treasury Management Report for 2017/18 and to forward the report to the Full Council without further comment.**

## **11. CHILDREN AND FAMILIES' SERVICES PROGRESS REPORT**

The report of the Head of Children and Families' Services documenting progress to date against the Service Improvement Plan was presented for the Executive's consideration.

The Leader and Portfolio Member for Social Services reported that the Service despite the national shortage of Social Workers has succeeded in recruiting two experienced Social Workers and has implemented the contingency plan which is to recruit Newly Qualified Social Workers who will be supported by Agency Social Workers over capacity for a period of one year. The Independent Support Team (IST) which has been working with the Service to support improvement following the inspection by CSSIW (now CIW) in late 2016 presented its final report to the Children's Services Improvement Panel in July. Extracts from the IST's feedback are reproduced in the report; these are predominantly positive and they highlight a number of areas where the changes made have led to significant improvements. Notwithstanding there remain issues which require ongoing attention, the IST deems that the improvements made bode well for the future and provide a solid platform on which to build upon. The Portfolio Member also referred to the marked improvement in the Service's performance against PIs in the last quarters as reflected in section 3 of the report; the performance in relation to achieving corporate performance standards such as sickness absence targets and completion of mandatory online training modules is also much improved.

The Executive noted that the evaluation of progress as presented in this and previous updates have provided assurance that Children and Families' Services are improving enabling the Executive to be more confident about how the Service is now operating but with the following caveats –

- That Children and Families' Services need to have in place arrangements to ensure that the improvements made are sustainable over time in order to lessen the possibility of peaks and troughs in performance.
- That the rate of attrition among experienced Social Workers is a concern and is a risk that needs to be mitigated against.

The Assistant Chief Executive/Statutory Director of Social Services acknowledged that having in place effective and robust arrangements to sustain the changes made in terms of practice, policies and staff structures is important. Supervision, quality assurance and audit processes have been developed and these will ensure that the quality of practice remains consistent on a day to day basis and that this can be evidenced. With regard to the pressures on Social Workers, the staff restructure implemented means that Children's Social Workers now work in smaller teams, have reduced caseloads, better access to Practice Leaders and are supervised more consistently – these factors all contribute to making their work safer.

**It was resolved to confirm that the Executive is satisfied with the steps taken to progress the implementation of the Service Improvement Plan and the pace of progress, and also with the pace of progress and improvements made to date within the Children and Families' Service.**

## **12. PROTOCOL OF THE STATUTORY DIRECTOR OF SOCIAL SERVICES**

The report of the Assistant Chief Executive (Governance and Business Process Transformation) /Statutory Director of Social Services incorporating a Protocol on the Role and Accountabilities of the Statutory Director of Social Services within the Isle of Anglesey County Council was presented for the Executive's consideration. The Executive was informed that the original protocol drafted in 2016 has been reviewed and updated to set out the role of the of the Director of Social Services in line with Part 8 of the Social Services and Wellbeing (Wales) Act 2014 .

**It was resolved to recommend that the Council -**

- **Adopts the Protocol set out in Appendix 1 to the report.**
- **Authorises the Council's Head of Function (Council Business/ Monitoring Officer to make the necessary changes to the Scheme of Delegation for the Assistant Chief Executive (Governance and Business Process Transformation) in the Constitution, and any consequential amendments, to reflect the adoption of the Protocol in Appendix 1.**

## **13. HEALTH AND SAFETY ANNUAL REPORT**

The report of the Head of Regulation and Economic Development incorporating the Corporate Health and Safety Annual Report for 2017/18 was presented for the Executive's consideration. The report noted the number of health and safety incidents recorded during the year with an analysis thereof; the number of incidents reported to the Health and Safety Executive and whether any follow-up action was required and provided a summary of partnership working.

It was noted that significant work has been done by Senior Officers, Human Resources and Corporate Health and Safety to establish a method of revitalising Health and Safety within the Council. The revised Health and Safety Policy which clearly identifies Health and Safety as the responsibility of all Council Members and Staff should lead to an improved Health and Safety culture within the Council and, together with the role of the Health and Safety Co-ordinators should set the foundations for maintaining and improving health and safety within the Council.

The Corporate Health and Safety Advisor said that Health and Safety is an ongoing process and that currently work is focused on continued improvement as supported by the Health and Safety Action Plan (appended to the annual report).

The Executive noted the information presented and acknowledged the work that has been done to strengthen Health and Safety arrangements and structures within the Council. The Executive noted also that concerns have been raised and reported in the media recently about the safety of glyphosate as an ingredient in certain brands of weed killer. The Executive sought clarification of the Authority's approach to the use of glyphosate.

The Corporate Health and Safety Advisor said that glyphosate is licensed by the HSE and as such there are strict controls on its use with which all contractors working for the Authority are required to comply. The Authority is monitoring the situation.

The Chief Executive confirmed that the Authority has discussed the use of glyphosate with other authorities and is keeping a watching brief on the matter. The Authority's approach which is generally shared by the other North Wales authorities is to carry on using glyphosate as a herbicide within the strict guidelines issued whilst continuing to monitor the situation for any developments.

**It was resolved to accept the Corporate Health and Safety Annual Report 2017/18 and to implement the Development Plan.**

**Councillor Llinos Medi Huws  
Chair**

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## CORPORATE PARENTING PANEL

### Minutes of the meeting held on 10 September, 2018

- PRESENT:** Dr Gwynne Jones, Chief Executive (Chair)
- Councillor Llinos Medi Huws (Portfolio Member for Social Services)  
Councillor R. Meirion Jones (Portfolio Member for Education, Libraries, Culture and Youth)  
Councillor Richard Griffiths (Corporate Scrutiny Committee)  
Councillor Margaret M. Roberts (Partnership and Regeneration Scrutiny Committee)  
Barbara Jones (Anglesey Foster Carers' Association)  
Dr Caroline Turner (Assistant Chief Executive/ Statutory Director of Social Services)  
Fôn Roberts (Head of Children's Services)  
Huw Owen (Independent Reviewing Officer)  
Llyr Bryn Roberts (Service Manager, Intensive Intervention)  
Gwyneth Hughes (Senior Education Manager – Standards and Inclusion)  
Dawn Owen (Team Manager - Child Placement Team)  
Llinos Parry (Fostering Recruitment and Marketing Officer)  
Ann Holmes (Committee Officer)
- APOLOGIES:** Councillor Alun Mummery (Portfolio Member for Housing & Supporting Communities), Liz Fletcher (BCUHB)
- 

#### 1 DECLARATION OF INTEREST

No declaration of interest was received.

#### 2 MINUTES OF THE 11 JUNE, 2018 MEETING

The minutes of the previous meeting of the Corporate Parenting Panel held on 11th June, 2018 were presented and were confirmed as correct.

#### 3 MATTERS ARISING

- The Head of Children and Families' Services said that work is currently being undertaken at a regional level to harmonise the North Wales authorities' approach to children who go missing from care, how the related data is reported and how the mandatory return to home interviews are conducted. Issues which complicate the matter include the Police and local authorities' differing understanding of what "missing" and "absent without consent" mean leading to a variance in the data reported and also the fact that local authorities arranging placements in another local authority area do not always notify the host authority of the placements made. The Officer said that Children and Families' Services in Anglesey have written to all the relevant agencies to try to establish an accurate picture of the children placed on the Island by other authorities. The Officer said that he was leading on co-ordinating this work among the six North Wales authorities which includes formulating a collective protocol and that subject to the democratic processes of the other authorities and the

Police with whom the protocol will be discussed, he aimed to bring the protocol to the December, 2018 meeting of the Corporate Parenting Panel.

- With regard to the costs of providing an education provision for children in placements on Anglesey which have been made by other local authorities, the Senior Education Standards and Inclusion Manager said that there are currently 6 pupils in mainstream schools on Anglesey from other local authority areas for whom an additional education provision is being made i.e. over and above the standard provision. The cost of this additional provision for the six pupils is £85k in total with the placing authorities being billed for their share of that sum.

The Panel noted the information and that the six pupils referred to above are likely to be part of a larger cohort of children from other local authority areas who are being looked after on Anglesey who have yet to start school or who are not included in the group above because although they are attending school, they do not require an additional education provision.

#### **4 REPORT OF THE INDEPENDENT REVIEWING OFFICERS**

The report of the Independent Reviewing Officers (Safeguarding and Quality Unit) was presented for the Panel's consideration. The report set out the progress made against the improvement objectives highlighted following an appraisal of the Authority's corporate parenting by the Safeguarding and Quality Unit which was reported to the Panel in March, 2018.

The Independent Reviewing Officer (IRO) reported that in its appraisal of corporate parenting, the Safeguarding and Quality Unit had identified some areas wherein practice could be improved. Recommendations were made and progress has been made as follows –

- Each Looked After Child must have an up to date assessment of their needs including a pen picture of each child on file updated on a regular basis - Since 1 June, 2018, the Care and Support Plan Part 6 document has been used which includes a brief portrait of each child. The plan is based on information regarding the child's needs. However, as this does not constitute a full assessment the IROs will continue to monitor whether the assessments are up to date.
- Care and Support Plans must be put in place for each child – the Unit is aware of the priority given to this issue by the Service. At the request of the Head of Service, the Unit prepared an audit of cases which had Care Plans. The audit concluded that despite a considerable number of cases now having a formal plan many of the plans had not been completed. In some cases, several of the sections had not been completed.
- Preparation for reviews must be improved and information provided which allows the child's plan to be scrutinised and progressed – A report in the form of the Care and Support Plan is now presented to Review meetings on a regular basis. In most cases where this did not happen, an explanation was provided. The Unit is aware of the considerable effort which many Social Workers have made to prepare the documentation; however it remains an area of focus for the service.
- Recording statutory visits to show an understanding of the requirements with the record counter signed by both the child and the carer – In preparation for this update, a random selection of 10 cases were made, and there were up to date recordings on every one. However, when preparing for reviews, this is not always the case but there is evidence of positive progress in this regard.

- Progression of permanency plans for a number of children where Special Guardianship Order arrangements would have been a better outcome - IROs now attend monthly meetings with the Service Manager to scrutinise foster placements. These meetings provide an opportunity to consider the plans for each child holistically, including the possibility of discharging Care Orders. This is also discussed at LAC Reviews.

The Panel considered the information and made points as follows –

- With regard to regularly updating the needs assessment of looked after children, the Panel sought clarification of why it was considered premature to assess whether this information is updated given that new documentation has been in use since 6 June, 2018. The Panel noted that initial feedback on how well the new Part 6 document fulfils the need in terms of the quality of assessments would have been helpful.

The IRO said that as the new documentation was only introduced in June and the update report above prepared in August, it was considered that little is likely to have changed in the intervening period to make updating the needs assessment necessary. The Unit is mindful also of the considerable work that is involved with needs assessments; however, in the event of any significant change or development the needs assessment would be updated accordingly.

- The Panel noted that that the language used in the report could be more precise in terms of quantifying progress and performance. For example reference is made to “a considerable number of cases” which does not give an indication whether or not this refers to a majority of cases. The Panel also noted with regard to the cases that had been randomly selected to assess whether or not they were up to date that no information beyond affirming that they had been updated is provided; neither is there an indication of how many cases are there where this is not true.
- The Panel noted that in order to be able to build an accurate picture of performance in relation to the quality of assessments it would be helpful to be provided with a greater level of detail otherwise it is difficult to establish the extent of progress and whether any further action needs to be taken.

The IRO acknowledged the points made and confirmed that for future reporting, figures and percentages will be included where possible to help the Panel obtain a clearer understanding of the state of play. The IRO clarified however that being able to confirm that up to date recordings were available for all the 10 sample cases reviewed at random is very good progress.

**It was agreed to accept the report and to note the position.**

**ADDITIONAL ACTION PROPOSED: That future reports are more precise in conveying the level of progress made.**

## **5 ADVOCACY SERVICE ANNUAL REPORT 2017/18**

The report of the Regional Independent Advocacy Service on the operation of the service in Anglesey during 2017/18 was presented for the Panel’s consideration.

The Service Manager (Intensive Intervention) said that the report shows that the number of referrals received each quarter was consistent throughout the year but the total number of issues referred was substantially lower than in the previous year (63 children and young people worked with compared to 96 in 2016/17). Training on the National Approach to Statutory Advocacy for Anglesey was postponed on two occasions in the

winter due to adverse weather conditions. The training will now be delivered via staff conference days and it is hoped it will have a positive impact on future referral figures. A total of three LAC young people were referred for Active Offer advocacy and all three requested issue based advocacy support from the North Wales Advocacy Service. The Officer said that support at meetings followed by contact issues were the main reasons for referrals to the service. Anglesey's contribution to the Advocacy Service which serves all six North Wales authorities is £20k per annum – this is an increase of £7k due to the introduction of the Active Offer which means that children are given the opportunity of contact with the advocacy provider when they first become known to Social Services.

The Panel noted the information and noted also that the Social Services and Well-being (Wales) Act 2014 places increased emphasis on advocacy as well as informal advocacy which can take place through a relative or teacher. Statistics for informal advocacy are not collected.

**It was agreed to accept the Annual Report and to note its contents.**

**NO ADDITIONAL ACTION WAS PROPOSED**

## **6 FOSTERING RECRUITMENT STRATEGY UPDATE**

The Head of Children and Families Services reported that the strategy for recruiting Foster Carers is being reviewed and a paper on possible options and their costings will be presented to the Senior Leadership Team in October with the Corporate Parenting Panel to be updated thereafter. The objective is to put together a package of incentives that will make fostering for the Authority on Anglesey more attractive to people who may be thinking about becoming foster carers. The Officer confirmed therefore that the work is in progress and updates will be provided as the revised recruitment package takes shape.

**The Panel noted the position.**

**NO ADDITIONAL ACTION WAS PROPOSED**

## **7 FOSTER CARERS' EVENT**

The Fostering Recruitment and Marketing Officer gave the Panel a presentation on the work of the team over the summer period. She referred specifically to the Foster Carers' Celebration Event held on 10 July 2018 by the Isle of Anglesey County Council to say a thank you to all the Authority's foster carers and family and friends (connected persons) foster carers.

The Officer said that as well as providing the 26 foster carers who were present with an opportunity to meet the Council's Senior Leadership Team, staff and Elected Members, the event was most significantly an opportunity for the Authority to formally recognise the valuable work that foster carers do 24 hours a day with some of Anglesey's most vulnerable children and young people. The Service was also able to announce at the event free Isle of Anglesey Leisure Services Membership for approved Council foster carers and for looked after children and young people. The Service is grateful to the Leisure Service for extending the free leisure membership that is already available to care leavers to all Anglesey foster carers and looked after children.

The Panel acknowledged the importance of formally recognising the work that is carried out by the Authority's foster carers and voiced its own appreciation of the service which they provide.

**It was agreed to note the information.**

**NO ADDITIONAL ACTION WAS PROPOSED**

## **8 FUN DAY – 8 SEPTEMBER, 2018**

The Fostering Recruitment and Marketing Officer gave a presentation on the Child Placement Team's Annual Fostering Fun Day which has been held since 2011 in conjunction with the Rotary Club Holyhead and with the support of Tyddyn Môn which provides the venue free of charge. The Officer showed clips of the day and the activities arranged for the looked after children who attended.

The Panel expressed its thanks to both the Rotary Club, Holyhead and to Tyddyn Môn for their collaboration and support for the Fun Day.

### **NO ADDITIONAL ACTION WAS PROPOSED**

## **9 NEXT MEETING OF THE PANEL**

It was noted that the Panel's next meeting will be held at 2:00 p.m. on Monday, 10 December, 2018.

**Dr Gwynne Jones**  
**Chair**

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ISLE OF ANGLESEY COUNTY COUNCIL	
<b>Report to:</b>	<b>The Executive</b>
<b>Date:</b>	<b>29 October 2018</b>
<b>Subject:</b>	<b>The Executive's Forward Work Programme</b>
<b>Portfolio Holder(s):</b>	<b>Cllr Llinos Medi</b>
<b>Head of Service:</b>	<b>Lynn Ball Head of Function – Council Business / Monitoring Officer</b>
<b>Report Author:</b> Tel: E-mail:	<b>Huw Jones, Head of Democratic Services</b> <b>01248 752108</b> <a href="mailto:JHuwJones@anglesey.gov.uk">JHuwJones@anglesey.gov.uk</a>
<b>Local Members:</b>	<b>Not applicable</b>

<b>A –Recommendation/s and reason/s</b>
<p>In accordance with its Constitution, the Council is required to publish a forward work programme and to update it regularly. The Executive Forward Work Programme is published each month to enable both members of the Council and the public to see what key decisions are likely to be taken over the coming months.</p> <p>The Executive is requested to:</p> <p>confirm the attached updated work programme which covers <b>November 2018 – June 2019</b>;</p> <p>identify any matters for specific input and consultation with the Council's Scrutiny Committees and confirm the need for Scrutiny Committees to develop their work programmes further to support the Executive's work programme;</p> <p>note that the forward work programme is updated monthly and submitted as a standing monthly item to the Executive.</p>

\* Key:  
*Strategic – key corporate plans or initiatives*  
*Operational – service delivery*  
*For information*

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

-

**C – Why is this a decision for the Executive?**

The approval of the Executive is sought before each update is published to strengthen accountability and forward planning arrangements.

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

Yes.

**DD – Is this decision within the budget approved by the Council?**

Not applicable.

<b>E – Who did you consult?</b>		<b>What did they say?</b>
1	<b>Chief Executive / Strategic Leadership Team (SLT)</b> (mandatory)	The forward work programme is discussed at Heads of Service meetings ('Penaethiaid') on a monthly basis (standing agenda item).  It is also circulated regularly to Heads of Services for updates.
2	<b>Finance / Section 151</b> (mandatory)	
3	<b>Legal / Monitoring Officer</b> (mandatory)	
5	<b>Human Resources (HR)</b>	
6	<b>Property</b>	
7	<b>Information Communication Technology (ICT)</b>	
8	<b>Scrutiny</b>	
9	<b>Local Members</b>	Not applicable.
10	<b>Any external bodies / other/s</b>	Not applicable.

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*Strategic – key corporate plans or initiatives*

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*For information*

2



<b>F – Risks and any mitigation (if relevant)</b>		
<b>1</b>	<b>Economic</b>	
<b>2</b>	<b>Anti-poverty</b>	
<b>3</b>	<b>Crime and Disorder</b>	
<b>4</b>	<b>Environmental</b>	
<b>5</b>	<b>Equalities</b>	
<b>6</b>	<b>Outcome Agreements</b>	
<b>7</b>	<b>Other</b>	
<b>FF - Appendices:</b>		
The Executive's Forward Work Programme: November 2018 – June 2019.		

<b>G - Background papers (please contact the author of the Report for any further information):</b>

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 For information

# THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: November 2018 – June 2019

Updated: 19 October 2018



The Executive's forward work programme enables both Members of the Council and the public to see what key decisions are likely to be taken by the Executive over the coming months.

Executive decisions may be taken by the Executive acting as a collective body or by individual members of the Executive acting under delegated powers. The forward work programme includes information on the decisions sought, who will make the decisions and who the lead Officers and Portfolio Holders are for each item.

It should be noted, however, that the work programme is a flexible document as not all items requiring a decision will be known that far in advance and some timescales may need to be altered to reflect new priorities etc. The list of items included is therefore reviewed regularly.

Reports will need to be submitted from time to time regarding specific property transactions, in accordance with the Asset Management Policy and Procedures. Due to the influence of the external market, it is not possible to determine the timing of reports in advance.

The Executive's draft Forward Work Programme for the period **November 2018 – June 2019** is outlined on the following pages.

**Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.**

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# THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: November 2018 – June 2019

Updated: 19 October 2018

Subject & *category and what decision is sought	Decision by which Portfolio Holder or, if a collective decision, why	Lead Service	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Scrutiny (if applicable)	Date to Executive or, if delegated, date of publication	Date to Full Council (if applicable)	
<b>November 2018</b>							
1	<b>2019/20 Budget (S)</b>  To finalise the Executive's initial draft budget proposals for consultation.	This is a matter for the Executive as it falls within the Council's Budget Framework.	Council Business	Marc Jones Head of Function – Resources / Section 151 Officer  Cllr Robin Wyn Williams	Finance Scrutiny Panel 26 September 2018  Corporate Scrutiny Committee 24 October 2018	The Executive  12 November 2018	
2	<b>Capital Budget Strategic Plan 2019/20</b>	This is a matter for the Executive as it falls within the Council's Budget Framework.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer  Cllr Robin Wyn Williams	Finance Scrutiny Panel (date to be confirmed)	The Executive  12 November 2018	
3	<b>Council Tax Premium</b>  Review, following the implementation of the Premium for one year		Resources	Marc Jones Head of Function – Resources / Section 151 Officer  Cllr Robin Wyn Williams	Finance Scrutiny Panel  6 November 2018	The Executive  12 November 2018 (To be confirmed)	

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## THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: November 2018 – June 2019

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4 <b>The Executive's Forward Work Programme (S)</b>  Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services  Cllr Llinos Medi		The Executive  26 November 2018	
5 <b>Corporate Scorecard – Quarter 2, 2018/19 (S)</b>  Quarterly performance monitoring report.	This is a matter for the full Executive as it provides assurance of current performance across the Council.	Corporate Transformation	Carys Edwards Head of Profession – HR and Transformation  Cllr Dafydd Rhys Thomas	Corporate Scrutiny Committee 12 November 2018	The Executive  26 November 2018	
6 <b>2018/19 Revenue and Capital Budget Monitoring Report – Quarter 2 (S)</b>  Quarterly financial monitoring report.	This is a matter for the full Executive as it provides assurance of current financial position across the Council.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer  Cllr Robin Wyn Williams	Finance Scrutiny Panel 6 November 2018	The Executive  26 November 2018	
7 <b>Gambling Policy</b>  To recommend to full Council that the policy is approved.	This is a matter for the full Executive as it forms part of the Council's Policy Framework.	Regulation and Economic Development	Dylan Williams Head of Regulation and Economic Development  Cllr Richard Dew		The Executive  26 November 2018	11 December 2018

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Period: November 2018 – June 2019

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8 <b>Local Full Fibre Network (LFFN) Project</b>  To delegate to another Council authority to implement the LFFN Project.		Regulation and Economic Development / Council Business	Dylan Williams Head of Regulation and Economic Development / Lynn Ball Head of Function - Council Business / Monitoring Officer  Cllr Carwyn Jones Cllr Dafydd Rhys Thomas		The Executive  26 November 2018 – to be confirmed	
9 <b>Anglesey Schools Modernisation – Strategic Outline Case / Outline Business Case – New Primary School to replace Ysgol y Graig and Ysgol Talwrn</b>		Learning	Arwyn Williams Head of Learning  Cllr R Meirion Jones	Corporate Scrutiny Committee November 2018 – to be confirmed.	The Executive  26 November 2018	
10 <b>Establishing a Sustainable Drainage Approval Board</b>		Highways, Waste and Property	Huw Percy Interim Head of Highways, Waste and Property  Cllr Bob Parry OBE		The Executive  26 November 2018	

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# THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: November 2018 – June 2019

Updated: 19 October 2018

Subject & *category and what decision is sought	Decision by which Portfolio Holder or, if a collective decision, why	Lead Service	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Scrutiny (if applicable)	Date to Executive or, if delegated, date of publication	Date to Full Council (if applicable)
<b>December 2018</b>						
11	<b>The Executive's Forward Work Programme (S)</b>  Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services  Cllr Llinos Medi		The Executive  17 December 2018
12	<b>Homelessness Strategy</b>  Approval of the document following the consultation period.		Housing	Ned Michael Head of Housing Services  Cllr Alun W Mummery	Corporate Scrutiny Committee 12 November 2018	The Executive  17 December 2018
13	<b>CIW Inspection of Children's Services in Anglesey – Improvement Plan – Quarterly Progress Report</b>		Children's Services	Fôn Roberts Head of Children's Services  Cllr Llinos Medi	Children's Services Improvement Panel 26 November 2018  Corporate Scrutiny Committee 10 December 2018	The Executive  17 December 2018

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## THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: November 2018 – June 2019

Updated: 19 October 2018

Subject & *category and what decision is sought	Decision by which Portfolio Holder or, if a collective decision, why	Lead Service	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Scrutiny (if applicable)	Date to Executive or, if delegated, date of publication	Date to Full Council (if applicable)
<b>January 2019</b>						
14	<b>The Executive's Forward Work Programme (S)</b>  Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services  Cllr Llinos Medi		The Executive  28 January 2019
<b>February 2019</b>						
15	<b>2018/19 Revenue and Capital Budget Monitoring Report – Quarter 3 (S)</b>  Quarterly financial monitoring report.	This is a matter for the full Executive as it provides assurance of current financial position across the Council.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer  Cllr Robin Wyn Williams	Finance Scrutiny Panel – Date to be confirmed	The Executive  18 February 2019
16	<b>2019/20 Budget (S)</b>  Adoption of final proposals for recommendation to the County Council.	This is a matter for the Executive as it falls within the Council's Budget Framework.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer  Cllr Robin Wyn Williams	Corporate Scrutiny Committee 4 February 2019	The Executive  18 February 2019  27 February 2019
17	<b>Fees and Charges 2019/20</b>	This is a matter for the Executive as it falls within the Council's Budget Framework.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer  Cllr Robin Wyn Williams		The Executive  18 February 2019

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## THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: November 2018 – June 2019

Updated: 19 October 2018

Subject & *category and what decision is sought	Decision by which Portfolio Holder or, if a collective decision, why	Lead Service	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Scrutiny (if applicable)	Date to Executive or, if delegated, date of publication	Date to Full Council (if applicable)
18	<b>Financial Reserves</b>  To provide an update on the situation relating to financial reserves.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer  Cllr Robin Wyn Williams		The Executive  18 February 2019	
19	<b>Discretionary Business Rate Relief Policy (O)</b>  Approve new policy following public consultation.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer  Cllr Robin Wyn Williams		The Executive  18 February 2019	
20	<b>Treasury Management Strategy 2019/20</b>  Adoption of strategy for the new financial year.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer  Cllr Robin Wyn Williams		The Executive  18 February 2019	27 February 2019
21	<b>Charges for non-residential services 2019/20</b>  Approval.	Adults' Services	Alwyn Jones Head of Adults' Services  Cllr Llinos Medi		The Executive  18 February 2019	

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## THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: November 2018 – June 2019

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Subject & *category and what decision is sought	Decision by which Portfolio Holder or, if a collective decision, why	Lead Service	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Scrutiny (if applicable)	Date to Executive or, if delegated, date of publication	Date to Full Council (if applicable)
22	<b>Standard Charge for Council Care Homes 2019/20</b>  Approval.	Adults' Services	Alwyn Jones Head of Adults' Services  Cllr Llinos Medi		The Executive  18 February 2019	
23	<b>Independent Sector Care Home Fees 2019/20</b>  Approval.	Adults' Services	Alwyn Jones Head of Adults' Services  Cllr Llinos Medi		The Executive  18 February 2019	
24	<b>Housing Rents and Housing Services Charges 2019/20</b>	Housing Services	Ned Michael Head of Housing Services  Cllr Alun Mummery		The Executive  18 February 2019	
25	<b>The Executive's Forward Work Programme (S)</b>  Approval of monthly update.	Council Business	Huw Jones Head of Democratic Services  Cllr Llinos Medi		The Executive  18 February 2019	

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## THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: November 2018 – June 2019

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Subject & *category and what decision is sought	Decision by which Portfolio Holder or, if a collective decision, why	Lead Service	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Scrutiny (if applicable)	Date to Executive or, if delegated, date of publication	Date to Full Council (if applicable)
<b>March 2019</b>						
26	<p><b>The Executive's Forward Work Programme (S)</b></p> <p>Approval of monthly update.</p>	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	<p>Huw Jones Head of Democratic Services</p> <p>Cllr Llinos Medi</p>		<p>The Executive</p> <p>25 March 2019</p>
27	<p><b>Corporate Scorecard – Quarter 3, 2018/19 (S)</b></p> <p>Quarterly performance monitoring report.</p>	This is a matter for the full Executive as it provides assurance of current performance across the Council.	Corporate Transformation	<p>Carys Edwards Head of Profession – HR and Transformation</p> <p>Cllr Dafydd Rhys Thomas</p>	<p>Corporate Scrutiny Committee</p> <p>11 March 2019</p>	<p>The Executive</p> <p>25 March 2019</p>
28	<p><b>CIW Inspection of Children's Services in Anglesey – Improvement Plan – Quarterly Progress Report</b></p>		Children's Services	<p>Fôn Roberts Head of Children's Services</p> <p>Cllr Llinos Medi</p>	<p>Children's Services Improvement Panel (Date to be confirmed)</p> <p>Corporate Scrutiny Committee</p> <p>11 March 2019</p>	<p>The Executive</p> <p>25 March 2019</p>

\* Key:

S = Strategic – key corporate plans or initiatives

O =Operational – service delivery

FI = For information

## THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: November 2018 – June 2019

Updated: 19 October 2018

Subject & *category and what decision is sought	Decision by which Portfolio Holder or, if a collective decision, why	Lead Service	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Scrutiny (if applicable)	Date to Executive or, if delegated, date of publication	Date to Full Council (if applicable)
29	<b>Leisure Modernisation</b>	Regulation and Economic Development	Dylan Williams Head of Regulation and Economic Development  Cllr Carwyn Jones	Partnership and Regeneration Scrutiny Committee 12 March 2019	The Executive  25 March 2019	
<b>April 2019</b>						
30	<b>The Executive's Forward Work Programme (S)</b>  Approval of monthly update.	Council Business	Huw Jones Head of Democratic Services  Cllr Llinos Medi		The Executive  29 April 2019	
<b>May 2019</b>						
31	<b>The Executive's Forward Work Programme (S)</b>  Approval of monthly update.	Council Business	Huw Jones Head of Democratic Services  Cllr Llinos Medi		The Executive  .. May 2019	
<b>June 2019</b>						
32	<b>The Executive's Forward Work Programme (S)</b>  Approval of monthly update.	Council Business	Huw Jones Head of Democratic Services  Cllr Llinos Medi		The Executive  .. June 2019	

\* Key:

S = Strategic – key corporate plans or initiatives

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FI = For information

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<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to:</b>	<b>Executive Council</b>
<b>Date:</b>	<b>29 October 2018 11 December 2018</b>
<b>Subject:</b>	<b>Audit and Governance Committee – Updated Terms of Reference</b>
<b>Portfolio Holder(s):</b>	<b>Cllr Robin Williams (Portfolio Member for Finance)</b>
<b>Head of Service – Joint Report:</b>	<p><b>Marc Jones, Head of Function (Resources) and Section 151 Officer</b>  <a href="mailto:MarcJones@ynysmon.gov.uk">MarcJones@ynysmon.gov.uk</a></p> <p><b>Lynn Ball, Head of Function (Council Business) and Monitoring Officer</b>  <a href="mailto:LynnBall@ynysmon.gov.uk">LynnBall@ynysmon.gov.uk</a></p>
<b>Report Author:</b> Tel: E-mail:	<p><b>Marion Pryor, Head of Audit and Risk</b>  <b>01248 752611</b>  <a href="mailto:MarionPryor@ynysmon.gov.uk">MarionPryor@ynysmon.gov.uk</a></p>
<b>Local Members:</b>	<b>Not applicable</b>

<b>A –Recommendation/s and reason/s</b>
<p>The Executive recommends to Council that the Council approves the changes to the Council’s Constitution, being updated terms of reference for the Audit and Governance Committee as contained in the Appendix to this report.</p> <p><b>Reasons</b></p> <p>Good practice suggests that audit committees should periodically review their terms of reference for appropriateness. The Audit and Governance Committee last reviewed and approved its terms of reference in February 2015, with approval granted by the Executive in April and the County Council in May 2015.</p> <p>In May 2018, the Chartered Institute of Public Finance and Accountancy (CIPFA) fully revised and updated its guidance to take into account the legislative changes and professional developments that have affected the public sector.</p> <p>Members of the Audit and Governance Committee were keen to be part of the review of the terms of reference and attended a workshop to discuss the updated guidance on 13 June 2018.</p>

The revised guidance updates the core functions of the audit committee in relation to governance, risk management, internal control and audit. This includes updates to regulations and statutory guidance, including the updates to the Public Sector Internal Audit Standards, and Delivering Good Governance in Local Government: Framework and associated guidance.

The audit committee role in relation to counter-fraud has also been updated to reflect the Code of Practice on Managing the Risk of Fraud and Corruption.

The guidance continues to include a strong focus on the factors that support improvement. These include the knowledge and skills that audit committee members require and a focus on where the audit committee adds value. It also provides practical support for evaluating committee effectiveness and planning improvements.

This report proposes fully revised terms of reference for approval.

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

There is an option to do nothing and leave the current terms of reference unchanged. However, it is recognised that the current terms of reference need to be updated to comply with the revised Chartered Institute of Public Finance and Accountancy (CIPFA) guidance, to support the Committee in fulfilling its responsibilities. CIPFA's guidance represents best practice for audit committees in local authorities throughout the UK.

**C – Why is this a decision for the Executive?**

This is a constitutional change, which requires the Executive's view prior to the report being presented to full Council for approval.

**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

<b>DD – Who did you consult?</b>		<b>What did they say?</b>
<b>1</b>	<b>Chief Executive / Senior Leadership Team (SLT)</b> (mandatory)	Approved with no further comments (28/08/18)
<b>2</b>	<b>Finance / Section 151</b> (mandatory)	To ensure there is no delay in the process for approving the Council's financial statements, the Head of Function (Resources) / Section 151 Officer requested that the approval of the appointment of lay members remains with the Audit and Governance Committee, rather than to transfer to Full Council as advocated by the CIPFA guidelines.
<b>3</b>	<b>Legal / Monitoring Officer</b> (mandatory)	Approved, with minor observations taken account of.
<b>4</b>	<b>Human Resources (HR)</b>	Not applicable
<b>5</b>	<b>Property</b>	Not applicable
<b>6</b>	<b>Information Communication Technology (ICT)</b>	Not applicable
<b>7</b>	<b>Procurement</b>	Not applicable
<b>8</b>	<b>Scrutiny</b>	Not applicable
<b>9</b>	<b>Local Members</b>	Not applicable
<b>10</b>	<b>Any external bodies / other/s</b>	Members of the Audit and Governance Committee discussed the requirements of the revised CIPFA guidance during a workshop held in June 2018. Their observations have been included within the revised terms of reference. The Committee approved the revised Terms of Reference at its meeting on 19 September 2018.

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

<b>F - Appendices:</b>
Audit and Governance Committee – Draft Terms of Reference (September 2018)

**FF - Background papers (please contact the author of the Report for any further information):**

- Report to Audit and Governance Committee, Agenda Item no. 9, 19 September 2018
- Audit and Governance Committee Workshop presentation, 13 June 2018
- *Audit Committees: Practical Guidance for Local Authorities and Police*, CIPFA, 2018, available from [www.cipfa.org.uk/publications](http://www.cipfa.org.uk/publications)
- *Position Statement: Audit Committees in Local Authorities and Police*, CIPFA, 2018, available from [www.cipfa.org.uk/publications](http://www.cipfa.org.uk/publications)
- *Public Sector Internal Audit Standards (PSIAS) and the supporting Local Government Application Note for the United Kingdom Public Sector Internal Audit Standards (LGAN)*
- Internal Audit Charter (September 2017)
- Local Government (Wales) Measure 2011, in particular, Section 85
- Statutory Guidance from the Local Government (Wales) Measure 2011, Welsh Government, 2012
- Accounts and Audit Regulations (Wales) 2014
- Accounts and Audit (Wales) (Amendment) Regulations 2018
- *Statement on the Role of the Head of Internal Audit in Public Service Organisations*, CIPFA, 2010
- *Statement on the Role of the Chief Financial Officer in Local Government*, CIPFA, 2016
- Treasury Management Strategy 2018/19
- *Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes*, CIPFA, 2017 Edition
- *Code of Practice on Managing the Risk of Fraud and Corruption*, CIPFA, 2014
- Isle of Anglesey County Council's Constitution



<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to:</b>	Audit and Governance Committee Executive (29 October 2018) County Council (30 October 2018)
<b>Date:</b>	19 September 2018
<b>Subject:</b>	Audit and Governance Committee – Updated Terms of Reference
<b>Head of Service:</b>	Marc Jones, Head of Function (Resources) / S151 Officer 01248 752601 <a href="mailto:MarcJones@ynysmon.gov.uk">MarcJones@ynysmon.gov.uk</a>
<b>Report Author:</b>	Marion Pryor, Head of Audit and Risk 01248 752611 <a href="mailto:MarionPryor@ynysmon.gov.uk">MarionPryor@ynysmon.gov.uk</a>
<b>Nature and Reason for Reporting:</b> Good practice suggests that committees should periodically review their terms of reference for appropriateness. The Audit and Governance Committee last reviewed its terms of reference in February 2015, with approval granted by the Executive in April and the County Council in May 2015. In May 2018, the Chartered Institute of Public Finance and Accountancy (CIPFA) fully revised and updated its guidance to take into account the legislative changes and professional developments that have affected the public sector. This report proposes fully revised terms of reference for the Committee to consider before being submitted to the Executive and Council for approval.	

## 1. Introduction and Background

- 1.1. Audit committees are a key component of corporate governance and play an important role supporting local authorities. They are an important source of assurance about an organisation's arrangements for managing risk, maintaining an effective control environment and reporting on financial and other performance.
- 1.2. To be truly effective, the chief financial officer requires an effective audit committee to provide support and challenge. In addition, an essential role for the audit committee is to oversee internal audit, helping to ensure that it is adequate and effective. Both these elements are now enshrined in the Public Sector Internal Audit Standards (PSIAS) and the supporting Local Government Application Note for the United Kingdom (LGAN).
- 1.3. There have been a number of other significant developments in governance and audit practice since 2015, which have emphasised the importance of the audit committee, including the new Delivering Good Governance in Local Government: Framework (CIPFA/Solace, 2016).
- 1.4. The Audit and Governance Committee's Forward Work Programme provides for the regular review of its terms of reference. The last revision acknowledged changes to the regulatory framework and guidance relating to audit committees, in particular, the

greater role for the audit committee in all aspects of assurance. This followed the Committee's recommendation to Council to change its name to 'Audit and Governance Committee' to make more transparent the enhanced role of the Committee in terms of overall governance and assurance.

- 1.5. The Committee was due to review its terms of reference in its September 2017 meeting. However, at this and subsequent meetings, the Committee approved the postponement of the review until the publication of anticipated new Chartered Institute of Public Finance and Accountancy (CIPFA) guidance.

## **2. Revised Guidance**

- 2.1. CIPFA's guidance represents best practice for audit committees in local authorities throughout the UK. It published its new guidance in May 2018, which was circulated to members of the Committee on 25 May 2018. Members were keen to be part of the review of the terms of reference and attended a workshop to discuss the updated guidance on 13 June 2018.
- 2.2. The revised guidance updates the core functions of the audit committee in relation to governance, risk management, internal control and audit. CIPFA has also updated the audit committee role in relation to counter-fraud to reflect the Code of Practice on Managing the Risk of Fraud and Corruption.
- 2.3. The guidance continues to include a strong focus on the factors that support improvement. These include the knowledge and skills that audit committee members require and a focus on where the audit committee adds value. It also provides practical support for evaluating committee effectiveness and planning improvements.
- 2.4. The guidance has mostly been incorporated into the terms of reference, with the exception of the requirement for full council to approve the appointment of the lay members. The Head of Function (Resources) and Section 151 Officer was concerned that a delay in the approval of the lay members would mean that the Audit and Governance Committee would also be delayed, which may cause problems in terms of approving the draft statement of accounts in accordance with deadlines. Therefore, the previous requirement for the Audit and Governance Committee members' approval remains.

## **3. Consultation**

- 3.1. In developing the terms of reference, account has been taken of specific regulations and guidance appropriate for the Council (listed at [Appendix A](#)). Consultation has been undertaken with the Head of Function (Resources) and Section 151 Officer, the Head of Function (Council Business) and Monitoring Officer and the remainder of the Senior Leadership Team. The two lay members, Mr Dilwyn Evans and Mr Jonathan Mendoza, were also consulted. All consultees provided useful observations.

## **4. Recommendation**

- 4.1. That the Audit and Governance Committee considers the draft terms of reference and makes any comments prior to the revised terms being recommended by the Executive on 29 October 2018 for adoption by the Council at its meeting to be held on 30 October 2018.



# Audit & Governance Committee

Draft Terms of Reference  
September 2018

## Statement of purpose

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1. The Audit and Governance Committee is a key component of the Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
2. The purpose of the audit committee is to provide to members of full Council (*those charged with governance*) independent assurance of the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and governance processes. It oversees internal and external audit and other regulators, helping to ensure effective assurance arrangements are in place.
3. There is clear separation between the role of the audit committee and that of scrutiny committees. The audit committee role seeks assurance that internal control systems of the council are working and risks effectively managed, rather than the actual scrutiny of activities.

## Composition and arrangements

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4. The Audit and Governance Committee is a non-executive body established under the requirements of the Local Government (Wales) Measure 2011 and is a fully constituted committee of the Council operating at a strategic level. The committee will conduct its business non-politically and must abide by the rules concerning political balance, in accordance with the Local Government and Housing Act 1989.
5. The committee will consist of eight elected members and two lay members. Elected members will be politically balanced and will not be members of the executive, but the Finance Portfolio Holder is required, as far as possible, to attend all meetings of the Committee. The Chair and Vice-Chair will recommend the appointment of the two lay members to the audit committee. The lay members will serve for a fixed term to coincide with the length of the Council, i.e. five years, and will serve a maximum of two terms. All members, including the lay members, are subject to the Council's Code of Conduct and will declare any interests. The lay members will have equal status to that of the elected members in terms of access to staff and information, for the purposes of the audit committee.
6. The chair of the audit committee can be a councillor or a lay member, but must not be a member of a group that forms part of the council's executive, except where all groups are represented on the executive (in which case the chair must not be a member of the executive). The committee members will decide upon

the chair and vice-chair of the committee. All committee members, including lay members, shall have a vote.

7. Any officer or member called to attend an audit committee meeting must do so. They must answer any questions asked of them except ones that they could refuse to answer if they were in court. The committee can invite other persons to attend before it, but anyone else so invited to attend is under no compulsion to do so.
8. The committee will meet at least four times a year and must meet if the full council so decides, or if at least a third of the committee's members requisition in writing to the Chair that a meeting be held. The council will publish the committee dates annually but additional meetings can be arranged at the discretion of the Chair if the required number of days' notice is provided and that the agenda is published prior to the meeting, in accordance with regulations.
9. The Head of Function (Resources) and Section 151 Officer, as the officer with responsibility for financial administration, will advise the committee. The Committee will provide effective support to the Head of Function (Resources) and Section 151 Officer, who consequently, will have direct and unfettered access to the committee.
10. The committee may commission work from the external and internal auditors and both will advise the Committee. The Committee may additionally, seek independent advice from outside the Council, within an approved budget.
11. The external and internal auditors of the Council have the right to request the chair of the committee to consider any matter that the auditors believe should be brought to the attention of the Council.
12. All new members will receive a full induction to the committee. Members will have role descriptions and will review their knowledge and skills through a self-assessment process. They will receive appropriate ongoing training in their role in accordance with an annual training programme and will receive regular briefings on new legislation, professional guidance and research.

## Accountability arrangements

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13. The committee will report to full council (*those charged with governance*) on an annual basis the audit committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of the Council's governance, risk management and internal control frameworks; financial reporting arrangements, and internal and external audit functions.
14. The committee will report to full council (*those charged with governance*) on an annual basis the effectiveness of the committee in meeting its purpose and its agreed terms of reference. A regular self-assessment will be used to support the

planning of the audit committee work programme and training plans and will inform the committee's annual report.

15. The committee is subject to normal arrangements of openness. Meetings will be held in public, agendas and reports are published and available for inspection. The exception to this is where 'exempt items' are being considered, which are chiefly matters which involve discussions concerning named individuals or refer to the business affairs of the Council which could prejudice the interests of the Council commercially, financially and legally.

## Governance

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16. The committee will review and assess the Council's corporate governance arrangements against the good governance framework<sup>1</sup>, including the ethical framework, and will consider the local code of governance.
17. The committee will review the Annual Governance Statement (AGS) prior to full council approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.
18. The committee will help the council to implement the values of ethical governance. It will promote measures to improve transparency and accountability and effective public reporting to the authority's stakeholders and the local community. As part of its review of governance arrangements, it will ensure there are adequate arrangements in place to enforce a strong commitment to ethical values and legal compliance at all levels.
19. The committee will review the governance and assurance arrangements available for significant partnerships or collaborations.

## Treasury management

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20. Full council has nominated the audit committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.
21. The committee will undertake a scrutiny role in accordance with the CIPFA Treasury Management Code of Practice, prior to approval by full council. Where it is undertaking this scrutiny role, it will endeavour to develop greater awareness and understanding of treasury matters among the members.

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<sup>1</sup> Delivering Good Governance in Local Government: Framework, CIPFA/SOLACE, 2016

22. The committee will review the treasury management policy and procedures to be satisfied that controls are satisfactory. It will receive six-monthly reports on activities, issues and trends to support the committee's understanding of treasury management activities.
23. The committee will review the treasury risk profile and processes, and will review assurances on treasury management.

## Value for money

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24. The committee will support the development of robust arrangements to ensure that the council makes best use of its resources and taxpayers and service users receive excellent value for money.
25. The committee will review the council's overall approach to value for money and assess whether it is in line with governance objectives and the assurances on this to underpin the Annual Governance Statement.
26. The committee will consider assurances and assessments on the effectiveness of these arrangements, in particular, the Wales Audit Office's annual improvement reports.

## Assurance framework

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27. The committee will consider the council's assurance framework and ensure that it adequately addresses the risks and priorities of the council. This will support the committee's approval of the internal audit risk-based plan by identifying the extent to which it will rely on internal audit for its assurance requirements.
28. The committee will ensure there is clarity of what assurance is provided, that there is a clear allocation of responsibility for providing assurance and duplication is avoided.

## Risk management

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29. Assurance over risk management will be a key element underpinning the Annual Governance Statement. To this end, the committee will review and assess the effective development and operation of risk management in the council. In particular, it will:
  - Oversee the authority's risk management policy and strategy, and their implementation in practice
  - Oversee the integration of risk management into the governance and decision-making processes of the organisation

- Review the arrangements to co-ordinate and lead risk management, including the process and reporting lines
- Review the risk profile, keep up to date with significant areas of strategic risks and major operational and project risks
- Review the assurance available for managing partnership risks, including the risk profile of the Council as part of the partnership
- Review the corporate risk register and seek assurance that management appropriately own and manage risks effectively
- Seek assurance that adequate risk assessments support strategies and policies and risks are actively being managed and monitored.
- Follow up and monitor risks identified by auditors and inspectors to ensure that they are integrated into the risk management process
- Support the development and embedding of good practice in the field of risk management practice.

## Countering fraud and corruption

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30. The committee will review the effectiveness of the council's whistleblowing arrangements, including the policy.
31. The committee will monitor the counter-fraud and corruption strategy, actions and resources, to ensure that it meets with recommended practice, governance standards and legislation.
32. The committee will review the assessment of fraud risks and potential harm to the council from fraud and corruption. It will review the fraud risk profile to understand the level of fraud risk to which the authority is exposed and the implications for the wider control environment.
33. It will oversee any major areas of fraud, identified in an annual report from the Head of Function (Resources) and Section 151 Officer, and monitor action plans to address control weaknesses.

## Internal audit

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34. The Local Government (Wales) Measure 2011 has an explicit requirement for the audit committee to oversee the council's internal audit arrangements.
35. The role of the audit committee in relation to internal audit will be to:
  - oversee its independence, objectivity, performance and professionalism



- support the effectiveness of the internal audit process
  - promote the effective use of internal audit within the assurance framework.
36. The committee will review and approve the internal audit charter, which defines the internal audit's activity purpose, authority and responsibility.
  37. If applicable, it will review proposals and make recommendations in relation to the appointment of external providers of internal audit services.
  38. The committee will approve (but not direct) the risk-based internal audit strategy, including internal audit's resource requirements and the use of other sources of assurance. It will have a good understanding of the level of assurance risk management provides when it reviews the risk-based internal audit strategy. The committee will approve significant interim changes to the strategy.
  39. The committee will make appropriate enquiries of both management and the head of internal audit to determine if there are any inappropriate scope or resource limitations.
  40. The committee will consider an annual report from the head of internal audit on internal audit's performance, including the performance of external providers of internal audit services.
  41. The committee will consider the head of internal audit's annual report and the opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control together with the summary of the work supporting the opinion. These will assist the committee in reviewing the Annual Governance Statement.
  42. The committee will consider the statement contained in the annual report of the level of conformance with the Public Sector Internal Audit Standards and the results of the Quality Assurance and Improvement Programme that support the statement – these will indicate the reliability of the conclusions of internal audit.
  43. The committee will consider updates on the work of internal audit including key findings, issues of concern, management responses and action in hand as a result of internal audit work. It will consider summaries of specific internal audit reports as requested, including the effectiveness of internal controls and will monitor the implementation of agreed actions.
  44. The committee will receive reports outlining the action taken where the head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.
  45. The committee will consider reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards and

Local Government Application Note, considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement.

46. The committee will consider, approve and periodically review any safeguards put in place to limit impairments to independence and objectivity arising from additional roles or responsibilities outside of internal auditing of the head of internal audit.
47. The committee will contribute to the Quality Assurance and Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years. It will oversee the qualifications and independence of the assessor.
48. The committee will consider a report on the effectiveness of internal audit to support the Annual Governance Statement, where required to do so by the Accounts and Audit (Wales) Regulations 2014.
49. The committee will support the development of effective communication with the head of internal audit. The engagement between the head of internal audit and the audit committee is a crucial component of delivering an effective internal audit service.
50. The committee will provide free and unfettered access to the audit committee chair for the head of internal audit, including the opportunity for a private meeting with the committee.

## External audit

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51. The committee will support the independence and objectivity of external audit through consideration of the external auditor's annual assessment of its independence.
52. The committee will consider the external auditor's annual letter and the report to '*those charged with governance*'. It will contribute to the council's response to the annual audit letter.
53. The committee will oversee external audit arrangements, comment on the scope and depth of external audit work and ensure it gives value for money. It will consider external audit reports and will monitor their recommendations.
54. The committee will advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

55. There will be an opportunity for the audit committee to meet privately and separately with the external auditor, independent of those officers with whom the auditor must retain a working relationship.

## Financial reporting

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56. The committee will review and scrutinise the council's financial affairs, making reports and recommendations in relation to them.
57. The committee will review, prior to approval by full council, the authority's annual financial statements, including the explanatory foreword, key messages, trends, consistency with financial performance, suitability of and compliance with accounting policies and treatments and major judgemental areas.
58. The committee will consider the external auditor's report to 'those charged with governance' on issues arising from the audit of the accounts and whether they need to be brought to the attention of the council.

## Other regulators and inspectors

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59. The committee will receive and consider reports from any other regulators or inspectors, which will be a useful source of assurance. In respect of these, the authority will ensure there is no unnecessary duplication between the audit committee and any overview and scrutiny committee in considering such reports.

## Appendix A – Reports, Regulations and Policies Considered

- Audit and Governance Committee Workshop presentation, 13 June 2018
- *Audit Committees: Practical Guidance for Local Authorities and Police*, CIPFA, 2018, available from [www.cipfa.org.uk/publications](http://www.cipfa.org.uk/publications)
- *Position Statement: Audit Committees in Local Authorities and Police*, CIPFA, 2018, available from [www.cipfa.org.uk/publications](http://www.cipfa.org.uk/publications)
- *Public Sector Internal Audit Standards (PSIAS)* and the supporting *Local Government Application Note* for the United Kingdom Public Sector Internal Audit Standards (LGAN)
- Internal Audit Charter (September 2017)
- Local Government (Wales) Measure 2011, in particular, Section 85
- Statutory Guidance from the Local Government (Wales) Measure 2011, Welsh Government, 2012
- Accounts and Audit Regulations (Wales) 2014
- Accounts and Audit (Wales) (Amendment) Regulations 2018
- *Statement on the Role of the Head of Internal Audit in Public Service Organisations*, CIPFA, 2010
- *Statement on the Role of the Chief Financial Officer in Local Government*, CIPFA, 2016
- Treasury Management Strategy 2018/19
- *Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes*, CIPFA, 2017 Edition
- *Code of Practice on Managing the Risk of Fraud and Corruption*, CIPFA, 2014
- Isle of Anglesey County Council's Constitution

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to:</b>	<b>THE EXECUTIVE AND FULL COUNCIL</b>
<b>Date:</b>	<b>29.10.2018 / 11.12.2018</b>
<b>Subject:</b>	<b>CHANGES TO THE CONSTITUTION – AMENDMENT TO THE OFFICERS’ CODE OF CONDUCT AND THE LOCAL GUIDANCE TO THE OFFICERS’ CODE OF CONDUCT</b>
<b>Portfolio Holder(s):</b>	<b>COUNCILLOR DAFYDD RHYS THOMAS</b>
<b>Head of Service:</b>	<b>LYNN BALL – HEAD OF SERVICE (COUNCIL BUSINESS) / MONITORING OFFICER</b>
<b>Report Author:</b> Tel: E-mail:	<b>MARED WYN YAXLEY – SOLICITOR (CORPORATE GOVERNANCE)</b> <b>Ext 2566</b> <a href="mailto:mwycs@ynysmon.gov.uk">mwycs@ynysmon.gov.uk</a>
<b>Local Members:</b>	<b>N/A – AFFECTS ALL MEMBERS</b>

<b>A –Recommendation/s and reason/s</b>
<p>1. That Council:</p> <p>1.1 Adopt the Officers’ Code of Conduct included in <b>Enclosure 2</b>;</p> <p>1.2 Adopt the Local Guidance to the Officers’ Code of Conduct included in <b>Enclosure 3</b>;</p> <p>1.3 Authorise the Council’s Head of Function (Council Business) / Monitoring Officer to make the necessary changes to the Constitution, including any consequential amendments, to reflect the adoption of <b>Enclosures 2 and 3</b>.</p>

<b>B – What other options did you consider and why did you reject them and/or opt for this option?</b>
<p>As part of the Internal Audit Report on Ethical Culture, recommendations were made in relation to the Officers’ Code of Conduct. The relevant extract from the said Report is included in <b>Enclosure 1</b>. In light of those comments, the current Code of Conduct and Guidance have been amended.</p> <p>The Code of Conduct itself has been updated in accordance with legislation. The changes are minor and are reflected in <b>Enclosure 2</b>.</p> <p>The Guidance, has been updated so that it is more user-friendly, as well as incorporating the new legislative requirements. The Guidance has used the Public Services Staff Commission National Model Framework Employee Code of Conduct as its basis. The new Guidance is included as <b>Enclosure 3</b>. The amendments made to</p>

the original document have not been highlighted as the Guidance has been significantly revised.

Both Code and Guidance have been circulated to the Senior Leadership Team, the Heads of Service and the Head of Audit & Risk by way of a consultation process. The original Guidance has been amended to incorporate the comments made during that consultation. The general feedback from the consultation process was positive and the officers welcomed the new Guidance.

The Council has the option of refusing to adopt the amended documentations at **Enclosures 2 and 3** but adopting the amended documents answers some of the concerns raised in the Audit Report on Ethical Culture at **Enclosure 1**.

The intention, if the Code and Guidance are both approved by Council, is for them to be published on IOACC's Policy Portal. Both the Code and the Guidance will be the subject of the "Acceptance of Corporate Policies" exercise whereby officers are required to 'click to accept' and correctly answer questions in relation to the amended documents. The "test" questions are currently subject to consultation with the Senior Leadership Team and Heads of Service.

**C – Why is this a decision for the Executive?**

As the report proposes to amend the Constitution (The Officers' Code of Conduct is included in section 5.2), then this report must be considered by the Executive before a final decision is made by Council.

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

It is not contrary to Council Policy.

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

There are no budgetary implications.

<b>DD – Who did you consult?</b>		<b>What did they say?</b>
<b>1</b>	<b>Chief Executive / Senior Leadership Team (SLT)</b> (mandatory)	No comment.
<b>2</b>	<b>Finance / Section 151</b> (mandatory)	No comment.
<b>3</b>	<b>Legal / Monitoring Officer</b> (mandatory)	Report by the Legal Section/Monitoring Officer – proposal supported
<b>4</b>	<b>Human Resources (HR)</b>	Several comments made in relation to the

		consultation and the suggestions have been incorporated into the final document.
5	Property	Supportive.
6	Information Communication Technology (ICT)	No comment.
7	Procurement	N/A
8	Scrutiny	N/A
9	Local Members	This is not a ward issue.
10	Any external bodies / other/s	N/A

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

<b>F - Appendices:</b>
Enclosure 1 – extract from the Internal Audit Report on Ethical Culture
Enclosure 2 - draft Officers' Code of Conduct
Enclosure 3 – draft Guidance to Officers' Code of Conduct

<b>FF - Background papers (please contact the author of the Report for any further information):</b>
None



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

OFFICIAL

## **Ethical Culture**

### **Final Internal Audit Report**

**September 2017**

Debrief meeting	Various dates -	Auditors	Marion Pryor – Head of Audit and Risk Eurwen Williams – Principal Internal Auditor
Draft report issued	24/05/17		
Responses received	06/09/17		
Final report issued	06/09/17	Addressee	Dr Gwynne Jones – Chief Executive
		Copies to	Dr Caroline Turner – Assistant Chief Executive (Governance & Business Process Transformation) Annwen Morgan – Assistant Chief Executive (Partnerships, Communities and Service Improvement) Lynn Ball – Head of Function (Council Business) & Monitoring Officer Marc Jones – Head of Function (Resources) & Section 151 Officer



## ACTION PLAN

1.1.5 (a)	<p>The Council does not currently require its officers and agency staff to attest their understanding of and compliance with the Code of Conduct. Also, the Service Induction Checklist does not detail the requirement to raise its awareness.</p> <p>There is a risk that officers:</p> <ul style="list-style-type: none"> <li>• will be unaware of the standard of ethical behaviour the Council wants to achieve</li> <li>• will not declare new (and existing) personal interests that may conflict with their public duty and consequently managers will not put in place effective arrangements to ensure no connection between the work undertaken by that member of staff and the interest/connection that they have identified and</li> <li>• will not register any gifts or hospitality received in relation to their work as officers of the Council.</li> </ul>	<b>C4</b>	<p>This to be discussed by SLT in conjunction with Head of Function [HR] and appropriate arrangements to be implemented to address the issues noted.</p>	September 2018	<p>Head of Function (Council Business) / Monitoring Officer and Head of Profession – Human Resources</p>
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# Isle of Anglesey County Council

## Officers' Code of Conduct

Version **23.0** (July ~~2001~~2018)

### About this Code of Conduct

- Please note that the numbering in the Code reflects the fact that it is also available in the Council's Constitution. The document as it appears here is complete and may be relied upon
- The ~~is~~ Code is ~~statutory and compulsory~~ and includes requirements which are statutory
- This Code automatically applies to all employees of the Isle of Anglesey County Council and forms part of our terms and conditions of employment
- This Code also applies to all contractors, ~~and~~ agency workers, staff secondees, temporary workers and volunteers
- The purpose of the Code is to set out the minimum conduct level expected
- The focus of the Code is on general principles, like integrity and objectivity
- The lack of detail in the Code has been supplemented by [local guidance](#) which provides more detailed information on issues like declarations of interest and gifts and hospitality
- Advice should be obtained, from the Monitoring Officer, on any specific issues or concerns which are not covered in the Code or local guidance

CC-018150/~~329264447464~~

### Revision history

Version	Date	Summary of changes
2.0	July 2001	Statutory code replaced local voluntary code. General principles and expectations did not change.
<u>3.0</u>	<u>July 2018</u>	<u>Addition of reference to Bribery Act 2010 and Wellbeing of Future Generations (Wales) Act 2015</u>

Date of next review	
This policy will be reviewed in:	In the event of a statutory change
The review will be undertaken by:	Monitoring Officer

### Contact Details:

Lynn Ball, Head of Function (Council Business)/Monitoring Officer  
[lynnball@ynysmon.gov.uk](mailto:lynnball@ynysmon.gov.uk) / tel: 01248 752586

We are happy to provide this policy in alternative formats on request. Please use the above contact details.

Mae'r ddogfen yma ar gael yn y  
Gymraeg.

This document is available in Welsh.

## Officers' Code of Conduct

### 5.2 Code of Conduct for Qualifying Employees of Relevant Authorities in Wales

The Code (as per the Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001)

#### General Principles

5.2.1 The public is entitled to expect the highest standards of conduct from all qualifying employees of relevant authorities. The role of such employees is to serve their employing authority in providing advice, implementing its policies, and delivering services to the local community. In performing their duties, they must act with integrity, honesty, impartiality and objectivity.

#### Accountability

5.2.2 Qualifying employees of relevant authorities work for their employing authority and serve the whole of that authority. They are accountable to, and owe a duty to that authority. They must act in accordance with the principles set out in this Code, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

#### Political Neutrality

5.2.3 Qualifying employees of relevant authorities, whether or not politically restricted, must follow every lawfully expressed policy of the authority and must not allow their own personal or political opinions to interfere with their work. Where qualifying employees are politically restricted (by reason of the post they hold, the nature of the work they do, or the salary they are paid), they must comply with any statutory restrictions on their political activities.

#### Relations with members, the public and other employees

5.2.4 Mutual respect between qualifying employees and members is essential to good local government, and working relationships should be kept on a professional basis.

5.2.5 Qualifying employees of relevant authorities should deal with the public, members and other employees sympathetically, efficiently, and without bias.

#### Equality

5.2.6 Qualifying employees of relevant authorities must comply with policies relating to equality issues, as agreed by the authority, in addition to the requirements of the law.

#### Stewardship

5.2.7 Qualifying employees of relevant authorities must ensure that they use public funds entrusted to them in a responsible and lawful manner, and must not utilise property, vehicles or other facilities of the authority for personal use unless authorised to do so.

#### Personal Interests

5.2.8 Whilst qualifying employees' private lives are their own concern, they must not allow

their private interests to conflict with their public duty. They must not misuse their official position or information acquired in the course of their employment to further their private interests, or the interests of others. In particular, they must comply with:

5.2.8.1 any rules of their relevant authority on the registration and declaration by employees of financial and non - financial interests,

5.2.8.2 any rules of their relevant authority on the declaration by employees of hospitality or gifts offered to or received by them, from any person or organisation doing or seeking to do business, or otherwise benefiting or seeking to benefit from a relationship with the authority. Qualifying employees must not accept benefits from a third party unless authorised to do so by their relevant authority.

### **Whistleblowing**

5.2.9 In the event that a qualifying employee becomes aware of activities which that employee believes to be illegal, improper, unethical or otherwise inconsistent with this Code, the employee should report the matter, acting in accordance with the employee's rights under the Public Interest Disclosure Act 1998, and with the relevant authority's confidential reporting procedure, or any other procedure designed for this purpose.

### **Treatment of Information**

5.2.10 Openness in the dissemination of information and decision making should be the norm in relevant authorities. However, certain information may be confidential or sensitive and therefore not appropriate for a wide audience. Where confidentiality is necessary to protect the privacy or other rights of individuals or bodies, information should not be released to anyone other than a member, relevant authority employee or other person who is entitled to receive it, or needs to have access to it for the proper discharge of their functions. Nothing in this Code can be taken as overriding existing statutory or common law obligations to keep certain information confidential, or to divulge certain information.

### **Appointment of Staff**

5.2.11 Qualifying employees of relevant authorities involved in the recruitment and appointment of staff must ensure that appointments are made on the basis of merit. In order to avoid any possible accusation of bias, such employees must not be involved in any appointment, or any other decisions relating to discipline, promotion or pay and conditions for any other employee, or prospective employee, to whom they are related, or with whom they have a close personal relationship outside work.

### **Investigations by Monitoring Officers**

5.2.12 Where a monitoring officer is undertaking an investigation in accordance with regulations made under section 73(1) of the Local Government Act 2000 a qualifying employee must comply with any requirement made by that monitoring officer in connection with such an investigation.

### **Bribery Act 2010**

It is a criminal offence under the Bribery Act 2010 to corruptly receive any gift, fee, rewards or advantage in your role as an officer of the Council. It is also an offence to offer, promise, or give a bribe.

### **Wellbeing of Future Generations (Wales) Act 2015**

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Employees are to keep to the Wellbeing of Future Generations (Wales) Act 2015. This details five ways of working needed in order to achieve the seven wellbeing goals.

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### **Public service values – the beliefs we hold**

**Working for the long term:** To protect the ability of future generations to meet their own needs involves real long-term integration and collaboration which looks at the wellbeing of people and communities, economic prosperity and the health of the natural environment.

**Always growing and improving:** We will be positive and at our best for the people of Wales and each other by choosing positive attitudes and behaviours, embracing learning and development and sharing ideas on ways to improve and deliver public services.

**Working together:** Where everyone is involved in delivering public services and they value others' contributions, share common principles and collaborate for the benefit of the people of Wales, within and across organisational boundaries and sectors.

**Treating everyone with respect:** Recognising, valuing and respecting the diversity of the people of Wales is central to seeing people as individuals and doing the right thing, at the right time and in the right place for each other.

**Putting people first:** Our organisation needs to be focused on the needs of the people of Wales. This means we need to genuinely involve people in decision-making which affects them and their communities.

### **Wellbeing delivery principles – how we will work**

**Long term:** The importance of balancing short-term needs with the need to protect our ability to meet long-term needs.

**Prevention:** How acting to prevent problems happening or getting worse may help public organisations meet their aims.

**Integration:** Considering how the public organisation's wellbeing aims may affect each of the wellbeing goals, or their other aims, or on the aims of other public organisations.

**Collaboration:** Acting in collaboration with any other person (or different parts of the organisation) that could help them meet their wellbeing aims.

**Involvement:** The importance of involving people with an interest in achieving the wellbeing goals, and making sure that those people reflect the diversity of the area which the organisation serves.

### **Further Guidance:**

All officers are required to carry out duties with due regard to this Code and to the Local Guidance on the Officers' Code of Conduct as published by the Council from time to time.

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# Isle of Anglesey County Council

## Local Guidance on the Officers' Code of Conduct

### Version 2.0 (July 2018)

#### About this guidance

- Council employees are required to follow a statutory [Code of Conduct](#) which forms part of our terms and conditions of employment
- The statutory code is sparse on detail and therefore this guidance has been produced in an effort to address those questions which most often arise, such as:-
  - What are the expected standards;
  - How and when to declare an interest;
  - How to deal with gifts and hospitality;
  - Relationships with contractors;
  - The forms required for registration of interests are attached at Enclosures 1 and 2 to the guidance

## Revision history

Version	Date	Summary of changes
1.0	14 March 2016	No changes to date
2.0	July 2018	To coincide with changes to the Code itself in particular in relation to the Wellbeing of Future Generations (Wales) Act 2015

Date of next review	
This policy will be reviewed in:	July 2019
The review will be undertaken by:	Monitoring Officer

## Contact Details:

Lynn Ball – Head of Function (Council Business)/Monitoring Officer  
[lynnball@ynysmon.gov.uk](mailto:lynnball@ynysmon.gov.uk) / tel: 01248 752586

We are happy to provide this policy in alternative formats on request. Please use the above contact details.

Mae'r ddogfen yma ar gael yn y  
Gymraeg.

This document is available in Welsh.



## **Local Guidance on the Officers' Code of Conduct**

Section 5.2 of our Constitution includes the Officers' Code of Conduct <http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/constitution/constitution-part-5-codes-and-protocols/constitution-52-officers-code-of-conduct/>.

This Guidance seeks to provide advice on key elements of the Code. No Code can set out the appropriate conduct or behaviour for every situation. The Council relies on you making a reasoned judgment as to what is right and proper in any given situation.

### **1. GENERAL PRINCIPLES**

The County Council subscribes to the statutory principles of conduct in public life, and commends them as the underlying principles that should guide the conduct of all Members and Officers.

The statutory principles require that you carry out our duties with due regard to:-

Selflessness	Honesty	Integrity and propriety
Legality	Stewardship	Objectivity
Equality and Respect	Openness	Accountability
Leadership		

### **2. WHEN IS THIS CODE RELEVANT?**

- 2.1 The Code forms part of your terms and conditions of employment and part of the legal contract between you and our organisation.
- 2.2 Breaches of the Officers' Code may be dealt with under the Council's Disciplinary Procedure <http://monitor.anglesey.gov.uk/at-work/conduct-at-work/disciplinary-procedure/>.
- 2.3 Agency workers, secondees and temporary workers also have to keep to the standards set out in the Code.
- 2.4 Volunteers are also expected to keep to the standards set out in the Code and this will be set out in your 'terms of engagement' as an approved volunteer.
- 2.5 The Code applies **in addition to** any separate professional codes of practice and codes of conduct that specialist roles and trade union representatives must keep to.
- 2.6 You also need to refer to the Code in procurement information. Although it is not possible to enforce the Code against other contractors or partnership organisations directly, it is expected that they will also keep to it.

2.7 The Code does not deal with the conduct of an elected member, who have their own code of conduct.

### 3. **THE EXPECTED STANDARDS**

#### **A. Your public service responsibilities**

- You have a duty to uphold the law and to act on all occasions in accordance with the public trust placed in you, and in such a way as to preserve public confidence in the Council.
- You have a general duty to act in the interests of the Council as a whole and the local community.
- As well as avoiding actual impropriety, you should avoid the appearance of improper behaviour.
- When carrying out your role you have a responsibility to make sure that your decisions and actions are free from bias, corruption, discrimination and personal interests. Where you have private interests which conflict with your public duty, you must resolve this conflict in favour of the public interest.
- You must
  - declare all private interests which conflict, or could be seen to conflict, with your role, official duties and responsibilities; including those you may already hold when you start working for the Council (**further information included under paragraph 4**);
  - refuse gifts or hospitality that are offered to you in your work role or, if this would embarrass the person giving them, declare these gifts and donate them to a good cause (**further information included under paragraph 5**);
  - make sure that your personal or political opinions don't interfere with your work or your policies;
  - make sure you declare any other employment or role that may conflict with your current role before taking it up;
  - declare any extra paid or unpaid employment, volunteering activities or public appointments so that this is transparent;
  - make sure that you do not take part in any recruitment if you are in a close relationship with, or closely related to, a candidate for a role;
  - declare any relationships or interests in another organisation which features in a procurement exercise; and
  - declare any business interests (including being a director or holding shares) which you or members of our immediate family hold, which would improve your business interests (or that of your family) as a result of your role.
- You must not gain personally from your access to the resources made available to you to do your job. As a result, you must keep to all Council

acceptable use policies when you use resources to carry out your role and official duties. This includes all ICT equipment (computers, laptops, email), social-media channels, vehicles, phones (landlines and mobiles), and office equipment including printers and photocopiers.

- You should respect the role of the elected Members and treat them with courtesy. The Council has adopted a Protocol to govern the relationship between Members and Officers and you should abide by its provisions; which are to be found at: (<http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/constitution/constitution-part-5-codes-and-protocols/constituion-531-relationship-protocol-for-members-and-officers/>)
- When making appointments, awarding contracts or transacting other business, you should ensure that your decisions are made solely on merit, by fair competition, in accordance with the Council's Contract Procedure Rules; and ensure that you maintain a proportionate, documented audit trail.

<http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/constitution/constitution-part-4-rules-of-procedure/constitution-49-contract-procedure-rules/>

<http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/constitution/constitution-part-4-rules-of-procedure/constitution-48-financial-procedure-rules/> .

## **B. Committed to the needs of customers, service users and partners**

- Customers, service users, and partners have a right to be treated fairly and equally. You should not do anything which could be considered discrimination against the Council's customers, service users and partners, or that could be considered to be bullying or harassment, such as making offensive or derogatory comments relating to age, sex, race, religion or belief, sexual orientation, disability, marriage or civil partnership, pregnancy or maternity, gender reassignment or any other legally protected characteristic.
- Customers and service users should be able to use the language of their choice and the Council is committed to making it easier for people to use the Welsh language in their day-to-day lives. You will assist the Council with this commitment.

## **C. Responsible with information**

- You have a responsibility to handle and manage information appropriately and make sure it is only used for the purpose for which it is held.
- You should ensure that confidential material, including material about individuals, is handled in accordance with the expected standards set out by the Council's Data Protection Policy (<http://monitor.anglesey.gov.uk/corporate-resource/information-governance->

[data-protection/data-protection/data-protection-policy-information-on-security-policies-and-related-documents/](#)

#### **D. Duty of care for safeguarding, wellbeing, health and safety**

- You must have due regard to the obligations under Appendix Ch of the Council's Safeguarding Policy  
[http://monitor.anglesey.gov.uk/Journals/r/s/i/YM-Corporate-Safeguarding-Policy\\_v4\\_2016\\_Final.pdf](http://monitor.anglesey.gov.uk/Journals/r/s/i/YM-Corporate-Safeguarding-Policy_v4_2016_Final.pdf)

#### **E. Raising concerns**

- You are responsible for carrying out your role and official duty in a legal and clear way, in line with the requirements of the Code.
- However, if you are aware of actions by others that may fall below these standards or break our legal responsibilities or risk the health and safety of others, you have an additional responsibility under the Code. You are referred to the [Whistleblowing Procedure](#).

#### **F. Communication and using social media**

- When using social and digital media for personal or official use, you need to remember your responsibilities as an employee which include –
  - Not revealing official information without authority
  - Not taking part in any political or other public activity or making comments which could affect your impartiality or cause embarrassment to your employer; and
  - Avoid making any kind of comment which could be considered by others as bullying, offensive or harassment.

#### **G. Trusted with Money**

- You have a responsibility to ensure the money you use to carry out your job is used wisely to deliver value for money and for the purposes intended. You are trusted to make sure appropriate and proportionate spending takes place in relation to the Council's activities.

### **4. DECLARING AN INTEREST – ALL OFFICERS**

#### **PLEASE NOTE:**

You only need to disclose personal interests which conflict, or may conflict, with your duties to the Council.

If you are at all unsure, you should disclose your interest using the relevant form and discuss this with your line manager.

#### **A. The requirement**

There is no requirement for Officers to have a standing register of interests as per the elected Members i.e. detailing property interests, membership of outside

bodies etc. The duty to disclose an interest for Officers is on an “as and when” basis, should a matter come to your attention.

In the conduct of your responsibilities as a Council Officer you should immediately declare any relevant financial or personal interests to your line manager whenever a failure to do so would undermine public confidence in the Council’s activities (e.g. in meetings / other communications when the interest is relevant). In these circumstances, line managers should make alternative arrangements i.e. you should not participate in or influence matters in which you (or your family/friends)) might benefit or lose out. **This applies to all Officers at every level.**

The alternative arrangements which the Line Manager will need to decide upon will depend on all the circumstances. It may be as little as ensuring that another officer deals with the issue and that file access is denied to the individual declaring the personal interest or as substantial as transferring an officer to another team/service if the interest is significant and the process is likely to be protracted e.g. a proposed management buyout.

It may also be necessary to complete one of the forms at **ENCLOSURES 1 and 2** and line managers can advise which may be appropriate.

## **B. What could be an interest or involvement?**

Interests or involvement which could conflict with the interests of the Council could be either financial and / or non-financial, for example:

- Partnership in a business
- Work done for any person or organisation other than as an employee of the Council
- Serving as a member of a group, committee or board which may work in conflict with the Council
- Applications submitted by relatives or friends for consideration by the Council, e.g. tendering for work
- School governor, or council clerk within the Council’s jurisdiction.

**This is not an exhaustive list.** You need to question whether you have a personal interest in a reasonable and objective way, and consider whether your failure to disclose would adversely affect public confidence in our activities.

## **C. What should I do if I have a personal interest to declare?**

- Generally:  
You should make declarations of financial or non-financial interests whenever your personal interest may conflict with the public interest. Such declarations should be made to your line manager / supervisor on the “Notification of Personal Interest” form attached at **ENCLOSURE 1**. It will be the responsibility of all line managers to retain any notifications received, for as long as such notifications remain valid.

→ In meetings:

If you have a personal interest in any matter which arises at any meeting where you are reporting or advising (or might be called upon to advise, or otherwise be able to influence) any Councillor(s) of the Council, or any third party, you must declare the interest, and take no part in the consideration or determination of the matter.

Any such declaration made at an official meeting will be recorded in the minutes.

If appropriate, arrangements should be made for another employee to attend and report and / or advise on the matter.

An example would be involvement in a meeting regarding a school, which your son/daughter/grandchild attends.

If you have a personal interest which could conflict with the interest of the Council, then you may only remain in the meeting and participate in the proceedings, if the person presiding at the meeting (having taken advice from the Monitoring Officer) is satisfied that to do so would be in the interests of the Council or local people.

All personal interests you have in relation to items discussed in meetings should be declared on the "Form to Declare and Register a Personal Interest – Employee" attached at **ENCLOSURE 2**.

## 5. GIFTS & HOSPITALITY

### A. The requirement

- You must consider the position carefully before accepting any personal gift or offers of hospitality. The principle is that you must avoid placing yourself in a position where acceptance of such gift or hospitality might be perceived to influence your decisions or judgment in respect of awarding contracts, making appointments, deciding on planning applications etc.
- **Before deciding to accept or tactfully decline a personal gift or offer of hospitality, you should ask the following questions -**
  - Is the donor, or event, significant in the community or area? If so, is the refusal likely to cause offence?
  - Are you expected to attend because of your position in the community or area?
  - Will the event be attended by others of a similar standing in the community or in other communities?
  - What do you think is the motivation behind the invitation?
  - Would acceptance of the invitation be, in the way, inappropriate or place you under pressure in relation to any current or future issue involving the Council?
  - Could you justify the decision to the Council, press and public?

- Is the extent of the hospitality, or the nature of the gift, reasonable and appropriate?
  - Are you likely to be expected to respond to the hospitality, and if so, how?
  - Are you comfortable about your decision?
- **You should refuse all personal gifts and offers of hospitality if you think that may damage public confidence in you or in the Council.**

## **B. Accepting gifts / hospitality**

- Acceptance of hospitality must be authorised in advance by line managers.
- The Council has a Register for recording the receipt of gifts or hospitality with a value of **£10 or more** and you are required to register gifts, and invitations which are accepted, in that Register with the Head of Democratic Services (Committee Services, tel: 01248 752514).
- Where the gifts or hospitality has a value of **£10 or less**, the gift/hospitality should be recorded with your line manager.
- Any offers of gifts and hospitality which could be deemed to influence decision making powers or judgment should also be registered, even if refused.
- You may receive tokens of goodwill when attending conferences or when on civic visits. You may from time to time receive diaries, pens, calendars and so on. **These do not require registration.**

However, where the value, or reasonably estimated value, of the goodwill offered exceeds the sum of £10, then it should be registered.

## **C. “Hospitality” – what does that mean and what do I need to consider?**

- Hospitality may be defined as anything beyond the offer of non-alcoholic drinks and light refreshment.
- You should only accept hospitality if there is a genuine need for the Council to be represented at a function or event. The more “lavish” the hospitality the more important that you exercise caution.
- Hospitality received through attendance at relevant conferences and courses is acceptable where it is clear that hospitality is corporate rather than personal, and where such hospitality does not compromise purchasing decisions.

- When receiving hospitality, you should be particularly sensitive as to its timing in relation to decisions which the Council may be taking and which may have a beneficial or adverse impact on those providing hospitality.
- Where visits to inspect equipment, or related to the award of any contract are required, you should ensure that the Council meets the cost of any such visits so as to avoid prejudicing the integrity of subsequent purchasing decisions.
- You should not avail yourself of the services of contractors employed by the Council for acquiring materials, labour or plant at cost, trade or discounted prices.

**EXAMPLES:**

→ I am attending a conference as part of my role with IOACC with the professional body regulating my profession. Due to my level of subscription with the professional body (for which IOACC pays) there is no fee for my attendance at the training conference. Do I need to declare this?

Hospitality received through attendance at relevant conferences and courses is acceptable where it is clear that hospitality is corporate rather than personal, and where such hospitality does not compromise purchasing decisions. Attendance at the conference, even if for free, does not therefore require to be registered in these circumstances.

→ One evening whilst attending the conference, I will be attending a dinner which has been arranged by one of IOACC's clients. I have been invited as IOACC is on the client's customer database. Do I need to register this hospitality?

As this includes dinner, one assumes the value of the same would be more than £10. It is therefore registrable in the Councils Register, which is maintained by the Head of Democratic Services.

However, before accepting, you should consider whether or not you should accept this hospitality.

Consider the timing – will the customer's contract be renewed soon? Will you be part of that decision process?

Avoid placing yourself in a position where acceptance of such hospitality might be perceived to influence your decisions or judgment in respect of awarding a contract in the future.



A new Hotel and Restaurant has opened on IOACC. They are holding a grand opening and all Heads of Service, the Chief Executive and Senior Leadership Team have been invited. Is it acceptable for all to attend?

It would be acceptable for the Chief Executive and the Head of the Economic department to attend this event as it is a networking event where the IOACC is able to show its support to a new business venture in the area (if this is done for other comparative projects too). The hospitality is corporate rather than personal. The hospitality will need to be registered with the Head of Democratic Services.

However, it would not be appropriate for others to attend on mass. For example,

The Head of Planning should not attend – it may be perceived that he/she was prejudiced in making the planning decision.

The Head of Environmental Health should not attend – he/she (his/her officers) will be involved in monitoring food safety etc. at the premises and cannot be seen to have been influenced at an earlier date.

The Head of Licensing should not attend - he/she (his/her officers) may have to consider matters relating to the Hotel/Restaurant's licence at a future date etc.

You always need to consider the circumstances now and what, within reason, could potentially arise in the future.

## **6. CORRUPTION**

- You must be aware that it is a serious criminal offence under the Bribery Act 2010 to receive or give any gift, loan or reward or advantage in your official capacity “for doing, or not doing, something”, or “showing favour, or disfavour” to any person. If an allegation is made against you, it will be for you to demonstrate that any such reward had not been corruptly obtained.
- For your own protection, if anyone approaches you in a way which seems to you, or might seem to a third party, to be aimed at obtaining some form of preferential treatment, or in any suspicious circumstances in connection with a contract, you must report the matter to your line manager.

## **7. AWARDING ORDERS AND CONTRACTS**

- Orders and contracts must be awarded on merit, by fair competition, in accordance with the Council's Contract Procedure Rules

<http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/constitution/constitution-part-4-rules-of-procedure/constitution-49-contract-procedure-rules/>

<http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/constitution/constitution-part-4-rules-of-procedure/constitution-48-financial-procedure-rules/>

- Officers involved in the tendering process and/or in dealing with contractors should be clear on the separation of client and contractor roles within the Council. Officers who have both a client and contractor responsibility must be aware of the need for accountability and openness.
- Officers in contractor or client units must exercise fairness and impartiality when dealing with all customers, suppliers, contractors and sub-contractors.
- Officers who are privy to confidential information on tenders or costs for either internal or external contractors should not disclose that information to any unauthorised party or organisation.
- Officers contemplating a management buy-out or submitting a tender for any contract (be it goods, services and/or works) and/or the purchase of any Council asset (in whole or part) must, as soon as they have formed a definite intent :-
  1. Immediately notify their line manager and the Council's Procurement Service of their intention;
  2. Immediately comply with any reasonable management instruction requiring them to redeploy to a different Team or Service (including at a different location), to work in accordance with any operational protocol designed to ensure they have no contact with, or access to, the transaction in the course of their employment. These requirements are to ensure no perceived, actual or potential conflict of interest between their personal and professional capacities;
  3. From the date when the intent is formed, until the final contract has been signed/the exercise has been completed, shall not :-
    - a. Discuss anything directly or indirectly relating to the transaction, or proposed transaction, their expression of interest or any tender submission, or related matter, with anyone in the Council other than as described in paragraph 1 above and thereafter only with the Council's Procurement Service or any bid team appointed to handle the transaction;
    - b. Access, or ask, or suggest that any other Officer of the Council access, provide information, or documentation, directly or indirectly, to them other than by making a formal request through the Council's Procurement Service or any bid team;
    - c. Obtain or endeavour to obtain, directly or indirectly, by any means whatsoever, any benefit, favour or advantage over any other actual or potential bidder.
  4. Immediately report to the Council's Procurement Service / bid team any approach made to them, any discussion, access to information, assistance

or advice offered to them by any Council Officer who has not formed part of the formal tender process through the Procurement Service / bid team.

- Officers pursuing a management buy-out, or submitting a tender for any contract (be it goods, services and/or works) and/or the purchase of any Council asset (in whole or part) may have their application/bid excluded from consideration if they have been involved in the pre-tender process in a capacity, or to an extent, that creates an advantage for them over other applicants/bidders to such an extent that the Council cannot redress that balance and ensure a fair and level playing field. This decision shall be at the absolute discretion of the Council.
- Officers should ensure that no special favour is shown to current or recent former Officers or their partners, close relatives or associates, in awarding contracts to businesses run by them or employing them in a senior or managerial capacity.
- Section 117 of the Local Government Act 1972 requires you to make a formal declaration about contracts or personal contracts with the Council in which you have a pecuniary interest. Such declarations should be registered on the “Notification of Personal Interest” form (**ENCLOSURE 1**) and passed to your line manager.

## **8. THE WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015**

All public organisations in Wales are expected to keep to the Wellbeing of Future Generations (Wales) Act 2015. To achieve this, the Council is required to think more about the long term, work better with people, communities and each other, look to prevent problems and take a more joined-up approach. When making decisions the Council is required to take into account the effect those decisions could have on people living in Wales in the future.

The five ways of working are included in the Officers’ Code of Conduct and must be considered in order to assist the Council in achieving the seven wellbeing goals.

## **9. CONFLICT BETWEEN ROLE AS OFFICER AND A CITIZEN**

1. It is accepted that several officers are also citizens of the area and it is inevitable that officers will need to exercise their rights as private individuals in certain situations. This could be for a number of reasons, such as (a) the officer’s refuse collection has not been collected (b) acting in the capacity of secretary of a voluntary organisation applying for grants, (c) arranging care provision for a relative; or (d) objecting a planning application next door to his/her home.
2. In the first instance, officers should ask themselves – could anyone else act instead of me?  
For example, if the officer is representing another body or organisation, the officer should consider asking someone else to take the role; or if the personal interest is representing a family member, the officer should consider if another

relative could take the lead instead of him/her.

3. If it is unavoidable that officers come into contact with the Council in their personal capacity, officers are advised to consider the following guidance:
  - a. When writing to the Council (or anyone else), officers should not use the Council's official paper or internal e-mail address as this would be inappropriate and it could cause confusion as to which role the officer was representing, i.e. capacity as an officer or as a private individual.
  - b. When writing to the Council, or in other contact, at the first contact, to formally declare that he/she is acting in a private capacity and not as an officer.
  - c. If matters are discussed orally, officers should confirm the details of that discussion in writing. The written confirmation should declare that he/she is acting in a private capacity and not as an officer.
  - d. If the Council has contacted the officer in his/her role as a citizen of the area (e.g. consultation on a planning matter), the officer should clearly declare his/her status as an officer of the Council.
  - e. Officers should not abuse their position in order to gain access to other officers or information which would not be available to members of the public.
4. Officers are reminded of the requirements in relation to declaring personal interests included in paragraph 4 of this Guidance.



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

**Ffurflen Hysbysiad o Fuddiant Personol /  
Notification of Personal Interest Form**

Nodwch- Rydych angen datgelu unrhyw fuddiannau personol sydd yn gwrthdaro, neu yn gallu gwrthdaro, efo'ch dyletswyddau yn y Cyngor yn unig.

Os ydych yn ansicr, dylech ddatgelu eich buddiant ar y ffurflen hon neu eu trafod efo'ch rheolwr.

Please note- You only need to disclose personal interests which conflict, or may conflict, with your duties in the Council.

If you are at all unsure, you should disclose your interest using this form or discuss this with your manager.

<b>CHI – Y GWEITHIWR: / YOU – THE WORKER:</b>	
Enw: / Name:	
Swydd: / Job Title:	
Gwasanaeth: / Service:	

<b>EICH DATGANIAD: / YOUR DECLARATION:</b>	
Math o Ddatganiad: / Type of Declaration:	Manylion: / Details:
Perthynas: / Relationship:  Cyngorydd/ <input type="radio"/> Councillor  Contractwr/ <input type="radio"/> Contractor  Gweithiwr/ <input type="radio"/> Employee  Arall/ <input type="radio"/> Other	Enw: / Name:  Swyddogaeth: / Post Title:  Natur fy mherthynas gyda'r unigolyn:/ Nature of my relationship to the named person:  Manyldeb o unrhyw gysylltiad neu gwrthdaro rhwng buddiannau: / Details of any potential contact/conflict of interest:

<p>Buddiant personol neu aelodaeth o gorff allanol, busnes, partneriaeth, corff proffesiynol neu gymdeithas gyfrinachol e.e. Corff Llywodraethol Ysgol, rôl mewn grŵp gwirfoddol, cysylltiad â busnes teuluol: /</p> <p>Personal interest or membership of an organisation, business, partnership, professional body or secret society e.g. school governing body, voluntary organisation role, involvement in a family business:</p>	<p>Disgrifiad o fy muddiant: / Description of my interest:</p> <p>Enw a lleoliad y grŵp / mudiad o dan sylw (os yn gymwysiadol): / Name and location of organisation concerned (if applicable):</p> <p>Dyddiad Cychwyn: / Effective date:</p> <p>Budd / goblygiad ariannol: / Financial benefit / implication:</p> <p>Manylion y camau a ellir eu cymryd i warchod buddiant y Cyngor: / Details of steps that could be taken to protect the Council's interest:</p>
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**Buddiant mewn tir o fewn y Sir**

Cyfeiriad neu ddisgrifiad o dir neu eiddo yr ydych gyda buddiant ynddo, natur y buddiant a'r defnydd a wneir o'r tir.

[Mae buddiant o dan yr adran hon yn cynnwys:

- (a) buddiant fel rhydd-ddeiliad neu lesddeiliad am brydles o 12 mis neu fwy;
- (b) buddiant fel deiliad opsiwn neu ddarpar brynwr; neu
- (c) os ydych yn ceisio cadarnhau caniatâd cynllunio neu unrhyw ganiatâd neu benderfyniad ar y tir gan y Cyngor.]

**Interest in Land within the County**

Address or description of land or property in which you have an interest, the nature of the interest and the use to which the land is put.

[Interest under this section includes:

- (a) Interests as a freeholder or leaseholder for a lease of 12 months or more
- (b) Interest as an option holder or prospective purchaser; or
- (c) Interests by which you are directly concerned in seeking planning permission or some other consent or decision of the Council.]



<p><b>Gwybodaeth ychwanegol/ Unrhyw ddatganiad arall:</b> Rhowch unrhyw wybodaeth arall y dylech ei ddatgelu am eich buddiannau busnes, cyllid neu bersonol.</p> <p><b>Further information/ Any other declaration:</b> Please give any further information you may wish to record about your business, financial or personal interests.</p>			
<p><b>Hysbysu newidiadau</b></p> <p><b>Notification of Changes</b></p>		<p>Rwyf yn ymgymryd i hysbysu'r Cyngor yn ysgrifenedig o fewn 28 diwrnod o unrhyw newid i fy sefyllfa fel a nodir yn y datganiad yma.</p> <p>I undertake to notify the Council in writing within 28 days of any change to my circumstances as detailed in this declaration.</p>	
<p><b>Dyddiad: /</b> <b>Date:</b></p>		<p><b>Llofnod:/</b> <b>Signature:</b></p>	



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

**Hysbysiad o Fuddiant Personol mewn cyfarfod /**  
**Notification of Personal Interest in a meeting**

Enw'r Gweithiwr: / Employee Name:	
Swydd: / Job Title:	
Gwasanaeth: / Service:	

Rwy'n eich hysbysu yn ysgrifenedig o fuddiant personol a ddatgelais yn y cyfarfod canlynol: /  
I give you written notification of a personal interest disclosed by me at the following  
meeting:

.....(enw'r cyfarfod / name of meeting)

a gynhaliwyd ar / held on.....(dyddiad y cyfarfod / date of meeting)

Manylion y buddiant personol: / Detail of Personal Interest:

.....

.....

.....

.....

Llofnod: / Signature:		Dyddiad: / Date:	
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<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to:</b>	<b>Executive Committee</b>
<b>Date:</b>	<b>29<sup>th</sup> October, 2018</b>
<b>Subject:</b>	<b>Funding for Flooding Work in Llangefni</b>
<b>Portfolio Holder(s):</b>	<b>Councillor Bob Parry</b>
<b>Interim Head of Service:</b>	<b>Huw Percy</b>
<b>Report Author:</b> Tel: E-mail:	<b>Huw Percy</b> <b>01248 752350</b> <a href="mailto:hmpht@ynysmon.gov.uk">hmpht@ynysmon.gov.uk</a>
<b>Local Members:</b>	<b>Councillor Bob Parry, Councillor Nicola Roberts, Councillor Dylan Rees Jones.</b>

<b>A –Recommendation/s and reason/s</b>
<p>That the Highways, Waste and Property Service receives £85k of Capital funding to cover the costs of carrying out the construction of a flood prevention wall at the rear of Glandwr, Llangefni (£85k);</p> <p>On the 22<sup>nd</sup> November 2017, Anglesey suffered a sustained extreme rainfall event. Figures from Natural Resources Wales (NRW) indicate that this event had very high return periods, particularly to the East of the Island, with a 31 year return period recorded for Llangefni. Six residential and 27 commercial properties were internally flooded in Llangefni as a consequence of this rainfall event.</p> <p>The Isle of Anglesey County Council, as Lead Local Flood Authority (LLFA), has a duty under the Flood &amp; Water Management Act 2010 to have in place a Local Flood Risk Management Strategy and such a strategy has been produced and adopted by Council.</p> <p>Within the strategy, listed as one of the ten objectives of an LLFA is the objective “<i>To reduce the impact and consequences for individuals, communities, businesses and the environment from flooding and coastal erosion</i>”.</p> <p>In Llangefni the Council inspected those of its assets that it considered could have an influence in the event of a reoccurrence of extreme rainfall of the magnitude experienced in November 2017 and identified a length of boundary walling, in its ownership, near the Afon Cefni and to the rear of Glandwr Terrace.</p> <p>This walling had, in places, fallen into disrepair and it was considered that repairing this length of walling and providing a consistent crest level, would act to reduce the flood risk at Glandwr Terrace and reduce the risk of flood water flowing along Ffordd Glandwr and into Church Street.</p>

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

Following the flooding the local Assembly Member hosted a community drop-in session in Llangefni to discuss the flooding. The drop-in session was attended by NRW, Dŵr Cymru/WW, IoACC Councillors and staff, local businesses and residents. There was a strong community desire for urgent action to be taken before winter 2018. NRW subsequently arranged river clearing work and flood modelling work, but this process can take many years before a scheme is approved.

The alternative to constructing the wall in Llangefni would be to wait for NRW to complete the flood modelling work with the risk of properties and businesses in the town centre suffering from flooding again in the interim.

Due to the damaged caused by the 22/11/17 flood some residents are still affected and some businesses have not re-opened. It was considered that delaying the work would risk further flooding and reputational damage to the Authority.

**C – Why is this a decision for the Executive?**

To obtain the funding that is not available from the core budget.

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

Yes

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

**E – Impact on our Future Generations(if relevant)**

1	How does this decision impact on our long term needs as an Island	It reduces the risk of flooding in the affected community.
2	Is this a decision which it is envisaged will prevent future costs / dependencies on the Authority. If so, how:-	Yes, it reduce the risk of emergency works and costs.
3	Have we been working collaboratively with other organisations to come to this decision, if so, please advise whom:	Yes, NRW and Dŵr Cymru.
4	Have Anglesey citizens played a part in drafting this way forward? Please explain how:-	There have been calls from the residents of the community for flood prevention work.

5	<b>What impact if any does this decision have on the Equalities agenda and the Welsh language</b>	<b>None.</b>
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<b>DD – Who did you consult?</b>		<b>What did they say?</b>
1	<b>Chief Executive / Senior Leadership Team (SLT)</b> (mandatory)	No comments
2	<b>Finance / Section 151</b> (mandatory)	<p>The works can be funded in two ways:</p> <ol style="list-style-type: none"> <li>1. By allocating £85k from general balances</li> <li>2. By transferring unutilised capital funding previously allocated to other schemes.</li> </ol> <p>Given that the level of general balances are currently projected too be below the minimum requirement at the end of 2018/19, it would not be advisable to further deplete the level of the general balances when other options are available to finance the cost. I therefore recommend the 2<sup>nd</sup> option and that £85k of unutilised capital funding is allocated to this scheme.</p>
3	<b>Legal / Monitoring Officer</b> (mandatory)	No comments
4	<b>Human Resources (HR)</b>	
5	<b>Property</b>	
6	<b>Information Communication Technology (ICT)</b>	
7	<b>Procurement</b>	
8	<b>Scrutiny</b>	
9	<b>Local Members</b>	

<b>F - Appendices:</b>
-

<b>FF - Background papers (please contact the author of the Report for any further information):</b>
-

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<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to:</b>	<b>Executive</b>
<b>Date:</b>	<b>29<sup>th</sup> October 2018</b>
<b>Subject:</b>	<b>Appointment of Temporary Project Manager</b>
<b>Portfolio Holder(s):</b>	<b>Councillor Bob Parry, Portfolio Holder for Highways, Waste &amp; Property</b>
<b>Interim Head of Service:</b>	<b>Huw Percy</b>
<b>Report Author:</b>	<b>Meirion P. Edwards</b>
Tel:	<b>2818</b>
E-mail:	<b>mpepp@anglesey.gov.uk</b>
<b>Local Members:</b>	<b>N/A</b>

<b>A –Recommendation/s and reason/s</b>
<p>Authorise the appointment of a temporary Project Manager up to 31 March 2021 to:</p> <ol style="list-style-type: none"> <li>a. Carry out an options appraisal to assess how waste should be collected and cleaned in future;</li> <li>b. Project manage the procurement of a new waste collection and cleansing contract which will start on 1 April 2021;</li> <li>c. Project manage additional one-off projects across the Council as required.</li> </ol> <p>The main reasons for making the above recommendations is to ensure the Council meets its statutory duty to collect waste, keep relevant land free of litter and to meet recycling targets. The Council must ensure it has a service in place when the current contract ends on 31 March 2021. Failure to have a service in place by 1 April 2021 would pose a major risk to the Council.</p>

<b>B – What other options did you consider and why did you reject them and/or opt for this option?</b>
<p>Consideration has been given to the following scenarios –</p> <ul style="list-style-type: none"> <li>• Undertake the work within current service resource</li> <li>• Outsource the work to a consultant to deliver on behalf of the service</li> <li>• Appoint the Project Manager to drive and deliver the corporate project within timescales and to an agreed corporate direction.</li> </ul>

The first two options were disregarded due to management capacity and cost. It is proposed that the appointed Project Manager will undertake an options appraisal to consider how best to deliver the waste collection and cleansing services in future to ensure value for money. As the current contract is ending on 31 March 2021, the Council must have a solution in place by this date. Whichever option is finally chosen, there will be a requirement for a Project Manager to be appointed on a 2.5 year contract to manage this significant procurement/change process.

**C – Why is this a decision for the Executive?**

The appointment of such a Project Manager is important in ensuring the Council can plan, develop and implement a viable solution to deliver waste collection and cleansing when the current contract ends. The cost of the new service is estimated to increase from the current annual cost, therefore the budget will be significant and require the Executive’s approval.

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

Yes.

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

Following consultation with the Finance Department and the Senior Leadership Team, the required funds have been identified from relevant reserves to fund this temporary Project Manager post.

<b>DD – Who did you consult?</b>		<b>What did they say?</b>
<b>1</b>	<b>Chief Executive / Strategic Leadership Team (SLT)</b> (mandatory)	Agreement in principle with the appointment of additional capacity to undertake and deliver the work on a two pronged approach including appraising all options available to the Council.
<b>2</b>	<b>Finance / Section 151</b> (mandatory)	Reference has been made to this resource requirement in the revised MTFP.



3	<b>Legal / Monitoring Officer</b> (mandatory)	External legal expertise will be required to assist and support the development of a detailed proposal.
4	<b>Human Resources (HR)</b>	The post has been evaluated through HR and will be advertised through the normal recruitment process.
5	<b>Property</b>	No comments
6	<b>Information Communication Technology (ICT)</b>	No comments
7	<b>Scrutiny</b>	
8	<b>Local Members</b>	
9	<b>Any external bodies / other/s</b>	

<b>E – Risks and any mitigation (if relevant)</b>		
1	<b>Economic</b>	Major financial risk (fines) if no viable waste collection and cleansing service in place by 1 April 2021.
2	<b>Anti-poverty</b>	N/A
3	<b>Crime and Disorder</b>	N/A
4	<b>Environmental</b>	Major risk if Welsh Government statutory recycling targets are not met.
5	<b>Equalities</b>	N/A
6	<b>Outcome Agreements</b>	N/A
7	<b>Contract Risk</b>	Failure to procure a new contract

<b>F - Appendices:</b>
<b>Appendix 1 – Proposed list of duties to be performed by the temporary Project Manager</b>

<b>FF - Background papers (please contact the author of the Report for any further information): None</b>
<p><b>1.0 Background</b></p> <p>1.1 The Council has a statutory duty to collect waste, keep relevant land free of litter and meet statutory recycling targets. The total cost of this service in 2017/18 was around £3.8M. The current 14 year contract with Biffa Municipal ends on 31 March 2021 and therefore plans have to be developed to ensure viable options are in place when the current contract ends. The process of re-procuring the contract will be a major task and will require significant resources to deliver the project.</p>

## **2.0 Resources Required**

2.1 Given the size and complexity of the proposed procurement process there will be a requirement for significant resources to deliver this project. Experience from the previous procurement process (2005/6 – 2006/7) showed that significant project management time and support (legal, technical and financial) was required to procure a contract of this size and complexity.

2.2 Internal discussions with several key stakeholders have taken place to discuss resource requirements for this project (as noted below).

2.3 The feedback from the Council's Procurement Section was that a project manager should be appointed for a project of this scale as there is no existing available resource within its unit. However, the Procurement Section will play a vital part in providing on-going advice and support on this project and will sit on the proposed internal Procurement Team.

2.4 The feedback from the Council's Legal Section was that they were unable to provide the required level of legal advice to support a procurement process of this scale and therefore external consultancy would be required. It has been estimated that the cost of this legal support for a procurement of this scale could be in the region of £200k.

2.5 The feedback from the Council's Waste Management Section is that it will be able to provide the majority of the time, expertise and resources to support this procurement process. However, external consultancy support may be required in carrying out option appraisals, specification reviews and the production of specialist maps for the procurement. It has been estimated that the cost of this technical support for a procurement of this scale could be in the region of £50k. The Council's Waste Management Section will play a vital part in providing on-going advice and support on this project and will sit on the proposed Procurement Team.

2.5 Several other Council Sections will play vital roles during the procurement and implementation phase of the new contract. These will include the IT Section (to integrate new computer systems including in-cab technology and CRM), the Property Section (to deal with any land issues at the proposed Depot, Gaerwen), Insurance and the Human Resources Section.

2.6 As shown above, there is a requirement to bring several specialties together as part of this procurement to ensure the different streams are managed and implemented in a timely fashion. The role of the proposed new temporary Project Manager will be to bring all these work streams together in a coordinated and structured way. In addition, to investigate best practice from other internal and external contracts to deliver value for money.

## **3.0 Proposed Project Manager**

3.1 It is the opinion of officers and the Senior Leadership Team that a Project Manager should be appointed on a relatively short term contract to ensure this procurement project is delivered to a high standard to ensure risks are minimized and deadline dates met.

3.2 It is envisaged that the temporary Project Manager will perform the tasks as listed in **Appendix 1**. These tasks will be incorporated into the new job description if it is decided to move forward with the appointment of a new Project Manager.

#### **4.0 Estimated Costs and Working Arrangements**

4.1 To meet the requirements of the required job description, it is envisaged that there will be a need to appoint a person at a relatively senior level (a draft job description has been prepared and this has been scored at Grade 7). The maximum total annual cost to employ a Project Manager would be around £48k (2018/19). Based on a 1 December 2018 start date for the new officer, the estimated costs would be as follows (using 2018/19 rates):

- 2018/19 – £17k (includes start-up costs, IT and training)
- 2019/20 – £48k (does not include inflation)
- 2020/21 – £48k (does not include inflation)

4.2 The Waste Management Section has estimated the following work requirements for the new Project Manager for the procurement of the waste collection and cleansing contract:

- 2018/19 (from around December 2018 onwards – 3 to 4 days per week)
- 2019/20 – 3 to 4 days per week
- 2020/21 – 2 days per week

4.3 The above estimated work requirements shows the need for project management support for up to 4 days per week for the first two financial years and then reducing to 2 days per week up to the contract implementation date of 1 April 2021. Therefore, it is estimated that there will be 1-2 available spare days per week during the first two financial years and 3 available spare days per week during the final year of this temporary post. Officers and the Senior Leadership Team have identified that these available spare days could be used to work on other priority projects within the Council where specific project management support is required. The suggested additional projects would include support and lead in –

- School Modernisation
- Adults Transformation
- New school dinners contract
- Other various corporate priorities

4.4 Discussions regarding funding the temporary Project Manager post have taken place with the Finance Department and the Senior Leadership Team following the preparation of a formal business case. It has been confirmed that funds are available to finance the temporary post of Project Manager. Given the statutory requirement of the service being procured, the very high cost of the service, the risk of having long-term unfavorable contract terms and the timetable to deliver the procurement, the Senior Leadership Team felt that all necessary resources should be made available to deliver this project. Having a temporary Project Manager in place with dedicated time to coordinate all actions properly will help to mitigate risks.

## **5.0 Risks**

5.1 This is a major project with significant risks and everything possible must be done to reduce liabilities and protect the Council's interests over the lifetime of the contract. The current waste collection and cleansing contract, which started in April 2007, has been relatively favorable to the Council in terms of contractual terms and challenges made by the contractor, and has contributed to Anglesey being one of the best performing recyclers in the UK. Even though the Waste Management Section has had to negotiate significant service cuts and introduce major changes to the collection service over this period, these changes have occurred relatively smoothly without major contractual consequences. During the last procurement period in 2005/6 and 2006/7, significant time and resources were made available to prepare very detailed specifications and contract conditions to ensure that risks would be reduced over the lifetime of the main contract. Therefore, previous experience has shown that spending significant amounts of time preparing tender documents properly helps reduce the risk of challenges by the contractor during the lifetime of the contract.

5.2 The Project Manager's role will be to coordinate all aspects of the waste collection and cleansing procurement to ensure risks for the new contract are kept to a minimum. There will be several work streams and specialties to continuously manage, scrutinize and to ensure deadlines are met. The Project Manager will coordinate a new internal Procurement Team made up legal, procurement, financial, technical, IT, Property and Insurance specialists. This team will continuously review a live risk register maintained by the Project Manager to ensure risks are managed and key deadlines met.

## **6.0 Conclusion**

6.1 The 14 year existing waste collection and cleansing contract will end on 31 March 2021. A significant work stream will need to commence in the near future bringing together multiple specialties to ensure new long-term arrangements are in place to take the Council through to the 2030s. To facilitate these long term plans a new temporary Project Manager is required to manage a major procurement process. The long term risks could be significant if the contract procured is not fit for purpose, however, these can be greatly reduced by having upfront dedicated project management and specialist expertise to support the project.

## Appendix 1

### **Proposed list of duties to be performed by the proposed Project Manager (not exhaustive)**

- a. Review all existing contract and tender documents to understand the baseline situation. Spend time with waste management officers and the current contractor to learn about the current service. Prepare a SWOT analysis based on the findings.
- b. Project manage the preparation of an options appraisal to assess what services should be delivered and how.
- c. Set-up, coordinate and manage a Procurement Team and sub-teams with key internal/external stakeholders who will provide advice, direction and key decision making for the project.
- d. Organise, appoint and manage relevant external consultants to assist with the project.
- e. Review contract documentation from other similar projects, with a view of implementing best practice outcomes. Visit other external sites to learn about best practice and implement where necessary.
- f. Co-ordinate the preparation of tender documents ready for the new procurement.
- g. Prepare and maintain an up to date risk register.
- h. Organise soft-market test/bidder days as appropriate and prepare required presentations/papers for tenderers etc.
- i. Coordinate all relevant stakeholders and ensure the required decisions are taken in a timely fashion to ensure deadlines are met.
- j. Project manage all aspects of the procurement process on Sell2Wales e.g. adverts, document management, tender queries etc.
- k. Project manage all agreed meetings and site visits by tenderers/other stakeholders.
- l. Project manage all communications in line with correct procedures with all tenderers and stakeholders.
- m. Project manage all aspects of the evaluation of tenders through the Procurement Team.
- n. Prepare and deliver update reports to the Procurement Team/sub-teams, any relevant committees and monitor their progress.
- o. Prepare a detailed plan for the implementation of the successful Contract and monitor its progress.
- p. Project manage any required tasks for the implementation of the new successful contractor e.g. IT works, building works, permissions, leases etc.

# Isle of Anglesey County Council

## Job Description

Job Title: Project Manager (appointment until 31 March 2021) – secondment considered

Post Number:

Directorate: 1) Highways, Waste & Property & 2) Transformation

Service Unit: Waste Management & Transformation service units

Grade:

### **Overall Job Purpose:**

This is a corporate role working closely with Senior Officers, Members and external partners. The post holder will provide a key supporting role to the *Chief Waste Officer & Corporate Planning, Programme & Performance Manager* in planning, designing, supporting, monitoring and delivering on key strategic projects.

These will include all aspects of procuring and implementing a new Waste Collection & Cleansing Contract for the Authority, ready for a 1 April 2021 start date. The post-holder will also be allocated additional corporate projects to manage / support as the work demands and the initial role reduces (the actual additional projects are yet to be defined but could include aspects of school modernisation / adults transformation / education contracts and so on).

The post holder will also be expected to participate and play a guiding and supporting role in the delivery of these key corporate projects. This will include:

- providing expert advice to the aforementioned Service Managers whilst developing and regularly reviewing the projects development
- following an Anglesey PRINCE2 approach, undertaking the role of *Project Manager* leading on the key corporate projects outlined above, devising and executing effective and meaningful communications;
- monitoring of the progress of the projects

**General:** *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

### **Principal Accountabilities / Key Tasks:**

1. Project manage the entire life of the Waste Collection and Cleansing contract procurement and any other allocated projects.
2. Manage associated capital and revenue budgets.
3. Prepare, implement and monitor detailed Project Delivery Plans to ensure all project outcomes are successfully achieved.
4. Effectively manage a combination of capital and revenue project delivery mechanisms, including direct implementation, implementation by other County Council officers, and implementation by other agreed delivery partners.
5. Prepare tender briefs, co-ordinate project procurement processes and manage all relevant contracts.
6. Prepare detailed reports to obtain approval for key decisions from the designated decision making body.
7. Establish appropriate governance structures to govern the development of the projects and prepare regular project progress reports outlining activities, outcomes; issues, constraints, expenditure and commitments.
8. Develop and maintain positive working relationships with internal and external stakeholders at all time throughout the life of the project.
9. Develop and implement monitoring systems in relation to project funding, contract payments/ costs, and outputs/ impacts, and ensure all relevant information is collated.
10. Manage the development and implementation of project activities efficiently and effectively. Authorise expenditure in line with the approved budget and report on progress, including expenditure.
11. Undertake effective planning and supervision of implementation activities in order to ensure compliance with contract conditions, health and safety legislation and adoption and ongoing maintenance requirements.
12. Prepare and implement Communication and Marketing Plans to ensure that project activities and outputs are effectively promoted and publicised.
13. To maintain data effectively and securely in relation to all projects.
14. Ensure that all project planning and delivery activities comply with statutory requirements.
15. Represent the relevant Council Section at internal and external meetings that are relevant to any project;
16. Deputise for the relevant line manager as required.

17. Ensure full compliance with all relevant County Council policies and procedures (e.g. EU Procurement and the Council's Financial Regulations; Data Protection Act; Freedom of Information; Equalities Act 2010; Welsh Language Standards)
18. The post-holder may be required to carry out any other responsibilities as appropriate with the nature of the post and its grade.
19. In respect of the new Waste Collection & Cleansing Contract procurement, the post-holder will project manage the following key tasks (not an exhaustive list):
  - a. Review all existing contract and tender documents to understand the baseline situation. Spend time with waste management officers and the current contractor to learn about the current service. Prepare a SWOT analysis based on the findings.
  - b. Project manage the preparation of an options appraisal to assess what services should be delivered and how.
  - c. Set-up, coordinate and manage a Procurement Team and sub-teams with key internal/external stakeholders who will provide advice, direction and key decision making for the project.
  - d. Organise, appoint and manage relevant external consultants to assist with the project.
  - e. Review contract documentation from other similar projects, with a view of implementing best practice outcomes. Visit other external sites to learn about best practice and implement where necessary.
  - f. Co-ordinate the preparation of tender documents ready for the new procurement.
  - g. Prepare and maintain an up to date risk register.
  - h. Organise soft-market test/bidder days as appropriate and prepare required presentations/papers for tenderers etc.
  - i. Coordinate all relevant stakeholders and ensure the required decisions are taken in a timely fashion to ensure deadlines are met.
  - j. Project manage all aspects of the procurement process on Sell2Wales e.g. adverts, document management, tender queries etc.
  - k. Project manage all agreed meetings and site visits by tenderers/other stakeholders.
  - l. Project manage all communications in line with correct procedures with all tenderers and stakeholders.
  - m. Project manage all aspects of the evaluation of tenders through the Procurement Team.
  - n. Prepare and deliver update reports to the Procurement Team/sub-teams, any relevant committees and monitor their progress.
  - o. Prepare a detailed plan for the implementation of the successful Contract and monitor its progress.
  - p. Project manage any required tasks for the implementation of the new successful contractor e.g. IT works, building works, permissions, leases etc.



## Position in the Organisation:

**Reports to:** Relevant Service Manager

**Responsible for:** Will be involved in commissioning of external contractors & consultants and overseeing work of others on specific tasks critical to the undertaking of various projects.

**Staff supervised:** None

## Financial Resources

Level: A,B or C? 4B – The new Waste Collection & Cleansing contract will be worth **£50M+** over its lifetime over an expected contract term of 14 years. There will be significant responsibility on the postholder to ensure financial advice is coordinated into tendering documents to ensure risks are mitigated during the lifetime of the contract. There will be a need to project manage external consultants as part of this project (legal consultants estimated at £200k, technical consultants estimated at £50k). The postholder will need to project manage several workstreams where financial control will be required.

## Physical Resources

Land and buildings - No./area	The procurement works may involve significant building upgrade costs to the Council's depot at Gaerwen, potentially up to £250k during the implementation phase.
Plant/ Vehicles/ Equipment – No	Integration of a new in-cab technology system to integrate with the Council's CRM is likely to cost around £300k.
Information Systems – No./volume:	Delivery and monitoring documentation. Financial spreadsheets. Statutory consents Data storage for future audit purposes. Stakeholder and community engagement databases. Commercially sensitive data (contractors) Procurement documentation Value £100k

## Demands within the job:

### Physical demands

- Involves mainly spending time in the office
- Dealing with demanding situations at times.
- The role will involve attendance at some lengthy meetings.
- The work may involve the post holder undertaking travelling to review best practice, in other organisations.

### **Mental demands**

- The post holder will need to manage high levels of work related pressures and competing demands. This will require confidence in decision making.
- Post holder will need to effectively work with stakeholders and be able to balance the needs and expectations of different stakeholders.
- The post holder will be required to use discretion to resolve unexpected problems and identify issues which need to be escalated.
- The post holder must be an effective communicator at all levels.
- In order to effectively fulfil the role, the post holder will have excellent influencing/ persuasive ability and negotiating skills to ensure projects meet the required expectations.
- The post may involve writing complicated or sensitive information to a range of audiences.
- Manage high level of work related pressures and competing demands.
- Lengthy periods of concentration in participating in several critical work disciplines.
- Working to produce strategic documents, reports and pieces of work within specific timescales.

### **Emotional demands**

- The post holder needs to be able to work under pressure in a fast-paced service.
- The post holder will need to make regular decisions.
- The post requires management of competing demands and high level of sensitivity to develop effective working relationships, including excellent communication and interpersonal skills.
- The post will also require resilience, problem solving skills, good influencing and negotiating skills.
- The post involves direct contact with stakeholders, funders, suppliers, contractors, employees of the local authority, Elected Members, consultants, stakeholders, and members of the public.
- Assist senior officers with conflict management.
- The post holder must be able to take responsibility for own area of work and work with a high degree of autonomy.
- The post-holder will make some decisions which could impact on the organisation's achievement, objectives and financial performance
- The post holder must be able to take responsibility and work with a high degree of autonomy.
- Some aspects of the project may be subject to critical comments in the press and/or in social media.

## Language Requirements:

**POST IS WELSH ESSENTIAL** (as noted on the Welsh Language Skills – Post Assessment)

<b>Welsh Language Skills (Please see the skills framework attached)</b>						
Listening and Speaking (Tick One)	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5 ✓
Reading (Tick One)	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5 ✓
Speaking (Tick one)	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5 ✓
Writing (Tick One)	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5 ✓

<b>English Language Skills (Please see the skills framework attached)</b>						
Listening and Speaking (Tick One)	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5 ✓
Reading (Tick One)	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5 ✓
Speaking (Tick one)	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5 ✓
Writing (Tick One)	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5 ✓

## Working Arrangements and Conditions:

**Working week:** Any 5 out of 7 (Monday – Sunday)

**Contracted hours:** 37 hours per week

**Spread:** Monday to Sunday (with occasional flexibility of hours to meet specific work demands)

**Identified work base:** Your principal work base is identified as Llangefni. You may, however, be required or permitted to work anywhere within the Council's area on a permanent or temporary basis without additional time or payment for doing so. You may also be required to work from home on a regular or ad-hoc basis, as part of the 'smarter working' initiative, reducing contact with other officers

**Normal work location**

- Normally office based
- Office based but with some site / home / meeting visits
- Role involves substantial travelling with occasional visits to identified work base

**Business Travel**

- No business travel
- Some business travel. Post holder may be called upon to provide own vehicle
- Some business travel. Council vehicle may be provided to post holder
- Post holder employed as driver / required to operate specialist machinery

**Exposure to disagreeable working conditions**

**Environmental**

- Minimal / normal office environment
- Some
- Significant

**Aggressive / difficult clients**

- Minimal
- Some – see emotional demands
- Significant

**Other Conditions:**

**DBS check required**

- Enhanced
- Standard
- Not applicable

**Work Flexibilities / Restrictions**

**Politically Restricted Post:**

- Yes
- No

**Home / Mobile Phone provided**

Yes

No

**Protective Clothing provided**

Yes

No

**Flexibility**

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post holder to be developed and maximised to the mutual benefit of both employer and employee.

**Date of preparation of this job description document:**

This job description is issued at **September 2018** and will be reviewed regularly as part of individual and organisational development and performance review and may be subject to variation.

# Isle of Anglesey County Council - Person Specification

## 1. Education and Training

**The minimum educational requirements/professional or vocational qualifications for the post**

### 1.1 Essential

1.1.1 A degree or equivalent (or significant experience in a relevant place related profession).

### 1.2 Desirable

1.2.1 Project management qualification

1.2.2 Masters/ postgraduate qualification

1.2.3 Waste Management/technical/engineering/procurement qualification

**Any specific training required for the post Incl. Certification**

**1.3 Essential – N/A**

**1.4 Desirable – N/A**

## 2. Key Competence Requirements

**Job related knowledge Critical for effective performance**

### 2.1 Essential

2.1.1 Knowledge and experience of project delivery

2.1.2 Knowledge of project management methods and practices.

2.1.3 Knowledge of procurement and contract protocols and procedures

2.1.4 Problem-solving skills

2.1.5 Knowledge of financial processes and procedures

2.1.6 Knowledge of front-line service delivery

### 2.2 Desirable

2.2.1 Detailed project management delivery knowledge.

2.2.2 Detailed front-line service delivery knowledge

2.2.3 Knowledge of contract management

2.2.4 Knowledge of the environmental sector

**Specific skills critical for effective performance**

### 2.3 Essential

2.3.1 Computer literate with appropriate keyboard skills.

2.3.2 Capability and experience of improving performance by effective management of processes and developing partners.

2.3.3 Capability and experience of effectively communicating with the public, politicians and other stakeholders (including staff).

- 2.3.4 Ability to analyse complex information, situations and issues.
- 2.3.5 Ability to prepare funding spend profiles.
- 2.3.6 Excellent verbal and written communication skills in English and Welsh.
- 2.3.7 Good interpersonal skills and ability to establish and maintain effective working relationships with internal and external stakeholders and partners.
- 2.3.8 Effective IT skills and ability to use, develop and maintain effective document management systems and software.
- 2.3.9 Ability to initiate change and introduce more effective, efficient and commercially focussed ways of working and challenge and influence established beliefs and behaviours.

## **2.4 Desirable**

- 2.4.1 Ability to maintain effective document management systems.

## **Managerial skills critical for effective performance**

### **2.5 Essential**

- 2.5.1 Proven project management skills.
- 2.5.2 Ability to manage budgets

### **2.6.1 Desirable – N/A**

## **3. Personal Attributes**

### **Personal values and characteristics which should be demonstrated in performing the duties of the post**

#### **3.1.1 Essential**

- 3.1.1 Able to use influence and persuasion to shape outcomes and gain support.
- 3.1.2 Able to communicate issues and ideas in a concise and clear manner, face to face and in writing.
- 3.1.3 Give a good example to others by being proactive, honest and consistent.
- 3.1.4 Ensure compliance with professional standards.
- 3.1.5 Excellent verbal and written communication skills.
- 3.1.6 Ability to work under pressure to meet deadlines and targets.
- 3.1.7 Excellent negotiation and advocacy skills.
- 3.1.8 Ability to adapt to change.
- 3.1.9 Postholder must be able to work within a team environment.

## **4. Personal Circumstances**

### **Job demands which, if not met, could constrain effective performance in post**

#### **4.1 Essential**

4.1.1 Flexible approach to working hours.

4.1.2 Full driving licence and access to a vehicle which can be used for work purpose

**4.2 Desirable – N/A**



DDIM I'W GYHOEDDI

# NOT FOR PUBLICATION

**Moderneiddio Ysgolion Môn – Ysgol gynradd newydd yn Llangefni yn lle Ysgol Bodffordd ac Ysgol Corn Hir**

**Modernising Anglesey Schools – New primary school in Llangefni to replace ysgol Bodffordd and Ysgol Corn Hir**

## PRAWF BUDD Y CYHOEDD PUBLIC INTEREST TEST

<p>Paragraff 14 Atodlen 12A Deddf Llywodraeth Leol 1972 Paragraph 14 Schedule 12A Local Government Act 1972</p>	
<p>Y PRAWF – THE TEST</p>	
<p>Mae yna fudd i'r cyhoedd wrth ddatgan oherwydd / There is a public interest in disclosure as:-</p> <p>Mae'r ASA/ABA sy'n atodol yn cynnwys gwybodaeth masnachol sensitif am y prosiect.</p> <p>The attached SOC/OBC contains commercially sensitive information.</p>	<p>Y budd y cyhoedd with beidio datgelu yw / The public interest in not disclosing is:-</p> <p>Gwybodaeth yn ymwneud â materion ariannol neu fasnachol unigolyn penodol (gan gynnwys yr Awdurdod sy'n dal yr wybodaeth).</p> <p>Information relating to the financial or business affairs of any particular of any particular person (including the authority holding that information).</p>
<p>Argymhelliad: *Mae budd y cyhoedd wrth gadw'r eithriad yn llai o bwys na budd y cyhoedd wrth ddatgelu'r wybodaeth [* dilewch y geiriau nad ydynt yn berthnasol]</p> <p>Recommendation: *The public interest in maintaining the exemption does not outweigh the public interest in disclosing the information. [*delete as appropriate]</p>	

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