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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 LLUN 23 TACHWEDD 2020 am 1.30 o'r gloch	MONDAY 23 NOVEMBER 2020 at 1.30 pm
CYFARFOD ARBENNIG RHITHOL - (AR HYN O BRYD NID OES MODD I'R CYHOEDD FYNYCHU'R CYFARFOD)	VIRTUAL EXTRAORDINARY MEETING (AT PRESENT, MEMBERS OF THE PUBLIC ARE UNABLE TO ATTEND)
Swyddog Pwyllgor	Shirley Cooke 01248 752514 Committee Officer

AELODAU / MEMBERS

Cynghorwyr / Councillors:-

Plaid Cymru / The Party of Wales

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

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 - 4)

To submit for confirmation, the draft minutes of the previous meeting of the Committee held on 30 July 2020.

3 **REVIEW OF THE ELECTORAL ARRANGEMENTS FOR THE ISLE OF ANGLESEY COUNTY COUNCIL BY THE LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES** (Pages 5 - 6)

To submit a report by the Head of Democratic Services.

4 **INDEPENDENT REMUNERATION PANEL FOR WALES – DRAFT ANNUAL REPORT FOR 2021/22** (Pages 7 - 10)

To submit a report by the Head of Democratic Services.

5 **CHANGES TO ADOPTION ABSENCE FOR LOCAL AUTHORITY MEMBERS** (Pages 11 - 12)

To submit a report by the Head of Democratic Services.

EXTRAORDINARY MEETING OF THE DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 30 July 2020

- PRESENT:** Councillor Robert Llewelyn Jones (Chair)
Councillor Vaughan Hughes (Vice-Chair)
- Councillors John Griffith, Richard Griffiths, Eric Wyn Jones, Robert G Parry, OBE, FRAGS, Dylan Rees, Dafydd Roberts, J Arwel Roberts
- IN ATTENDANCE:** Head of Democratic Services
Scrutiny Officer (SR)
Administrative Assistant (FL)
Committee Officer (SC)
- APOLOGIES:** None
-

1. DECLARATION OF INTEREST

None received.

2. MINUTES

The minutes of the meetings held on the following dates were confirmed as correct:-

- 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

Submitted - an update report by the Head of Democratic Services, following the report presented to this Committee on 25 September 2019, as part of the Local Democracy and Boundary Commission for Wales' review of the County Council's electoral arrangements.

It was noted that the Commission recently published a draft report on the proposals, and requested comments on the Council's electoral arrangements, including ward names, by 14 September 2020.

The Head of Democratic Services reported that the Boundary Commission's proposals have been considered and accepted by the Council's Group Leaders and Cross Party Panel. He stated that the Commission has endorsed the County Council's case and recommendations for a Council of 35 Members and 14 wards,

with no changes to 6 electoral wards, resulting in a county average of 1,461 electors per member. The Commission intends to introduce the new arrangements in time for the 2022 elections.

Discussion focused on the proposed name 'Braint' for the Bro Rhosyr electoral ward. Councillor Dafydd Roberts reported that Llanfihangel Esceifiog Community Council felt that the new name was inappropriate. He recommended that the name be changed to 'Bodowyr', which has a strong, local connection, as the Bodowyr river flows within the historical and geographical boundaries of the area.

Concerns were raised that some Town/Community Councils have not yet responded to the Commission's consultation. The Head of Democratic Services reported that he has written to every Town/Community Council recently requesting that they present any comments they wish to make on the consultation.

RESOLVED to recommend to the County Council that the proposals detailed in the Boundary Commission's report be accepted, subject to changing the name to 'Bodowyr' for the new Braint ward.

4. MEMBERS' ANNUAL REPORTS

Submitted - an update report by the Head of Democratic Services on proposed measures for publishing Members' Annual Reports for 2019/20.

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 Chair highlighted the importance of completing annual reports, to enhance local accountability, and keep the public informed of Members' roles and responsibilities.

The Head of Democratic Services reported that annual reports received over recent weeks have now been published on the Council website. He stated that there are 6 annual reports currently outstanding.

RESOLVED to accept the report.

5. PAYMENTS TO MEMBERS - REPORTS BY THE INDEPENDENT REMUNERATION PANEL FOR WALES

Submitted - a report by the Head of Democratic Services on the Independent Remuneration Panel for Wales (IRPW)'s Annual Report, which sets allowances payable to elected Members and co-opted members with voting rights.

The Head of Democratic Services reported that the IRP's draft proposals for 2020/21 were submitted to this Committee on 10 December 2019. He stated that the final annual report was published in February 2020, with no further changes to the draft proposal, apart from an increase of £350 in the Members' basic salary. It was noted that the Council's Schedule of Member Remuneration for 2020/21 has been published in accordance with the requirements.

The Head of Democratic Services referred to the IRP's principles for reimbursing care costs, which became operational on 1 July 2020. The Panel is concerned that the uptake on this provision is very low, and has sought to ensure that the criteria is better defined. The Panel has asked that local authorities raise Members' awareness of the financial assistance that is available, and has recommended that an annual review of each Members' circumstances be carried out during their annual appraisal.

The Head of Democratic Services reported that he has written to each member explaining the guidelines on care costs, and noted that this information can be also viewed on the Council website.

RESOLVED to note:-

- **That the Committee has published its Schedule of Member Remuneration for 2020/21, in accordance with the requirements.**
- **The principles relating to reimbursement of costs of care, and how the Council intends to implement them, as noted in Appendix 1.**

6. DEMOCRATIC SERVICES COMMITTEE – ANNUAL REPORT 2019/20

Submitted - a report by the Head of Democratic services on the above.

The Head of Democratic Services reported that the Democratic Services Committee publishes an annual report, which will be presented to full Council on 8 September 2020. The report summarises issues discussed by the Committee during 2019/20, which includes the following:-

- 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.

RESOLVED to accept the report and note the matters considered by the Committee during 2019/20.

The meeting concluded at 11.00 am

**COUNCILLOR ROBERT LL JONES
CHAIR**

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Isle of Anglesey County Council	
Meeting:	Democratic Services Committee
Date:	23 November 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 the Commission's final recommendations and make recommendations to the County Council.

1.0 Background

- 1.1 The Local Democracy and Boundary Commission for Wales has conducted a review of the electoral arrangements of the County of the Isle of Anglesey, in accordance with the Local Government (Democracy) (Wales) Act 2013. The intention is to introduce changes in time for the 2022 elections.
- 1.2 On 25 September 2019, this approved initial proposals prepared as part of the review process. The Full Council accepted this Committee's recommendation on 7 October 2019 and recommended a model based on 14 wards and 35 Members.
- 1.3 On 16 June 2020, the Commission published its draft proposals for consultation - these proposals were consistent with this Council's recommendations on 7 October 2019. The draft proposals were submitted to this Committee on 30 July and to the Full Council on 8 September 2020.

2.0 The Boundary Commission's final recommendations

- 2.1 The Boundary Commission published its final recommendations on 12 November 2020. All recommendations made by the Council have been accepted, including changing the name of the new Braint ward to Bodowyr, as recommended by the Council on 8 September 2020. The final recommendations are available on the following link:

<https://ldbc.gov.wales/reviews/11-20/anglesey-final-recommendations>

- 2.2 The 14 electoral wards and 35 members, which result in a proposed county average of 1,461 per member, are listed below

Name of ward	Number of councillors
Aethwy	3
Bodowyr	2
Bro Aberffraw	2
Bro'r Llynnoedd	2
Canolbarth Môn	3
Cefni	2
Crigyll	2
Lligwy	3
Parc a'r Mynydd	2
Seiriol	3
Talybolion	3
Tref Cybi	2
Twrcelyn	3
Ynys Gybi	3
Total:	35

- 2.3 On receipt of the report, the Welsh Government may, if it thinks fit, make an order giving effect to any recommendations made to it by the Commission either as submitted or with modifications. Any order giving effect to such recommendations shall not be made until after the expiry of six weeks from the day on which the recommendations were submitted to the Welsh Government.
- 2.4 The Commission's report will be submitted to the Full Council on 8 December 2020.

3.0 Recommendations

The Democratic Services Committee is requested to consider the Boundary Commissions final recommendations and, subject to any further observations, to recommend to the County Council that the final recommendations be accepted.

Huw Jones
Head of Democratic Services
12 November 2020

ISLE OF ANGLESEY COUNTY COUNCIL	
Meeting:	Democratic Services Committee
Date:	23 November 2020
Title of report:	Independent Remuneration Panel for Wales – Draft Annual Report for 2021/22
Report by:	Head of Democratic Services
Purpose of Report:	To report on the Panel’s draft proposals for 2021/22

1.0 Background

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

The IRP’s Draft Annual Report for 2021/22 has been published for consultation which closes on 23 November 2020. The final report will be published in February 2021.

2.0 Basic Salary

The basic salary in 2021/22 for elected members of principal councils will be **£14,368** – an increase of £150, effective from 1 April 2021 unless any individual member opts personally and in writing to receive a lower amount.

3.0 Senior Salaries

3.1 Number of senior salaries

The limit on the number of senior salaries (“the cap”) will still stand, ie a total of 16 for Anglesey, including civic salaries.

3.2 Senior Salary Bands

In 2021, senior salaries (payments to members of the Executive, chairs of committees and the leader of the opposition) will be increased at the same rate (1.06%) as the basic salary:

2021/22 senior salaries (which include the basic salary) with effect from 1 April 2021:		
Band 1	Leader	£44,921
	Deputy Leader	£31,783
Band 2	Executive members	£27,741
Band 3	Committee Chairs (if remunerated)	£23,161
Band 4	Leader of largest opposition group	£23,161
Band 5	Leader of other political groups	£18,108

3.3 Civic Salaries

The Panel had previously allowed councils to vary salaries of civic heads and deputy civic heads to reflect the specific responsibilities attached to the roles. However, councils strongly expressed to the Panel that elected members do not wish to make decisions that require Councils themselves such choices and options were removed in 2019. From 1 April 2021, the Panel has decided that civic salaries of:

£23,161 (Band 3 in the above table) be paid to civic heads (if paid) and **£18,108** (Band 5 in the above table) be paid to deputy civic heads (if paid).

These posts are included in the cap.

4.0 Payments to Co-opted Members

The Panel proposes an increase of £12 to the daily rate for ordinary co-opted members and for those with additional responsibility.

The determinations are set out below and the Council:

- must tell co-opted members the name of the appropriate officer who will provide them with the information required for their claims; and
- make the appropriate officer aware of the range of payments that should be made.

Chairs of standards and audit committees	£268 (4 hours and over) £134 (up to 4 hours)
Ordinary members of standards committees who also chair standards committees for community and town councils	£238 daily fee (4 hours and over) £119 (up to 4 hours)
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£210 (4 hours and over) £105 (up to 4 hours)
Community and town councillors sitting on principal council standards committees	£210 (4 hours and over) £105 (up to 4 hours)

5.0 Contribution towards costs of care and personal assistance

The Panel has reviewed the arrangements for this financial support and proposes the following changes:

- a) As payments are taxable under the current HMRC rules, full reimbursement is not possible so for clarity this will be retitled to “Contribution towards the costs of care and personal assistance”. It will still require receipts to accompany claims.
- b) Claims can be made in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the member as part of their family and who cannot be left unsupervised.
- c) Clarification in respect of a member’s own care or support needs: Reimbursement may be claimed where the support and or cost of any additional needs are not available or are not met directly by the authority such as Access to work, Personal Payments, Insurance. These could arise when the needs are recent and or temporary.

The Panel has reviewed the maximum monthly payment in recognition that this has not changed for several years. Information indicates that monthly costs and claims vary considerably. These can depend on the number of dependants, their ages and other factors. Therefore the monthly cap will be replaced with the following arrangements:

- Formal (registered with Care Inspectorate Wales) care costs to be reimbursed in full.
- Informal (unregistered) care costs to be reimbursed up to a maximum rate equivalent to the Real Living Wage at the time the costs are incurred.

For clarification, care costs cannot be paid to someone who is a part of a member’s household

6.0 Recommendation

The Committee is requested to consider the draft determinations within the report of the Independent Remuneration Panel for Wales for 2021/2022 and whether it wishes to respond to the consultation.

Huw Jones
Head of Democratic Services
11/11/20

Background paper: the Independent Remuneration Panel for Wales Draft Annual report, 2021/22: <https://gov.wales/independent-remuneration-panel-wales-draft-annual-report-2021-2022>

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ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date of Meeting:	23 November 2020
Title:	Changes to adoption absence for local authority members
Purpose of the Report:	To report on proposed changes and Welsh Government consultation
Author:	Head of Democratic Services

1.0 Background

1.1. The Welsh Government is committed to increasing diversity across all aspects of public life. This includes tackling the barriers which prevent an individual's active participation in local democracy through elected office.

1.2. The Welsh Ministers recognise the difficulties in balancing the demanding role of being a councillor with the personal responsibilities of caring for loved ones. The challenges of the role, the sensitivities of many of the activities undertaken and the increasing expectation of the public that councillors are 'on duty' 24 hours a day, seven days a week can prevent individuals from giving serious consideration to becoming a councillor.

1.3. Welsh Government have recently issued a consultation document on changes to adoption absence for members and views are requested by the 29 December 2020. The consultation document can be viewed here:

<https://gov.wales/adoption-absence-local-authority-councillors>

2.0 The current family absence arrangements

2.1. Part 2 of the Local Government (Wales) Measure 2011 ("the Measure") introduced entitlements to periods of family absence for members of county and county borough councils, during which a member is entitled to be absent from authority meetings.

2.2. The periods of absence introduced were as follows:

- Maternity absence 26 weeks
- Newborn absence 2 weeks
- Adopters absence 2 weeks
- New adoption absence 2 weeks
- Parental absence 3 months

2.3. With the exception of the maximum period for adopter's absence the regulations remain in step with the arrangements for Officers. However, the basic period of adopter's absence available to Officers is now 26 weeks and therefore the current 2

weeks adopter's absence available to members needs to be changed to 26 weeks to align with the broader Welsh Government policy.

For this reason Welsh Ministers intend to amend the 2013 regulations to increase the adopter's absence entitlement from 2 weeks to 26 weeks. This will result in the same levels of maternity and adopter's absence being available under the 2013 regulations.

2.4. In addition, associated changes to the regulations will:

- Create procedures for allowing a member of a local authority to vary the start date and duration of a period of adopter's absence.
- Provide that a period of adopter's absence may start on the day the child is placed with the member of a local authority for adoption or up to 14 days beforehand. A member of a local authority may choose on which of these days their adopter's absence will start.
- Create a procedure for a member of a local authority to bring their adopter's absence to an end
- Prevent multiple periods of adopter's absence being taken in respect of children adopted under the same arrangement.
- Allow individuals taking adopter's leave to continue some duties with the consent of the chair or presiding member of the local authority.

3.0 Recommendation

3.1. The Committee is requested to comment on proposed changes as outlined in the consultation document and authorise the Head of Democratic Services to respond accordingly in consultation with the Chairman of the Committee.

Huw Jones
Head of Democratic Services
09 November, 2020