

# Public Document Pack



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

Dr Gwynne Jones  
Prif Weithredwr – Chief Executive  
CYNGOR SIR YNYS MÔN  
ISLE OF ANGLESEY COUNTY COUNCIL  
Swyddfeydd y Cyngor - Council Offices  
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<b>RHYBUDD O GYFARFOD</b>	<b>NOTICE OF MEETING</b>
<b>PWYLLGOR GWASANAETHAU DEMOCRATAIDD</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>DYDD MERCHER, 26 MEDI, 2018 am 2 o'r gloch yp</b>	<b>WEDNESDAY, 26 SEPTEMBER 2018 at 2.00 pm</b>
<b>YSTAFELL BWYLLGOR 1, SWYDDFEYDD Y CYNGOR, LLANGFNI</b>	<b>COMMITTEE ROOM 1, COUNCIL OFFICES LANGFNI</b>
<b>Swyddog Pwyllgor</b>	<b>Shirley Cooke 01248 752514 Committee Officer</b>

## **AELODAU / MEMBERS**

Cynghorwyr / Councillors:-

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

Vaughan Hughes (Is-Gadeirydd/Vice-Chair), Carwyn Jones, R G Parry OBE FRAGS,  
Dylan Rees and Nicola Roberts

### **Y Grŵp Annibynnol / The Independent Group**

Richard Griffiths, Dafydd Roberts

### **Plaid Lafur Cymru / Wales Labour Party**

J Arwel Roberts

### **Annibynnwyr Môn / Anglesey Independents**

Eric Jones, R Llewelyn Jones (Cadeirydd/Chair)

## **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     MINUTES (Pages 1 - 6)**

To submit for confirmation, the draft minutes of the meeting held on the following dates:-

- 20 March 2018
- 15 May 2018

**3     MEMBER RELATED ISSUES (Pages 7 - 10)**

To submit a report by the Head of Democratic Services as presented to the Standards Committee at its meeting held on 12 September, 2018.

**4     MEMBER DEVELOPMENT (Pages 11 - 16)**

To submit a report by the Human Resources Development Manager as presented to the Standards Committee at its meeting held on 12 September, 2018.

**5     COMMITTEE WORK PROGRAMME 2018/19 (Pages 17 - 18)**

To submit the Work Programme for 2018/19.

**DEMOCRATIC SERVICES COMMITTEE**

**Minutes of the meeting held on 20 March 2018**

- PRESENT:** Councillor Robert Llewelyn Jones (Chair)  
Councillor Vaughan Hughes (Vice-Chair)
- Councillors Richard Griffiths, Eric Wyn Jones, Bob Parry OBE  
FRAgS, Dylan Rees, J A Roberts and Nicola Roberts.
- IN ATTENDANCE:** Head of Democratic Services,  
Human Resources Development Manager (MW) (for item 5),  
Committee Officer (MEH).
- APOLOGIES:** Councillors Carwyn Jones, Dafydd Roberts.
- ALSO PRESENT:** None
- 

**1 DECLARATION OF INTEREST**

Councillor Dylan Rees declared a prejudicial interest in respect of Item 3 – Independent Remuneration Panel for Wales – Annual Report 2018/19 and left the meeting during discussion and voting thereon.

**2 MINUTES**

The minutes of the meeting held on 13 December, 2017 were confirmed.

**Matters arising from the minutes :-**

**Item 5 – Timing of Council Meetings**

The Head of Democratic Services confirmed that the full Council at its meeting held on the 28 February, 2018 endorsed that no changes be made to the timing of meetings.

**3 INDEPENDENT REMUNERATION PANEL FOR WALES – ANNUAL REPORT FOR 2018/19**

Submitted – a report by the Head of Democratic Services on the Independent Remuneration Panel for Wales – Annual Report for 2018/19.

The Head of Democratic Services reported that the Independent Remuneration Panel for Wales (IRP) must produce an Annual Report which sets out the type and levels of payments that local authorities may or must make available to their members and co-opted members. The Panel has determined that there be an increase of £200 per annum to the basic annual salary of Elected Member; the

basic salary will therefore be £13,600. The maximum number of senior salaries eligible for payment which has been set for this Authority for 2018/19 is 16; this includes civic salaries for the Chair and Vice-Chair of the County Council. It was noted that no increase is proposed for senior salaries but these posts holders will receive the increase in the basic salary element.

The discretion to pay different salary levels for Executive members has been removed and there will be only one salary level for 2018/19. The IRP has also determined that the two-tier payment arrangements for Committee Chairs will be also removed. However, the Panel maintains the view that it is appropriate for local authorities to set remuneration levels for Civic Heads and Deputy Civic Heads. This Council at present pays the higher level 3 for Civic head and deputy. The Group Leaders views has been sought and it is recommended that the current level of payment continue for 2018/19 i.e. Level 3.

**It was RESOLVED to recommend to the full Council that it accepts the report and that the lower Level 3 salaries be paid to the Civic head and Deputy Civic head.**

#### **4 MEMBERS' ANNUAL REPORTS 2017/18**

Submitted – a report by the Head of Democratic Services as regard to Section 5 of the Local Government Measure (Wales) 2011 which places a duty on the County Council to ensure that arrangements are in place to enable Members to publish annual reports on their activities.

The Head of Democratic Services outlined the timetable for publishing the 2017/18 Members' Annual Reports as noted within the report.

Members said that employment commitments and having to represent the Council at different meeting should be taken into consideration in the percentage of attendance at meeting within the Members' Annual Reports.

**It was RESOLVED to note the report and to include within the Members' Annual Reports the reason as to the absence of a Member at a specific Committee due to working commitments and representing the Council at various bodies.**

#### **5 MEMBER DEVELOPMENT & TRAINING PLAN 2017/18**

Submitted – an update report by the Human Resources Development Manager on the progress of the development opportunities offered to Elected Members since the previous report submitted to this Committee at its meeting held on 13 September, 2017.

The Human Resources Development Manager reported that between September 2017 and up to the 31 March, 2018 an additional 11 formal development sessions have/are being offered. Of these, 5 were for Members of the Scrutiny Committees, one relating to the Audit Committee, Licensing Training whilst all Elected Members were invited to the remainder of the sessions offered (which includes the Regional

Induction session run by the WLGA at Venue Cymru. Where applicable, Lay Members on the Scrutiny Committees and Standards Committee were also invited to specific training sessions. She further said that efforts have been made to encourage Elected Members to familiarise with the E-Learning programmes available, with the E-Learning Officer delivering a number of training sessions.

**It was RESOLVED to note the progress within the Member Development & Training Plan for 2017/18.**

## **6 MEMBER DEVELOPMENT & SUPPORT CHARTER**

Submitted – a report by the Head of Democratic Services on the WLGA's Wales Charter for Member Support and Development. The Charter was granted to the Council in 2014, and aims to provide a broad framework for local planning, self-assessment, action and review and the sharing of good and innovative practice. The award was granted for a period of 3 years and it is proposed that the Council now seeks re-assessment.

**It was RESOLVED to note the report and that the Council now seeks re-assessment within the WLGA's Wales Charter for Member Support and Development.**

## **7 WEBCASTING OF MEETINGS**

Submitted – an update report by the Head of Democratic Service regarding webcasting of meetings.

The Head of Democratic Services reported that since June 2014 meetings of the full Council, Executive and Planning and Orders Committees have been webcast and the service has been provided by Public.i. Information of the 'hits' since April 2016 was attached to the report. It was noted that the current contract with Public i ends in March 2018 and the service is currently out to tender for a period of 3 years up to March 2021.

Councillor Dylan Rees sought clarification on whether the Scrutiny Committees could be webcast when a matter of public interest is under discussion. The Head of Democratic Services responded that the matter could be considered in due course.

**It was RESOLVED to note the information and that a further update report be given as part of the Committee's work programme for 2018/19.**

## **8 SCHEDULE OF MEETINGS 2018/19**

Submitted – a schedule of Committee meetings for 2018/19 which reflects the decision of the full County Council at its meeting held on 28 February, 2018 not to alter the timing of meetings and wherever possible to convene meetings on Mondays, Tuesdays and Wednesdays.

**RESOLVED to note the information.**

The meeting concluded at 3.00 pm

**COUNCILLOR R LL JONES**  
**CHAIR**

# DEMOCRATIC SERVICES COMMITTEE

## Minutes of the meeting held on 15 May 2018

- PRESENT:** Councillor Robert Llewelyn Jones (Chair)
- Councillors Richard Griffiths, Vaughan Hughes, Eric Wyn Jones, Robert G Parry OBE, FRAGS, Dylan Rees, J Arwel Roberts and Dafydd Roberts
- IN ATTENDANCE:** Chief Executive,  
Head of Function (Council Business)/Monitoring Officer,  
Head of Democratic Services,  
Committee Officer (MEH).
- APOLOGIES:** Councillors Carwyn Jones and Nicola Roberts
- ALSO PRESENT:** None
- 

### 1 DECLARATION OF INTEREST

None received.

### 2 ELECTION OF VICE-CHAIRPERSON

Councillor Vaughan Hughes was elected Vice-Chairperson for the Democratic Services Committee.

**COUNCILLOR ROBERT LL JONES  
CHAIR**

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<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Committee:</b>	<b>Standards Committee</b>
<b>Date of meeting:</b>	<b>12 September, 2018</b>
<b>Title:</b>	<b>Member Related Issues</b>
<b>Purpose of the Report:</b>	<b>To note progress to date</b>
<b>Author:</b>	<b>Head of Democratic Services</b>

## 1.0 Background

The purpose of this report is to update the Committee on various Member related matters.

### 1.1 Members Annual Report

I reported to the last meeting on arrangements for the preparation of Annual Reports covering the period 2017 – 2018.

Section 5 of the Local Government Measure (Wales) 2011 places a duty on the County Council to ensure that arrangements are in place to enable Members to publish annual reports on their activities.

The timetable for publishing 2017/18 annual reports and publication on the Council's website on the 30<sup>th</sup> June, 2018 was agreed by the Democratic Services Committee in March 2018. Reports completed to date are on the Council's website:

<http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/councillors/councillors-annual-report/>

### 1.2 Member Development Charter

I also reported to the last meeting on proposals to seek re-assessment for the WLGA's Wales Charter for Member Support and Development.

In 2014, the Council was awarded the WLGA's Wales Charter for Member Support and Development. The Charter aims to provide a broad framework for local planning, self-assessment, action and review and the sharing of good and innovative practice. The award was for a period of 3 years. The original intention was to seek re assessment by April 2018. However, this timetable has been reviewed in order to allow Members to complete both Annual Reports and Personal Development Reviews. Group Leaders have been consulted on progress on both aspects. (A separate report to this Committee provides an update on the Member Training and Development Programme 2018/19).

It is now proposed that re-submission is completed during Quarter 3, 2018/19.

### 1.3 DBS checks

There is a requirement for Members and Co-opted Members who sit on various committees/panels to have an enhanced DBS check – this is in accordance with the Council’s Disclosure and Barring Policy. This task has been actioned in consultation with the Head of Learning and will be kept under review on a regular basis.

### 1.4 Members Biography on the Council Website

Members have been briefed on this aspect including use of the Mod.Gov committee management system to include more information on committee attendance and training details etc. on relevant pages on the website.

Members have received 1-1 support on uploading information on training courses attended to date during 2018/19 and support will be provided on an on-going basis by Democratic Services staff. Information is now available on the Council’s website on both Committee Attendance and Training.

The WLGA has recently published new guidance on social media for Members. The Chair of the Standards Committee has circulated this to all Members. Social media is a useful tool for Members to connect with their electorate. There is an opportunity for Members to include Facebook and Twitter contact details on the website.

### 1.5 Outside Bodies

Members represent the Council on various strategic partnerships and some more local outside bodies. This is reviewed annually by the Council. A framework for monitoring key partnerships on a rolling basis was endorsed by the Partnership and Regeneration Scrutiny Committee on 19<sup>th</sup>, June, 2018. This report also refers to holding Members to account. The Committee’s forward work programme going forward will be largely shaped by the scrutiny of certain key partnerships and an opportunity for the Committee to question Members who sit on these bodies. A link to the relevant report is below:

<http://democracy.anglesey.gov.uk/ieListDocuments.aspx?CId=481&MId=3328&Ver=4&LLL=0> - Item 6

In relation to ‘local’ outside bodies, Annual reports provide an opportunity for Members to share information with the public on roles and activities. I intend to review the format of information presented for future reports to allow Members to summarise their involvement on these bodies rather than merely information on number of meetings attended.

## **2.0 Recommendation:**

To note progress as detailed in this report.

**Huw Jones**  
**Head of Democratic Services**  
**23 August, 2018**

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<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>MEETING:</b>	STANDARDS COMMITTEE
<b>DATE:</b>	12 SEPTEMBER 2018
<b>TITLE OF REPORT :</b>	MEMBER DEVELOPMENT
<b>REPORT BY :</b>	HUMAN RESOURCES DEVELOPMENT MANAGER
<b>CONTACT OFFICER :</b>	MIRIAM WILLIAMS (extension 2512)
<b>PURPOSE OF REPORT :</b>	TO PROVIDE AN UPDATE ON THE PROGRESS OF THE MEMBER DEVELOPMENT PROGRAMME

## **BACKGROUND**

The purpose of this report is to provide the Standards Committee with an update on the progress of the development opportunities offered to Elected Members since the report submitted on the 14<sup>th</sup> March 2018.

A revised plan for 2018/19 was presented and adopted by the full council on the 15<sup>th</sup> May 2018. This was compiled with input from Senior Officers and Group Leaders in order to meet the needs for this Authority for the forthcoming financial year.

## **MEMBER TRAINING AND DEVELOPMENT PLAN**

As an evolving document, the Development plan has since been amended to reflect the additional training that has been offered since my last report, see Appendix 1.

Between 1<sup>st</sup> April 2018 and 14<sup>th</sup> September 2018, 10 formal development sessions have/are being offered. The sessions being offered range from Finance session, Safeguarding and Health and Safety and Scrutiny topic areas.

Where applicable, Lay Members and Standards Committee Members are invited to specific training sessions.

## **COSTS**

Training delivery has been a combination of both officer led and external providers with a substantial contribution being invested in the Scrutiny Training programme.

As always attendance at development sessions is essential to ensure value for money.

## **E-LEARNING**

Considerable efforts have been made to encourage Elected Members to familiarise themselves with the range of E-Learning programmes available to them.

In order to assist Elected Members with this, the E-Learning Officer has delivered a number of sessions, to Members of Scrutiny and Standard Committees, to provide individuals with knowledge, skills and confidence to utilise the programmes.

Since 1<sup>st</sup> April 2018 Elected Members have accessed the following modules:

The Effective Ward Councillor (x8)  
Public Speaking Skills (x5)  
Introduction to Scrutiny (x5)  
Decisions for Future Generations (x2)  
Corporate Parenting (x2)

## **EVALUATION**

Evaluation of training continues to be encouraged in order to establish whether the training meets the Members' requirements and in order to identify any additional needs.

## **PERSONAL DEVELOPMENT REVIEWS (PDR) FOR MEMBERS**

Arrangements with regards to completion of PDR's for this financial year has been co-ordinated by the Head of Democratic Service.

The training needs identified are of a generic nature.

## **MOVING FORWARD**

To continue to amend the Development Programme to reflect the offer that is made to Elected Members based on the needs identified.

The HR Development Manager to continue to seek possible opportunities to work collaboratively with other North Wales Authorities to ensure cost effectiveness of any training being commissioned.

## **RECOMMENDATION**

The Committee is requested to note the progress made in terms of the Member Development Programme.

**Miriam Williams**  
**HR Development Manager**  
**September 2018**

<b>ELECTED MEMBER DEVELOPMENT PROGRAMME 2018/19</b>			
<b>(Where possible, training will be arranged Thursdays/Fridays avoiding the first Thursday afternoon each month to avoid clashes with because of Member briefing sessions. Where possible dates/times have been noted)</b>			
<b>What</b>	<b>Audience</b>	<b>Provider</b>	<b>When</b>
Treasury Management	Audit Committee	Richard Basson	<b>05/06/2018</b>
Safeguarding Issues	All Elected Members( <b>M</b> )	Annwen M Hughes, Service Manager (Safeguarding and Quality Assurance Provision)	<b>postponed</b>
Corporate Parenting	All Elected Members	Fôn Roberts, Head of Children's Services	<b>postponed</b>
Scrutiny	All Elected Members (M)	David McGrath	<b>13 &amp; 14 September 2018</b>
Regulation and Inspection Act Social Services (Wales)	All Elected Members	Alwyn Rhys Jones, Head of Adults Services	<b>26/07/2018</b>

Appendix 1

Decisions for Future Generations (Wellbeing of Future Generations Act)	All Elected Members (M)	Workshop - Senior officers and experienced members. E-Learning	<b>Date to be Confirmed</b>
General Data Protection Regulation (GDPR)	All Elected Members <b>(M)</b>	E-Learning/Workshop	<b>Date to be Confirmed</b>
Introduction to Equalities	All Elected Members <b>(M)</b>	E-learning/Workshop	<b>Date to be confirmed</b>
Community Leadership and Casework	All Elected Members	Head of Democratic Services/experienced senior member/ E- learning	<b>Date to be confirmed</b>
Modern Gov – Recording Training 2 <sup>nd</sup> phase, drop-in sessions	All Elected Members	Internal Officer	<b>May 2018 (briefing sessions held) September 2018</b>
Chairing Skills (Managing Meetings)	All Committee Chairs & Vice Chairs	External Facilitators/E-Learning David McGrath	<b>13 &amp; 14 September 2018</b>
WLGA Leadership Programme	Nominated Elected Members	Regional workshops	<b>November 2018</b>



<b>Licencing</b> - Update	Members of the Planning and Licensing Committee (M)	Internal Officers	<b>Date to be confirmed</b>
<b>Health &amp; Safety</b> IOSHH Leading Safely	All Elected Members (M)	Catrin Love	<b>12/07/2018</b>
<b>Personal Safety and online abuse</b>	All Elected Members	Catrin Love	<b>12/07/2108</b>
<b>Planning</b> <ul style="list-style-type: none"> <li>• Flood Matters</li> <li>• Elected Members role in the planning process</li> </ul>	All Elected Members (M)	Natural Resources Wales Internal Officers	<b>Date to be confirmed</b>

**AVAILABLE E-LEARNING MODULES**

- General Information Governance
- Effective Writing
- Managing Yourself and Your Time
- Emotional Intelligence
- Violence against women, domestic abuse and sexual violence
- Prevent
- Introduction to Equality and Diversity

- Stress Awareness
- Work Welsh Welcome
- Ethics and Standards
- Corporate Parenting
- The Effective Ward Councillor
- Introduction to Scrutiny
- Decisions for Future Generations
- Chairing Meetings
- Public Speaking Skills

**(M) = Mandatory**

**Further training in both knowledge and skills to be determined from Personal Development Reviews when induction programme completed**

**Note: A separate Scrutiny Development programme is also being run in parallel with this programme**

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>NAME OF COMMITTEE:</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>DATE OF MEETING:</b>	<b>26 SEPT, 2018</b>
<b>TITLE:</b>	<b>COMMITTEE WORK PROGRAMME 2018/19</b>
<b>PURPOSE OF REPORT:</b>	<b>TO DISCUSS THE PROPOSED WORK PROGRAMME FOR 2018/19</b>
<b>AUTHOR:</b>	<b>HEAD OF DEMOCRATIC SERVICES</b>

1.0 The main function of the Committee in accordance with the Local Government (Wales) Measure 2011, is to review the adequacy of provision within the authority in terms of staff, accommodation and other resources to fulfil the duties and functions of democratic services.

1.1 In relation to the work programme for 2018/19 it is recommended that focus should be on the following areas:

- The Member Development and Training Plan including Personal Development Reviews;
- Webcasting of meeting;
- Members Annual Reports;
- Independent Remuneration Panel Annual Report;
- Relevant Welsh Government consultation;

## **2.0 Recommendation**

The Committee is requested to accept the report.

**Huw Jones**  
**Head of Democratic Services**  
**12/09/18**

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