

Public Document Pack



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Mrs Annwen Morgan
Prif Weithredwr – Chief Executive
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RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWASANAETHAU DEMOCRATAIDD	DEMOCRATIC SERVICES COMMITTEE
DYDD IAU, 30 GORFFENNAF 2020 am 10.30 o'r gloch	THURSDAY, 30 JULY 2020 at 10.30 am
CYFARFOD RHITHIOL	VIRTUAL MEETING
Swyddog Pwyllgor	Shirley Cooke 01248 752514 Committee Officer

AELODAU / MEMBERS

Cynghorwyr / Councillors:-

Plaid Cymru / The Party of Wales

John Griffith, Vaughan Hughes (Is-Gadeirydd/Vice-Chair), 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)

AGENDA

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 previous meetings of the Committee held on:-

- 10 December 2019
- 30 January 2020 (Extraordinary)

3 REVIEW OF ELECTORAL ARRANGEMENTS FOR THE ISLE OF ANGLESEY COUNTY COUNCIL BY THE LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES (Pages 7 - 18)

To submit a report by the Head of Democratic Services.

4 MEMBERS' ANNUAL REPORTS 2019/20 (Pages 19 - 20)

To submit a report by the Head of Democratic Services.

5 PAYMENTS TO MEMBERS - REPORTS BY THE INDEPENDENT REMUNERATION PANEL FOR WALES (Pages 21 - 26)

To submit a report by the Head of Democratic Services.

6 DEMOCRATIC SERVICES COMMITTEE ANNUAL REPORT 2019/20 (Pages 27 - 32)

To submit a report by the Head of Democratic Services.

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 10 December 2019

- PRESENT:** Councillor Robert Llewelyn Jones (Chair)
- Councillors John Griffith, Richard Griffiths, Eric Wyn Jones, Vaughan Hughes, Robert G Parry, OBE, FRAGS, Dafydd Roberts, Nicola Roberts
- IN ATTENDANCE:** Head of Democratic Services
Human Resources Development Manager (MW)
Human Resources Trainee Development Officer (CD)
Committee Officer (SC)
- APOLOGIES:** None
-

1. DECLARATION OF INTEREST

None received.

2. MEMBER DEVELOPMENT

Submitted - an update report by the HR Development Trainee and HR Development Manager on the Member Training and Development Plan, as presented to the Standards Committee on 25 September 2019.

The HR Development Manager reported that a new training plan has been presented, following input by Members on their learning and development needs. She stated that trainings sessions have been held recently on Planning, Safeguarding, General Data Protection Regulations and Treasury Management matters.

It was noted that a flyer is to be displayed in the Members' lounge listing training opportunities for the upcoming quarter. Further development sessions are to be arranged following the Christmas recess, which will include Member Safety, as had been requested recently. Training needs for 2020/21 will be collated from Personal Development Reviews (PDRs), Senior Officers and Group Leaders.

The HR Development Manager reported that there has been limited uptake on Members completing course evaluation forms electronically. A 'How To' Guide has recently been forwarded to Members in order to provide guidance on recording attendance at training sessions. The guide is also available on Monltor. It was emphasised that assistance is available to any Member who may require assistance and training relating to any ICT issues.

In a recent Group Leaders' meeting, discussion had focused on convening training events as "twilight sessions", in order to enable those with other work commitments to

attend. A late training session was held recently, however, only two Members were confirmed to attend. Further training offered as “twilight sessions” would need to be monitored to ensure cost effectiveness and resource implications would need to be considered.

With reference to Personal Development Reviews (PDRs), the Head of Democratic Services reported that Group Leaders have been requested to submit PDRs by the end of February 2020.

Arising from discussion, members of the Committee shared their concern that their home addresses are displayed on the Council website. The Head of Democratic Services reported that the newly published Welsh Government Measure includes a clause stating that it is not compulsory for Members’ home addresses to be published online.

The HR Development Manager also referred to information recently received from Sarah Titcombe (WLGA) regarding personal safety, details of which will be circulated to all Elected Members.

RESOLVED:-

- **To note the Member Training and Development Plan.**
- **That the Head of Democratic Services actions the removal of Members’ addresses and telephone numbers from the Council website, and replaces such with the Council’s contact information.**

3. MINUTES

The minutes of the meeting held on the 25 September 2019 were presented and confirmed as correct.

4. INDEPENDENT REMUNERATION PANEL FOR WALES – DRAFT ANNUAL REPORT FOR 2020/21

Submitted - a report by the Head of Democratic Services on the Independent Remuneration Panel for Wales’ Draft Annual Report for 2020/21. It was noted that the draft report is subject to consultation until 10 December 2019, and the final report will be published in February 2020.

The Head of Democratic Services reported that the 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 the following:-

- The basic annual salary for an Elected Member will be increased by £350 per year to £14,218;
- The maximum number of senior salaries payable for this Authority will remain at 16, which includes civic salaries.
- No additional increases will be paid to Members of the Executive for 2020.

- No increase is proposed for senior salaries, but these posts holders will receive the increase of £350 to the basic salary.
- The IRP maintains the view that civic salaries of £22,918 (Band 3) be paid to Civic Heads, and £17,918 (Band 5) be paid to Deputy Civic Heads.

It was RESOLVED to accept the draft determinations within the Independent Remuneration Panel for Wales' Draft Annual Report for 2020/21.

The meeting concluded at 9.20 am

**COUNCILLOR ROBERT LL JONES
CHAIR**

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EXTRAORDINARY MEETING OF THE DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 30 January 2020

- PRESENT:** Councillor Robert Llewelyn Jones (Chair)
- Councillors John Griffith, Vaughan Hughes, Eric Wyn Jones, Robert G Parry, OBE, FRAGS, Dylan Rees, Dafydd Roberts, John Arwel Roberts
- IN ATTENDANCE:** Head of Democratic Services
Committee Officer (SC)
- APOLOGIES:** Councillor Richard Griffiths
-

1. DECLARATION OF INTEREST

Councillor Dafydd Roberts declared a personal interest in item 2 of the agenda.

2. REVIEW OF POLLING DISTRICTS AND POLLING STATIONS

Submitted - a report by the Head of Democratic Services on a review of polling districts, polling places and polling stations for the purpose of elections, in accordance with Section 18(2) of the Representation of the People Act 1983.

A review was carried out within the Ynys Môn parliamentary constituency between 5 June 2019 and 20 January 2020, for the purpose of identifying any potential alternatives. As part of the review process, certain criteria had to be met, and consideration was given to the Electoral Commission's guidance.

RESOLVED:-

- **That the Democratic Services Committee confirms the arrangements as set out in Appendix 1 of the report;**
- **To recommend that the County Council, at its meeting on 10 March 2020, approves the recommendations in the report.**

The meeting concluded at 1.15 pm

**COUNCILLOR ROBERT LL JONES
CHAIR**

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Isle of Anglesey County Council	
Meeting:	Democratic Services Committee
Date:	30 July 2020
Title of report:	Review of the electoral arrangements for the Isle of Anglesey County Council by the Local Democracy and Boundary Commission for Wales
Report by:	Head of Democratic Services
Purpose of report:	To consider Boundary Commission draft proposals and make recommendations to the County Council.

1.0 Background

1.1 The Local Democracy and Boundary Commission for Wales is required to carry out periodic reviews of the electoral arrangements of the principal areas of Wales. The Commission is now inviting stakeholders to comment on the Isle of Anglesey County Council's electoral arrangements. The intention is to introduce the changes in time for the 2022 elections. On 25 September 2019, this Committee approved initial proposals prepared as part of the review process. The Council approved these proposal on 7 October 2019 and recommended a model based on 14 wards and 35 Members.

2.0 Boundary Commission proposals

2.1 The Boundary Commission has prepared a report detailing proposals. Views are requested by the 14 September, including ward names. A copy is available via the link below:

<https://ldbc.gov.wales/reviews/06-20/isle-anglesey-draft-proposals>

2.2 The Commission proposes a Council of 35 Members and 14 wards. No changes are being proposed to 6 electoral wards. This results in a proposed county average of 1,461 electors per member. All proposals recommended by the Council in October 2019 have been accepted by the Boundary Commission in their draft proposals –details are set out in the summary at Appendix 1.

2.3 The cross party panel has met to consider the Commission's proposals and have accepted all the recommendations. In addition, Group Leaders have endorsed these proposals for approval.

3.0 Recommendations

The Democratic Services Committee is requested:

- 3.1 to consider the Panel's observations (Appendix 1).
 - 3.2 subject to any further observations, to recommend to the County Council that the proposals be accepted.
- .

Huw Jones
Head of Democratic Services
14 July 2020

Review of electoral arrangements; Isle of Anglesey County Council – Local Democracy and Boundary Commission for Wales’ draft proposals (June 2020)

1 – Aethwy		
The Council’s recommendations – October 2019	The Commission’s draft proposals – June 2020	Observations of the Council’s cross party Panel - 30 June 2020
No change to existing arrangements.	No change.	The Panel agrees with the Commission’s draft proposals.

2 – Bro Aberffraw		
The Council’s recommendations – October 2019	The Commission’s draft proposals – June 2020	Observations of the Council’s cross party Panel - 30 June 2020
No change to existing arrangements.	No change.	The Panel agrees with the Commission’s draft proposals.

3 – Bro Rhosyr		
The Council’s recommendations – October 2019	The Commission’s draft proposals – June 2020	Observations of the Council’s cross party Panel - 30 June 2020
It is recommended that the community of Llangristiolus, bordering the Cefni Ward (Llangefni) currently forming part of Canolbarth ward be moved from Bro Rhosyr to create a new ward with Cefni ward. There are public transport links with Llangefni and close community ties with the town. Also this area is part of the Ysgol Gyfun Llangefni school catchment area and there are close links	The Commission proposes to combine the areas as proposed by the Isle of Anglesey County Council in respect of the proposed Braint electoral ward which creates an electoral ward of 2,707 electors (3,040 projected) which, if represented by two councillors , would result in a level of variance that is 7% below the proposed county average.	The Panel agrees with the Commission’s draft proposals.

3 – Bro Rhosyr		
The Council's recommendations – October 2019	The Commission's draft proposals – June 2020	Observations of the Council's cross party Panel - 30 June 2020
with community facilities. This change within Bro Rhosyr would result in a 2 member ward of 2,712. 1 Councillor to 1,356 electorate. Name: Bro Rhosyr ward renamed Braint to reflect local geography.	The Commission has given the proposed electoral ward the single name of Braint . The Welsh Language Commissioner is in agreement with the proposed name. The Commission would welcome any suggestions for alternative names.	

4 – Caergybi		
The Council's recommendations – October 2019	The Commission's draft proposals – June 2020	Observations of the Council's cross party Panel - 30 June 2020
Merge the Parc and Mynydd and Porthyfelin wards of the Community of Holyhead to create 1 new ward with 2 Councillors . Number of electors – 2,515. 1 councillor to 1,257. Name – Parc a'r Mynydd	The Commission proposes that the Parc a'r Mynydd and Porthyfelin wards of the Town of Holyhead form an electoral ward of 2,499 electors (2,771 projected) which, if represented by two councillors , would result in a level of representation that is 14% below the proposed county average. The Commission has given the proposed electoral ward the single name of Parc a'r Mynydd . The Welsh Language Commissioner is in agreement with the proposed name. The Commission would welcome any suggestions for alternative names.	The Panel agrees with the Commission's draft proposals.

4 – Caergybi		
The Council’s recommendations – October 2019	The Commission’s draft proposals – June 2020	Observations of the Council’s cross party Panel - 30 June 2020
<p>Combine the following wards to create a new ward with 2 members – Holyhead Town, Morawelon, London Road. Number of electors – 2,799. 1 councillor to 1,399.</p> <p>Name – Tref Cybi</p>	<p>The Commission, as a consequence, proposes that the London Road, Morawelon and Town wards of the Town of Holyhead form an electoral ward of 2,751 electors (3,292 projected) which, if represented by two councillors, would result in a level of representation that is 6% below the proposed county average.</p> <p>The Commission has given the proposed electoral ward the single name of Tref Cybi.</p> <p>The Welsh Language Commissioner considered the name and suggested using ‘Cybi’, ‘Tref Caergybi’ or ‘Caergybi’ as the proposed ward name. They advised that the proposed name of Tref Cybi could give the false impression that ‘Cybi’ is the name of the town, rather than Caergybi. The Welsh Language Commissioner proposes ‘Cybi’ as the electoral ward name, as this follows the same pattern as the proposed ‘Cefni’ electoral ward. The Commission would welcome any suggestions for alternative names. The Commission notes that the</p>	<p>The Panel agrees with the Commission’s draft proposals.</p>

4 – Caergybi		
The Council’s recommendations – October 2019	The Commission’s draft proposals – June 2020	Observations of the Council’s cross party Panel - 30 June 2020
	existing Ynys Gybi electoral ward also uses the ‘Cybi’ form and the proposed Cefni ward also utilises the same naming patterns. The Commission is satisfied with the Council’s recommendation of Tref Cybi.	

5 – Canolbarth Môn		
The Council’s recommendations – October 2019	The Commission’s draft proposals – June 2020	Observations of the Council’s cross party Panel - 30 June 2020
<p>Create a new 2 member ward – Trewalchmai, Bryngwran and Llanfaelog communities (currently part of Llifon ward). Number of electors – 2,558. 1 councillor to 1,279. This new ward is in the Ysgol Uwchradd Bodedern catchment area.</p> <p>Name – Crigyll.</p>	<p>The Commission also proposes to combine the areas as proposed by the Isle of Anglesey County Council in respect of the proposed Crigyll electoral ward which creates an electoral ward of 2,571 electors (2,807 projected) which, if represented by two councillors, would result in a level of variance that is 12% below the proposed county average.</p> <p>The Commission has given the proposed electoral ward the single name of Crigyll. The Welsh Language Commissioner is in agreement with the proposed name. The Commission would welcome any suggestions for alternative names.</p>	The Panel agrees with the Commission’s draft proposals.

5 – Canolbarth Môn		
The Council's recommendations – October 2019	The Commission's draft proposals – June 2020	Observations of the Council's cross party Panel - 30 June 2020
<p>Create a new 2 member ward by combining Cefni ward of the community of Llangefni with Llangristiolus community (currently part of Rhosyr) due to local community ties and close connection to Llangefni – secondary school. Number of electors 2,398. 1 member to 1,199.</p> <p>Name – Cefni.</p>	<p>The Commission also proposes to combine the areas as proposed by the Isle of Anglesey County Council in respect of the proposed Cefni electoral ward which creates an electoral ward of 2,298 electors (2,413 projected) which, if represented by two councillors, would result in a level of variance that is 21% below the proposed county average.</p> <p>The Commission has given the proposed electoral ward the single name of Cefni. The Welsh Language Commissioner is in agreement with the proposed name. The Commission would welcome any suggestions for alternative names.</p>	<p>The Panel agrees with the Commission's draft proposals.</p>
<p>Based on the 2019 electoral data, this model would create a 3 Councillor ward of 3,889 in Canolbarth Môn. 1 councillor to 1,296.</p> <p>Name – Canolbarth Môn.</p>	<p>The Commission, as a consequence, proposes to combine the areas as proposed by the Isle of Anglesey County Council in respect of the proposed Canolbarth Môn electoral ward which creates an electoral ward of 3,897 electors (4,259 projected) which, if represented by three councillors, would result in a level of variance that is 11% below the proposed county average.</p>	<p>The Panel agrees with the Commission's draft proposals.</p>

5 – Canolbarth Môn		
The Council's recommendations – October 2019	The Commission's draft proposals – June 2020	Observations of the Council's cross party Panel - 30 June 2020
	The Commission has given the proposed ward the single name of Canolbarth Môn . The Welsh Language Commissioner is in agreement with the proposed name. The Commission would welcome any suggestions for alternative names.	

6 – Llifton		
The Council's recommendations – October 2019	The Commission's draft proposals – June 2020	Observations of the Council's cross party Panel - 30 June 2020
Create new 2 Councillor ward - communities of Trewalchmai, Bryngwran (currently in Canolbarth Môn) and Llanfaelog. Electorate of 2,558 - 1 councillor to 1,279. This new ward is within the Ysgol Uwchradd Bodedern catchment area and there are local community links and public transport links. Name – Crigyll .	See table 5 – Canolbarth Môn (Crigyll).	The Panel agrees with the Commission's draft proposals.
Create a new 2 Councillor ward of the communities of Caergeiliog, Y Fali and Bodedern (Talybolion ward). This new ward is within the Ysgol Uwchradd Bodedern catchment area and there are local community links including primary	The Commission also proposes to combine the areas as proposed by the Isle of Anglesey County Council in respect of the proposed Bro'r Llynnoedd electoral ward which creates an electoral ward of 3,594 electors (3,927 projected)	The Panel agrees with the Commission's draft proposals.

6 – Llifon		
The Council's recommendations – October 2019	The Commission's draft proposals – June 2020	Observations of the Council's cross party Panel - 30 June 2020
<p>care. This would create a ward with an electorate of 3,634 electors. 1 councillor to 1,817.</p> <p>Name – Bro'r Llynnoedd.</p>	<p>which, if represented by two councillors, would result in a level of variance that is 23% above the proposed county average.</p> <p>The Commission has given the proposed electoral ward the single name of Bro'r Llynnoedd. The Welsh Language Commissioner is in agreement with the proposed name. The Commission would welcome any suggestions for alternative names.</p>	

7 – Lligwy		
The Council's recommendations – October 2019	The Commission's draft proposals – June 2020	Observations of the Council's cross party Panel - 30 June 2020
No change to existing arrangements.	No change.	The Panel agrees with the Commission's draft proposals.

8 – Seiriol		
The Council's recommendations – October 2019	The Commission's draft proposals – June 2020	Observations of the Council's cross party Panel - 30 June 2020
No change to existing arrangements.	No change.	The Panel agrees with the Commission's draft proposals.

9 – Talybolion		
The Council's recommendations – October 2019	The Commission's draft proposals – June 2020	Observations of the Council's cross party Panel - 30 June 2020
<p>This is an extensive geographic area, including 7 Community Councils. It is recommended that the Community of Bodedern be moved from this ward to create a new ward with the communities of Y Fali and Llanfair-yn neubwll (see proposals relating to Llifon above). This new ward is within the Ysgol Uwchradd Bodedern catchment area and there are local community links including primary care.</p> <p>This would result in an electorate of 3,869 for Talybolion served by 3 Councillors. 1 councillor to 1,289.</p>	<p>The Commission, as a consequence, proposes that the remainder of the Talybolion electoral ward form an electoral ward of 3,834 electors (4,161 projected) which, if represented by three councillors, would result in a level of variance that is 13% below the proposed county average.</p> <p>The Commission has given the proposed electoral ward the single name of Talybolion. The Welsh Language Commissioner is in agreement with the proposed name. The Commission would welcome any suggestions for alternative names.</p>	<p>The Panel agrees with the Commission's draft proposals.</p>

10 – Twrcelyn		
The Council's recommendations – October 2019	The Commission's draft proposals – June 2020	Observations of the Council's cross party Panel - 30 June 2020
<p>No change to existing arrangements.</p>	<p>No change.</p>	<p>The Panel agrees with the Commission's draft proposals.</p>

11 – Ynys Gybi		
The Council's recommendations – October 2019	The Commission's draft proposals – June 2020	Observations of the Council's cross party Panel - 30 June 2020
No change to existing arrangements.	No change.	The Panel agrees with the Commission's draft proposals.

Electoral Ward Names.

The Commission has noted that views are welcomed on all the proposed names (including those where there has been no change) and that any alternative names suggested will be considered.

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ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date of meeting:	30 July 2020
Title:	Members Annual Reports
Purpose of the Report:	To report on current position relating to 2019/20 reports
Author:	Head of Democratic Services

1.0 Background

I report annually to this Committee on the preparation of Annual Reports by Members.

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.

I have reported to Group Leaders on the timetable and the position on reports completed – Members were requested to complete reports by the 22 May for publication on the Council’s website by 30 June 2020. These reports are viewed as good practice to enhance local accountability and public information on roles and responsibilities. At the time of preparing this report, 8 reports remain outstanding. Reports can be viewed on the Council’s website, see link:https:

www.anglesey.gov.uk/en/Council/Councillors-AMs-MPs-MEPs/Councillors-Annual-Report.aspx

2.0 Recommendation

To note the current position and encourage Members to prepare annual reports as part of their role.

Huw Jones
Head of Democratic Services
15/7/20

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CYNGOR SIR YNYS MÔN	
Meeting:	Democratic Services Committee
Date:	30 July 2020
Title of report:	Payments to Members – Reports by the Independent Remuneration Panel for Wales
Report by:	Head of Democratic Services
Purpose of report:	To inform Members of reports published this year by the Independent Remuneration Panel for Wales.

1.0 Background

The Independent Remuneration Panel for Wales (IRPW) is independent of central and local government and was initially established to determine the range and levels of allowances payable by county and county borough councils to their elected members and co-opted members with voting rights. Each year the Panel must produce an Annual Report which sets out the type and levels of payments that authorities may or must make available to their members and co-opted members. The Panel also publishes supplementary reports as required. This report refers to two reports published this year.

2.0 The Independent Remuneration Panel for Wales’ Annual Report for 2020/21 (February 2020)

The Panel consults annually on its draft proposals with regard to payments to members. A report was submitted to this Committee on 10 December 2019 outlining the Panel’s draft proposals for 2020/21. The final Annual Report was published in February 2020 with no further changes to the draft proposals and the Council has published its Schedule of Member Remuneration, in accordance with the requirements.

3.0 The Independent Remuneration Panel for Wales’ Supplementary Report – The Principles relating to Reimbursement of Costs of Care (May 2020)

The IRPW has noted consistently in its Annual Reports that additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role. Members, including co-opted Members, are entitled to reimbursement of their care costs, up to a maximum of £403 per month, for duties that individual councils have designated official business or approved duties which could include appropriate and reasonable time for preparation and travelling.

According to the IRPW, very few members are using the provision in the framework to reimburse costs of care. The Panel undertook a review of this provision recently, with a view to encouraging greater take up by those members who have caring responsibilities. As a result, the Panel has published a supplementary report which lists a series of principles relating to the reimbursement of costs of care. These principles became operational on 1 July 2020.

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

The table in Appendix 1 sets out the principles, how the Panel has noted these could be achieved and how these principles will be implemented by the Council.

4.0 Recommendation

The Committee is requested to note:

that the Council has published its Schedule of Member Remuneration for 2020/21, in accordance with the requirements;

the principles relating to the reimbursement of costs of care and confirm how the Council intends to implement them, as noted in Appendix 1.

Huw Jones
Head of Democratic Services

22 July 2020

Background paper: The Independent Remuneration Panel for Wales' Supplementary Report – The Principles relating to Reimbursement of Costs of Care (May 2020):

<https://gov.wales/sites/default/files/publications/2020-05/supplementary-report-2020.pdf>

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

IRPW – Principles relating to reimbursement of costs of care		How the Council intends to implement the IRPW's principles
The minimum Authorities should do	How this could be done	
1 – Be clear who it is for		
<p>Members with primary caring responsibilities for a child or adult and/or personal support needs where these are not covered by statutory or other provision.</p> <p>For personal support. This might also include a short term or recent condition not covered by the Equality Act 2010, access to work, Personal Payment, insurance or other provision.</p>	<p>Carry out a confidential review of the needs of individual members annually and when circumstances change.</p>	<p>The Council will include individual confidential reviews in the annual Personal Development Reviews process.</p>
2 – Raise awareness		
<p>Ensure potential candidates, candidates and current members are aware that the Reimbursement of the Costs of Care is available to them should their current or future circumstances require.</p>	<p>Ensure clear and easily found information is available on website and in election and appointment materials, at Shadowing and at induction and in the members' "handbook".</p> <p>Remind serving members via e-mail and or training.</p> <p>Signpost to IRPW Payments to Councillors leaflets.</p>	<p>The Council will:</p> <ul style="list-style-type: none"> ensure that clear and easily found information is available on our website and in election and appointment materials, at Shadowing and at induction and in the members' "handbook". take every opportunity to remind members as part of relevant training sessions. include the Payments to Councillors leaflets on the Council's website. <p>Information was sent to Members on 21 July 2020, including a copy of the claim form and how to obtain further information or assistance.</p>

IRPW – Principles relating to reimbursement of costs of care		How the Council intends to implement the IRPW's principles
The minimum Authorities should do	How this could be done	
3 – Promote a positive culture		
Ensure all members understand the reason for the Reimbursement of the Costs of Care and support and encourage others to claim where needed.	<p>Encouragement within and across all parties of Relevant Authorities to support members to claim.</p> <p>Agree not to advertise or make public individual decisions not to claim.</p>	The IRPW's Supplementary Report was discussed at a Group Leaders' meeting on 25 June 2020.
4 – Set out the approved duties for which the reimbursement of the costs of care can be claimed		
<p>Meetings - formal (those called by the Authority) and those necessary to members' work (to deal with constituency but not party issues) and personal development (training and appraisals.)</p> <p>Travel – in connection with meetings.</p> <p>Preparation - reading and administration are part of a member's role. Some meetings and committees require large amounts of reading, analysis or drafting before or after a meeting.</p> <p>Senior salary holders with additional duties may have higher costs.</p>	<p>Approved duties are usually a matter of fact. Interpretation of the IRPW Regulations are set out in the Annual Report:</p> <p><i>“Any other duty approved by the authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees”</i></p>	This information was included in the email sent to Members on 21 July 2020.

IRPW – Principles relating to reimbursement of costs of care		How the Council intends to implement the IRPW's principles
The minimum Authorities should do	How this could be done	
5 – Be as enabling as possible about the types of care that can be claimed		
<ul style="list-style-type: none"> • Members should not be “out of pocket” subject to the limit set in the Annual Report. • Models of care and needs vary. • Members may use a combination of several care options. • Patterns of care may alter over the civic and academic year. • Not all care is based on hourly (or part hourly) rates. • Where a whole session must be paid for, this must be reimbursed even where the care need is only for part of a session. • Members may need to: <ul style="list-style-type: none"> • Book and pay for sessions in advance. • Commit to a block contract: week, month or term. • Pay for sessions cancelled at short notice. • Where care need straddles two sessions both should be reimbursed 		<p>This information was included in the email sent to Members on 21 July 2020</p> <p>The Council will ensure that any payments are based on these principles.</p>
6 – Have a simple and effective claim process		
<p>6.1 Members should know how to claim.</p> <p>6.2 The claim process should be clear, proportionate and auditable.</p>	<p>Check members understand how to claim and that it is easy to do so.</p> <p>Flexibility to accept paperless invoices, online form, same or similar form to travel costs claim.</p>	<p>This information was included in the email sent to Members on 21 July 2020.</p>

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

IRPW – Principles relating to reimbursement of costs of care		How the Council intends to implement the IRPW's principles
The minimum Authorities should do	How this could be done	
7 – Comply with IRPW Publication rules		
<p>7.1 The IRPW Framework states:</p> <p><i>“In respect of the publication of the reimbursement of the costs of care, the Panel has decided that relevant authorities should only publish the total amount reimbursed during the year. It is a matter for each authority to determine its response to any Freedom of Information requests it receives. However, it is not intended that details of individual claims should be disclosed.”</i></p>		<p>The Council must publish a Statement of Payments made to Councillors by September each year. Information about any reimbursements of the costs of care will be published in accordance with the IRPW's determination. .</p>

ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date:	30 July, 2020
Title of Report:	Democratic Services Committee Annual Report: 2019/20
Purpose of Report:	Report on the work of the Democratic Services Committee during 2019/20
Author:	J Huw Jones, Head of Democratic Services

1. Recommendation

The **Committee is requested to:**

- R1 Accept the report and note the matters considered by the Committee during 2019/20.
- R2 Recommend the Annual Report for adoption by Full Council.

2. Background and context

- 2.1** This is the eighth annual report by the Democratic Services Committee since its establishment in 2012.
- 2.2** The Local Government (Wales) Measure 2011 places a duty on the Council to establish a Democratic Services Committee supported by the Head of Democratic Services. The main purpose of the Committee 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. It is a requirement under the Measure that the Committee meets at least once per annum and to report on such matters to Full Council.
- 2.3** The Annual Report provides an overview of all matters discussed by the Committee during 2019/20 and provides details of any decisions made.
- 2.4** Also, the report outlines what the content of the Committee’s work programme will be during 2020/21 in terms of the matters that will be given consideration which will provide the foundation for the Committee’s work for the next year.

Appendix :
Democratic Services Committee Annual Report for 2019/20

CYNGOR SIR YNYS MÔN

REPORT TO:	County Council
DATE:	8 September, 2020
TITLE OF REPORT:	Democratic Services Committee- Annual Report 2019/20
REPORT BY:	Cllr Robert Llewelyn Jones, Chair of the Democratic Services Committee
PURPOSE OF REPORT:	To report on the work of the Committee during 2019/20
CONTACT OFFICER:	Huw Jones (Head of Democratic Services)
E-mail:	Jjones@ynysmon.gov.uk
Phone:	

1. Introduction

The Local Government (Wales) Measure 2011 places a duty on the Council to establish a Democratic Services Committee supported by the Head of Democratic Services. The main purpose of the Committee 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. Under the Measure, the Committee is obliged to meet at least once per annum and to report on such matters to Full Council.

This is the eighth annual report by the Committee since its establishment in 2012.

2. Members' Professional Development

Supporting Elected Members is essential in order for them to fulfil their duties in terms of supporting and fully representing their communities, making decisions, and monitoring the Council's performance in the best interests of their constituents, to effectively represent the Council, to ensure internal governance and ethical standards, as described in the Role Description for Elected Members.

In order to develop and expand on the skills and knowledge of Members, there exists a Members Training and Development Plan which outlines all the development and training opportunities on offer for them throughout the year. The document is reviewed regularly in order to meet the needs of all Members, and responds to the requirements identified in the Councillors Personal Development Reviews. The Development Plan is submitted quarterly to the Standards Committee and the Democratic Services Committee in order for specific officers to identify specific or appropriate development inputs.

In the same manner, monthly briefing sessions for Members are held on specific topics, in order to ensure that they acquire knowledge on transformational and strategic matters within the Council which is crucial for them in order to fulfil their roles and duties.

3. Work Programme of Committee

This report summarises the issues discussed by the Committee during 2019/20 and also provides commentary on current status.

In general, the Committee has focused on the following areas:

- The Member Development and Training Plan including Personal Development Reviews;

- Webcasting of meetings;
- Members Annual Reports
- Independent Remuneration Panel Annual Report;
- Member related issues including - Wales Charter for Member development and support
- Relevant Welsh Government consultations including electoral arrangements.

A total of 4 meetings of the Committee were held during the past 12 months.

The table below summarises the issues discussed at each meeting during the past year.

Date of Committee	Subject	Current Status
14 May 2019	Election of Vice-Chairperson	This meeting was held to elect the Vice-Chairperson for 2019/20.
25 September 2019	Local Democracy and Boundary Commission for Wales- Electoral Review 2019- Anglesey	<p>The Head of Democratic Services submitted a report, which addressed the following matters in particular:</p> <ul style="list-style-type: none"> i. The details in terms of establishing a cross party panel which included 8 Members to develop proposals and make recommendations, with the Panel meeting on four occasions between July and September 2019 to develop proposals. ii. It was noted that stakeholders are requested to submit their initial proposals to the Commission by 10 October 2019, and that the full Council will approve the recommendations before then. iii. It was outlined that the Commission, following accepting the initial proposals, would develop and publish its draft proposals for Spring 2020, with the final recommendations presented to Welsh Government in Winter 2020, following a consultation period. iv. The changes will be implemented across Wales in time for the 2022 local elections. v. Even though the Commission's methodology recommended an Authority of 33 Members based on 1 Member to 1,549 electors, the Panel concluded that it is appropriate to increase the number of Members to 35 with 14 electoral divisions. This conclusion was reached by following the Panel's criteria, and revising the current arrangements in terms of the number of Members, the wards and their

		<p>boundaries, as well as the number of Members in every ward.</p> <p>vi. The County Council accepted the recommendation of the Democratic Services Committee on 7 October, 2019 as the Council's initial response.</p> <p>vii. It was noted that this Committee will need to consider the Commission's draft proposals in spring 2020, and make recommendations to the County Council.</p>
	<p>Member Development</p>	<p>A progress report was submitted on the Member training and development plan including e-learning modules. In terms of e-learning, developments have taken place in relation to the NHS E-Learning Platform, which will result in the system becoming more user friendly, and training will also be easier to complete on ipads. It was noted that the IT Service have produced a handbook for Members which is available on MonITor, and that drop-in sessions had been arranged to assist Members with any ICT issues.</p> <p>It was emphasised that the plan is an evolving document that is reviewed and adapted regularly to meet the training needs of Elected Members, following input from the Senior Leadership Team, Group Leaders, Welsh Local Government Association and other external agencies.</p> <p>The Member Training and Development Plan was accepted, and it was agreed to circulate a copy of the Plan to the Standards Committee and the Democratic Services Committee every quarter. It was also decided to ask Group Leaders to remind Members of the need to attend mandatory training sessions and other training sessions.</p> <p>A further update was submitted to the Committee on 10 December, 2019.</p>
	<p>Member related issues</p>	<p>The report covered the following matters:</p> <ul style="list-style-type: none"> • The report noted that 28 Members had completed and published their Annual Reports for 2018/19 on the Council's website. • It was reported that the County Council had received the Welsh Local Government Association Wales Charter for Member Support and Development and that an official certificate was presented to the Council. The Charter was formally presented to the Council in July for a period of three years.

	Committee Work Programme 2019/20	The Committee's work programme was submitted. This report summarised the matters for the Committee's consideration in 2019/20 (these are outlined under point 3 above).
10 December 2019	Member Development	The report provided an update on the progress in terms of delivering the training plan and development opportunities offered to Elected Members since the report submitted on 25 September 2019. The intention of completing Personal Development Reviews by mid-March, 2020 was noted, in order to include them within the Member Development Plan for 2020/21. The Committee accepted the report.
	Independent Remuneration Panel for Wales- Draft Annual Report for 2020/21	The Panel's Draft Annual Report for 2020/21 has been published for consultation which closes on 10 December, 2019. The Committee was requested to consider the draft decisions within the report, and whether it wishes to respond to the consultation. The final report was published in February 2020.
30 January, 2020	Review of Polling Districts and Polling Stations	<p>The report addressed a number of aspects in terms of Reviewing Polling Districts and Polling Stations, including the below in particular:</p> <ul style="list-style-type: none"> • It was noted that a preliminary review by the Acting Returning Officer of the polling districts, polling places, and polling stations within the Ynys Môn area had been undertaken, and in respect of the parliamentary constituency, with a view to establishing their suitability, and identify any potential alternatives where considered appropriate. • Whilst assessing current arrangements, the location, size, availability and accessibility of polling places and stations were considered. The appropriateness of some of the polling stations used for elections held in 2019 were considered. • The review was undertaken from 5 June 2019- January 2020, with an opportunity for stakeholders to comment on the Acting Returning Officer's recommendations. • The Committee was requested to confirm arrangements as noted in the Appendix which formed part of the report, and recommend to the County Council to accept in the same manner.

Looking forward to 2020/21:

The Democratic Services Committee will focus on the following areas for 2020/21:

- The Member Development and Training Plan including Personal Development Reviews
- Webcasting of meetings
- Members Annual Reports
- Independent Remuneration Panel Annual Report
- Member related issues including - Wales Charter for Member development and support
- Relevant Welsh Government consultations including electoral arrangements.

Recommendation:

The County Council is requested to accept the report and note the matters considered by the Committee during 2019/20.

Cllr Robert Llewelyn Jones
Chair of the Democratic Services Committee
(08.07.2020)