



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

GŴYS A RHAGLEN

SUMMONS AND AGENDA

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for a

**CYFARFOD RHITHWIR
O GYNGOR SIR
YNYS MÔN**

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

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on

**DYDD MAWRTH
18 MAI 2021**

**TUESDAY
18 MAY 2021**

→ am 10.30 o'r gloch ←

→ at 10.30 pm ←

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A G E N D A

1. MINUTES

To submit for confirmation, the draft minutes of the meeting of the County Council held on 9 March 2021.

2. DECLARATION OF INTEREST

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

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

4. NOTICE OF MOTION PURSUANT TO RULE 4.1.13.1 OF THE CONSTITUTION

To submit the following Notice of Motion by Councillor Robert G Parry:-

The Isle of Anglesey County Council wishes to acknowledge the terrible miscarriage of justice that former Councillor Mr Noel Thomas suffered when he was wrongly convicted of false accounting sixteen years ago. The Council would like to invite Mr Thomas to attend the next full meeting so that he might receive a formal vote of gratitude for his faithful service as a County Councillor.

5. PRESENTATION OF PETITIONS

To receive any petition in accordance with Paragraph 4.1.11 of the Constitution.

6. THE LEADER OF THE COUNCIL'S ANNUAL REPORT FOR 2020/21

To consider the Council Leader's Annual Report in accordance with Paragraph 4.1.11 of the Constitution.

7. ANNUAL REPORT OF THE CHAIR OF THE STANDARDS COMMITTEE

To submit a report by Mr John R Jones, Independent Chair of the Standards Committee.

8. OVERVIEW AND SCRUTINY ANNUAL REPORT 2020/21

To submit a report by the Chairs of the Corporate Scrutiny Committee and the Partnership and Regeneration Scrutiny Committee.

9. DEMOCRATIC SERVICES COMMITTEE ANNUAL REPORT 2020/21

To submit a report by the Chair of the Democratic Services Committee.

10. **STATEMENT OF LICENSING POLICY 2021 – 2026**

To submit a report by the Head of Regulation and Economic Development, as presented to the Executive on 22 March 2021.

11. **EXECUTIVE DECISIONS BETWEEN MAY 2020-APRIL 2021**

To submit a report by the Chief Executive.

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ISLE OF ANGLESEY COUNTY COUNCIL

Minutes of the virtual meeting held on 9 March 2021

- PRESENT:** Councillor Margaret Murley Roberts (Chair)
Councillor Glyn Haynes (Vice-Chair)
- Councillors R Dew, John Griffith, Richard Griffiths, K P Hughes, T LI Hughes MBE, Vaughan Hughes, Llinos Medi Huws, A M Jones, Carwyn Jones, Richard Owain Jones, G O Jones, R LI Jones, R Meirion Jones, Alun W Mummery, Bryan Owen, Bob Parry OBE FRAGS, Dylan Rees, Alun Roberts, Dafydd Roberts, J A Roberts, Nicola Roberts, P S Rogers, Dafydd Rhys Thomas, Ieuan Williams and Robin Williams
- IN ATTENDANCE:** Chief Executive,
Deputy Chief Executive,
Director of Function (Council Business)/Monitoring Officer,
Director of Function (Resources)/Section 151 Officer,
Director of Education, Skills and Young People,
Interim Director of Social Services,
Head of Highways, Waste and Property,
Head of Profession (Human Resources) and Transformation,
Head of Housing Services,
Head of Democratic Services,
Interim Head of Regulation and Economic Development,
Scrutiny Manager (AD),
Committee Officer (MEH).
- ALSO PRESENT:** None
- APOLOGIES:** Councillor Eric Wyn Jones

1. MINUTES

The minutes of the following meetings of the County Council were confirmed as correct:-

- 8 December, 2020
- 2 February, 2021 (Extraordinary)

2. DECLARATION OF INTEREST

The Senior Leadership Team declared a personal interest in Item 13 – Pay Policy Statement and were not present at the meeting during any discussion or voting thereon.

Councillor R Meirion Jones declared a personal and prejudicial interest in Item 13 – Pay Policy Statement and was not present at the meeting during any discussion or voting thereon.

Councillor Ieuan Williams declared a personal and prejudicial interest in Item 10 – Budget 2021/2022 and was not present at the meeting during any discussion or voting thereon.

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

The Chair made the following announcements:-

- The Chair wished to thank the Council staff for their continued commitment to sustain the Council services during the difficult and challenging period since the pandemic.
- Congratulations was extended to Mr George North who has now received his 100 cap for Wales.
- Best wishes was extended to Mrs Judith Thomas, Translation Services Manager, following her recent retirement after many years of service as a translator and part of the team who supports Council Committees.

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- Condolence was extended to Mr Fôn Roberts, Interim Director of Social Services following the death of his father recently.
- Condolences was extended to families and friends of those who have lost family members due to the pandemic.
- Condolences were extended to any Member of the Council or Staff who had suffered a bereavement.

4. QUESTIONS RECEIVED PURSUANT TO RULE 4.1.12.4 OF THE CONSTITUTION

Submitted – the following question on notice by Councillor Robert LI Jones to the Council Leader :-

'We are now seeing a big decline in the freight traffic coming and going to Dublin through the Port of Holyhead.'

There are various reasons being given for this and we as a County Council have to be concerned and be seen to be doing all we can to support the two ferry operators and their workforce.

Will you please inform the local Seamen and Women and the residents of Caergybi and Ynys Môn as to exactly what we as a Council have done to engage with our Assembly Member and our Member of Parliament to ensure they are doing all they can to help our Port increase the traffic flow through Holyhead.

This is a very serious situation and make no mistake the other Port Operators in the UK and France are doing all they can to take our traffic through their Port and their Local Authorities will be doing all they can to encourage them.'

The Leader of the Council said that regular meetings are conducted with the Assembly Member and the Member of Parliament as regards to issue of concerns on the Island. She noted that discussions as regard to the Port of Holyhead have been conducted over a number of years and that as Leader she had raised at WLGA meetings that local authorities with Ports within their authority needs to be supported. She further said that it was expected that traffic delays would have been seen at the Port of Holyhead but it is evident that the traffic flow has decrease. The Leader said she had requested meetings

with Welsh Government Ministers as regards to the Port of Holyhead and discussions had taken place with Mr Jeremy Miles MS, Mr Ken Skates MS, Ms Julie James MS and Ms Leslie Griffiths MS. She further said that discussion have been undertaken with the Irish Government to share experiences as regards to the Port Authority and Officers from the Council also meet regularly with Welsh Government, UK Government and the Irish Government officials together with the Port Authority. Discussions are undertaking as regards to a free port designation for the Port of Holyhead and support has been afforded by the other 5 local authorities in North Wales to ensure economic benefit for the whole of North Wales.

Councillor R LI Jones thanked the Leader of the Council for the work undertaken as regards to the Port of Holyhead. He said that it seemed that heavy good traffic are avoiding travelling from Ireland to Holyhead due to documentation and freight hauliers do not wish to carry mix load of goods. He asked that the Executive should demonstrate that they are working to address the loss of traffic through the Port of Holyhead as a result of Brexit. The Leader wished to respond that 96% of the freight hauliers paperwork is acceptable that come through the Port of Holyhead and the remaining 4% paperwork can be dealt with in less than half an hour.

5. PRESENTATION OF PETITIONS

No petitions received.

6. NOTICE OF MOTION PURSUANT TO RULE 4.1.13.1 OF THE CONSTITUTION

Submitted – the following Notice of Motion by Councillor Robert LI Jones:-

'Our Council is honour bound to by the Dublin Declaration of Age Friendly Cities and Communities in Europe 2013 to promote general public awareness of older people in the community and to ensure their concerns are acted upon and given an opportunity to be listened to. Ynys Môn has one of the largest elderly communities in Wales and their contributions to the economy of Ynys Môn is very important.

We have an Older People's Forum on Ynys Môn and they have never been given a presentation by the Economic or Planning Departments on large developments such as Wylfa, Penrhos Woods, the large Marina development in Holyhead or the Ty Mawr development in Llanfair PG.

I am asking for this to be made mandatory and for a presentation to be made on each and every large development that ensures their voice can be heard when open spaces and possible environmental destruction is to take place.

Open spaces and walks in our towns and countryside are so important to all of us but especially so to the elderly and the disabled residents'.

The Portfolio Holder for Planning responded that the Well-being of Future Generations Act places a duty on public bodies to carry out sustainable development that improves the social, economic, environmental and cultural well-being of Wales. The planning system contributes by discharging its duties with regard to the 'five ways of working' contained in the Act. These require consideration of: involvement; collaboration; integration; prevention; and long term factors. These considerations are an intrinsic part of the planning system and engagement, involvement and consultation with all members of the community is a key and central component of planning practice and procedure. Both, at the strategic level when formulating planning policy and the local level when determining individual planning applications, whatever their scale. This ensures that no particular group or members of

society are either favoured or discriminated against so that new development creates cohesive, equitable and resilient communities that meet the needs of all, whatever their age.

Statutory requirements for publicity and consultation on planning matters are made by the Welsh Government and the Local Planning Authority has no powers to mandate otherwise. Considerable time, effort and resources are already made to not only meet, but exceed these minimum statutory requirements. Notwithstanding the above, there is no evidence to suggest that the elderly are in any way disenfranchised by current arrangements, indeed it could be argued that specifically focusing on one group of society could be seen as favouritism at the expense of others. There are also practical difficulties in defining what would constitute a 'large development' across the diverse and varying communities on Anglesey e.g. a 'small development' in one of the main towns could be construed as a 'large development' by the islands smaller communities. This inevitably leads to concerns around consistency and fairness. The Portfolio Holder for Planning said that he could not support the proposal.

Councillor R LI Jones referred to correspondence he had received from the Older People's Commissioner for Wales' Ageing Well Lead which requested that the Leader of the Council and Chief Executive meets with the Older People's Commissioner for Wales to discuss the age friendly approach as she is aware of the preventative focus the Council is working towards. He said that his Notice of Motion is to highlight the needs of the elderly population of the Island and to demonstrate to other local authorities the determination of the Council to strengthen legislation on the Dublin Declaration to ensure that every planning decision that affect the environment is age friendly and that the elderly are consulted and listened to.

The Leader of the Council responded that she meets with the Older People's Commissioner for Wales on a regular basis and she noted that every person on the Island can respond to services afforded by the Council.

In the ensuing vote it was RESOLVED that the motion be not carried.

7. TREASURY MANAGEMENT MID-YEAR REVIEW 2020/21

The report of the Director of Function (Resources)/Section 151 as presented to the Executive on 14 December, 2020 was presented for the Council's acceptance.

It was RESOLVED to accept the Treasury Management Mid-Year Review Report 2020/21.

8. TREASURY MANAGEMENT STRATEGY STATEMENT 2021/22

The report of the Director of Function (Resources)/Section 151 Officer as presented to the Executive on 1 March, 2021 was presented for the Council's acceptance.

Councillor Aled M Jones questioned as to the financial allocation and grants afforded by Welsh Government at the end of every financial year. The Portfolio Holder for Finance responded that grants is afforded by Welsh Government at the end of every financial year and it is difficult to predict as the amount that will be received. The Director of Function (Resources)/Section 151 Officer said that it is dependent on the financial resources that Welsh Government has available to distribute to local authorities and the money is usually afforded through a formula to the 22 local authorities in Wales. Some allocation of grants are designated towards specific project within local authorities and Welsh Government invites local authorities to send grant applications for such grants and to spend the grants

within the financial year. He further said that grants were received over the last two years towards the maintenance of schools which amounted to £1m.

It was RESOLVED to approve the Treasury Management Strategy Statement 2021/22.

9. CAPITAL STRATEGY AND CAPITAL PROGRAMME 2021/22 TO 2023/24

The report of the Director of Function (Resources)/Section 151 Officer as presented to the Executive on 1 March, 2021 was presented for the Council's acceptance.

It was RESOLVED to approve the Capital Strategy and Capital Programme 2021/22 to 2023/24.

10. BUDGET 2021/22

The report of the Director of Function (Resources)/Section 151 Officer as presented to the Executive on 1 March, 2021 was presented for the Council's acceptance.

The Portfolio Holder for Finance presented the Executive's proposals for the Revenue Budget and resulting Council Tax for 2021/22, the Council's updated Medium Term Financial Strategy and the use of any one-off funds to support the budget – items 10 (a) to (ch) within the Agenda. He said that this has been a difficult year due to the pandemic and he wished to thank the Director of Function (Resources)/Section 151 Officer and his staff for their work. He noted that when he was appointed as Portfolio Holder for Finance in 2019 his priority was to address the Council reserves. He referred to the Welsh Audit Office report in July 2019 which stated that the recent trend in reduction in the general fund balance is unsustainable and increases the need for the Council to deliver recurring savings. This is recognised as a risk by the Section 151 Officer and the Council and there is an acceptance that over a longer term budget needs to provide for the replenishing of reserves. As Portfolio Holder he was pleased to report that the reserves of the Council is now in a better situation and it is timely to ensure that the budget of the Council is set in a prudent manner for the residents of the Island. The initial proposal was to increase the Council Tax by 3.75% but following consultation with the residents of the Island and receiving further funding from Welsh Government it was recommended that the Council Tax be increased by 2.75% so as to balance the budget of the Council. The increase in the council tax will be lowest in North Wales and the second lowest in Wales.

Councillor G O Jones raised that Gwynedd Council has also received further funding from Welsh Government recently but has decided not to decrease their intended increase in the council tax due to potential risks. The Portfolio Holder for Finance responded that grant allocation has been received by Welsh Government towards Information Technology. The intention was to spend £300k on chrome books for pupils in the financial year 2021/22, however the Executive decided to finance the purchase of the chrome books from the grant allocation by Welsh Government. He further said that grant allocation has been received by Welsh Government from the Circular Economy Fund to purchase vehicles as part of the Waste Collection Contract and which will result in the Authority having to borrow less in purchasing the vehicles. These grant allocations equate to a saving of 1% within the council tax.

Councillor Peter Rogers referred that the David Hughes Estate and the need to financially support young people as was set out in the original intention of establishing the fund. The Portfolio Holder for Finance responded that the financial support from the David Hughes Estate is distributed within the Island Secondary Schools and a report will be submitted to the Executive at its meeting to be held on 22 March, 2021 as regards to this matter.

An amendment to the budget was submitted by Councillor Bryan Owen, on behalf of the Anglesey Independent Party, to propose that the Council Tax rate increase is set at 2% with the following amendments to the Budgets:-

- £150,000 to come out of the Eco Park (Parc Adfer) currently with approximately £911,000 in the account;
- £75,000 from the Wylfa funding that stands at approximately £675,000 between 3 accounts;
- £75,000 from the contingency fund that has approximately £365,000 in the account.

This with the Council Tax Reduction Scheme would provide the £308,000 needed so that the 2021/22 Council Tax increase could be set at 2%.

Councillor Bryan Owen expressed that residents of the Island have face unpredicted period with people losing their employment and face hardship. He further referred that elderly residents are finding it hard to pay continued increase in council tax and this year having to pay for the Green Bin collection service. Councillor Owen further said that following the public consultation on the budget 88% of the respondents have expressed that they do not want to see an increase in council tax this year and he proposed that the Council Tax increase be set at 2%.

Councillor R LI Jones seconded the amendment to the budget.

The Portfolio for Finance said that if the Authority continues to spend from the reserves it will result in having to balance and secure the reserves in the following year. He noted that having adequate reserves allows the Council to be in a position to influence on match funding opportunities which has been seen recently with Welsh Government offering £1.85m towards small industrial unit at Holyhead and Llangefni, subject to the authority's contribution of £150k towards the project. He noted that if residents on the Island need support in paying their council tax they can apply through the Council Tax Reduction Scheme.

Councillor A M Jones expressed that residents on Anglesey will be faced with paying for the first time for Green Bin Collection and there is a 100% premium on empty homes which also affects some residents; the Council are facing council tax rebate when these properties convert to business rates. He said that whilst welcoming the match funding opportunities for small industrial unit in Holyhead and Llangefni he expressed that there is also a need for small industrial unit in Amlwch. He noted that the release from the reserves as set out in the amendment to the budget would equate to a 2% increase in the Council Tax. He further said that most of the Community Councils have decided not to increase their precept this year due to the hardship that has been faced due to the pandemic. Councillor Jones said that there is £1.8 underspend within the budget and the reserves of the Council is adequate and the Authority can sustain a decrease in the council tax from 2.75% to 2%.

The Portfolio Holder for Finance said that adequate reserves is required to address any requirement for emergency funding in the future. He noted that referrals to the Children's Services has seen a significant decrease during the period of the pandemic but it is impossible to predict whether these referrals will increase when the lockdown period is eased. The Portfolio Holder said that there is an underspend within the budget this year but it must be recognised that the estimate for the budget is currently at Quarter 3 and the

situation may change within Quarter 4. He further noted that Welsh Government match-funding was specific for small industrial unit in Llangefni and Holyhead.

The Portfolio Holder for Finance further said that it was decided to separate the charge for the Green Bin Collection from the budget as it will allow the residents of the Island to choose if they wish to pay for the service or taking their green waste to the recycling centres or composting the green waste in their gardens.

Councillor Bryan Owen ascertain as to the total amount of reserves within the budget of the Council. The Director of Function (Resources)/Section 151 Officer responded that the general financial reserves at the beginning of the financial year totalled £7.06m. A total of £85k has been utilized from the reserves during the financial year. He stated that although it is expected that there will be an underspend at the end of the financial year, which will reduce the level of general reserves at the end of 2020/21.

In the ensuing vote it was RESOLVED:-

- **To approve the capital budget for 2021/22**
- **To accept the draft Council Tax Resolution as (c) in the Agenda.**

1. RESOLVED

- (a) Pursuant to the recommendations of the Executive, to adopt the 2021/22 Budget at Section 9, as a Budget Strategy within the meaning given by the Constitution, and to affirm that it becomes part of the budget framework with the exception of figures described as current.
- (b) Pursuant to the recommendations of the Executive, to adopt a revenue budget for 2021/22 as shown at Table 4, Section 9 of the 2021/22 Budget Report Appendix 1 and Appendix 3.
- (c) Pursuant to the recommendations of the Executive, to adopt a capital budget as shown in the Capital Budget Report 2021/22 report.
- (ch) To delegate to the Director of Function (Resources)/Section 151 Officer the power to make adjustments between headings in the Final Budget Proposal 2021/22 at Appendix 3 in order to give effect to the Council's decisions. In addition, to delegate to Director of Function (Resources)/Section 151 Officer the power to transfer up to £50k per item from the general contingency. Any item in excess of £50k will require the approval of the Executive before any transfer from the general contingency is made.
- (d) To delegate to the Executive Committee, for the financial year 2021/22, the powers to transfer budgets between headings as follows:-
 - (i) unlimited powers to spend each budget heading in Appendix 3 Final Budget Proposal 2021/22 against the name of each service, on the service to which it relates;
 - (ii) powers to approve the use of service and earmarked reserves to fund one-off spending proposals that contribute to the delivery of the Council's objectives and improve services;
 - (iii) powers to vire from new or increased sources of income.
- (dd) To delegate to the Executive Committee, in respect of the financial year 2021/22 and on the advice of the Head of Function (Resources), the power to release up to £250k from general balances to deal with priorities arising during the year.
- (e) To delegate to the Executive Committee in respect of the period to 31 March 2022, the following powers:-

- (i) powers to make new commitments from future years' revenue budgets up to amount identified under New Priorities in the Medium Term Financial Plan;
 - (ii) the power and the duty to make plans for achievement of revenue budget savings implied by the Medium Term Financial Plan;
 - (iii) powers to transfer budgets between capital projects in the Capital Budget Report 2021/22 report and to commit resources in following years and consistent with the budget framework.
- (f) To set and approve the prudential and treasury indicators which are estimates and limits for 2021/22 and onwards as shown in the report on the Treasury Management Strategy Statement 2021/22.
- (ff) To approve the Treasury Management Strategy Statement for 2021/22 and the Capital Strategy 2021/22.
- (g) To confirm that items 1(b) to (ff) become part of the budget framework.
2. **RESOLVED** to adopt and affirm for the purposes of the financial year 2021/22 the decision of the County Council on 10 March 1998 to set the discount level applicable to the prescribed Class A and prescribed Class B of dwellings under Section 12 of the Local Government Finance Act 1992 (as amended), as described by the Council Tax (Prescribed Classes of Dwellings) (Wales) Regulations 1998, as follows:-
- | | |
|--------------------|--------------|
| Prescribed Class A | Nil Discount |
| Prescribed Class B | Nil Discount |
3. **RESOLVED** to adopt and affirm for the purposes of the financial year 2021/22 the decision of the County Council on 6 March 2007 to set the discount level applicable to the prescribed Class C of dwellings under Section 12 of the Local Government Finance Act 1992 (as amended), as described by the Local Authorities (Calculation of Tax Base) and Council Tax (Prescribed Classes of Dwellings) (Wales) (Amendment) Regulations 2004 as follows:-
- | | |
|--------------------|--------------|
| Prescribed Class C | Nil Discount |
|--------------------|--------------|
4. **RESOLVED** to disapply any discount(s) granted to long-term empty dwellings and dwelling occupied periodically (usually known as second homes) and to vary the full Council's decision made on 28 February 2018 and apply for the financial year 2021/22 a higher amount of Council Tax (called a Council Tax Premium) of 100% of the standard rate of Council Tax for long-term empty dwellings and for dwellings occupied periodically (usually known as second homes) to apply a higher amount of Council Tax (called a Council tax Premium) of 35% under Sections 12A and 12B of the Local Government Finance Act 1992 as inserted by Section 139 of the Housing (Wales) Act 2014.
5. That it be noted that at its meeting on 28 February 1996 the Council resolved not to treat any expenses incurred by the Council in part of its area or in meeting any levy or special levy as special expenses and that the resolutions remain in force until expressly rescinded.
6. That it is noted that a resolution of the Executive on 30 November 2020 approved the amount calculated by the Isle of Anglesey County Council for its council tax base for 2021/22 and to further note that the full Council in its meeting on the 11 December 2018 approved that the local Council Tax Reduction Scheme will continue unchanged for subsequent years unless substantially amended. It is also noted that the full Council on 28 February 2018 adopted and approved a local Council Tax Discretionary Policy under Section 13A of the Local Government Finance Act 1992, delegating to the Executive the power to revoke, re-enact and/or amend the Policy. The Executive having last amended the Policy on 26 November 2018.
7. At its meeting on 30 November 2020, the Executive, in accordance with the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax

Base)(Wales) Regulations 1995 (SI19956/2561) as amended by SI1999/2935 and the Local Authorities (Calculation of Council Tax Base) and Council Tax (Prescribed Classes of Dwellings)(Wales) Amendment) Regulations 2004 and the Local Authority (Calculation of Taxbase) (Wales) (Amendment) Regulations 2016 resolved to approve the amounts calculated by the Isle of Anglesey County Council as its tax base and for the parts of the area, for the year 2021/22, as follows:-

- a) **31,548.20** being the amount approved by the Executive as the Isle of Anglesey County Council's council tax base for the year.
- b) The parts of the Council's area, being the amounts calculated by the Executive as the amounts of the Isle of Anglesey County Council's council tax base for the year for dwellings in those parts of its area to which one or more special items relate, are as follows:-

Community/Town Council Areas	Tax Base 2021/22
Amlwch	1,519.66
Beaumaris	1,081.50
Holyhead	3,990.91
Llangefni	1,976.50
Menai Bridge	1,478.06
Llanddaniel-fab	381.29
Llanddona	385.84
Cwm Cadnant	1,159.87
Llanfair Pwllgwyngyll	1,331.84
Llanfihangel Ysgeifiog	693.53
Bodorgan	464.26
Llangoed	653.68
Llangristiolus & Cerrig Ceinwen	629.11
Llanidan	415.21
Rhosyr	1,025.44
Penmynydd	246.78
Pentraeth	579.06
Moelfre	621.39
Llanbadrig	683.74
Llanddyfnan	503.92
Llaneilian	580.02
Llanerch-y-medd	529.34
Llaneugrad	184.19
Llanfair Mathafarn Eithaf	1,850.63
Cylch y Garn	400.30
Mechell	556.99
Rhos-y-bol	479.47
Aberffraw	306.84
Bodedern	427.24
Bodffordd	426.65
Trearddur	1,271.33
Tref Alaw	266.44
Llanfachraeth	226.29
Llanfaelog	1,270.30

Community/Town Council Areas	Tax Base 2021/22
Llanfaethlu	270.72
Llanfair-yn-Neubwll	589.19
Valley	1,009.83
Bryngwran	359.06
Rhoscolyn	358.31
Trewalchmai	363.47
Total Taxbase	31,548.20

8. That the following amounts be now calculated by the Council for the year 2021/22, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:-
- a) £207,033,447 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (d) of the Act.
 - b) £58,306,184 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) and (c) of the Act.
 - c) £148,727,263 being the amount by which the aggregate at 8(a) above exceeds the aggregate at 8(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.
 - ch) £104,825,173 being the aggregate of the sums which the Council estimates will be payable for the year into its council fund in respect of redistributed non-domestic rates, revenue support grant and specific grant, reduced by any amount calculated in accordance with Section 33(3) of the Act.
 - d) £ 1,391.59 being the amount at 8(c) above less the amount at 8(ch) above, all divided by the amount at 7(a) above, calculated by the Executive, in accordance with Section 33(1) of the Act, as the basic amount of its council tax for the year.
 - dd) £ 1,607,298 being the aggregate amount of all special items referred to in Section 34(1) of the Act.
 - e) £ 1,340.64 being the amount at 8(d) above less the result given by dividing the amount at 8(dd) above by the amount at 7(a) above, calculated by the Executive, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates.

f)

		Band D equivalent per area including Isle of Anglesey Council and Community/Town Council elements
Amlwch	£	1,406.88
Beaumaris	£	1,368.72
Holyhead	£	1,494.54
Llangefni	£	1,432.35
Menai Bridge	£	1,404.90
Llanddaniel-fab	£	1,368.27
Llanddona	£	1,358.55
Cwm Cadnant	£	1,368.54

Llanfair Pwllgwyngyll	£	1,383.39
Llanfihangel Ysgeifiog	£	1,370.34
Bodorgan	£	1,365.84
Llangoed	£	1,363.59
Llangristiolus & Cerrig Ceinwen	£	1,353.33
Llanidan	£	1,373.22
Rhosyr	£	1,364.67
Penmynydd	£	1,373.04
Pentraeth	£	1,363.05
Moelfre	£	1,358.64
Llanbadrig	£	1,380.87
Llanddyfnan	£	1,360.44
Llaneilian	£	1,363.05
Llanerch-y-medd	£	1,374.93
Llaneugrad	£	1,362.33
Llanfair Mathafarn Eithaf	£	1,370.70
Cylch y Garn	£	1,358.10
Mechell	£	1,358.55
Rhos-y-bol	£	1,357.29
Aberffraw	£	1,368.00
Bodedern	£	1,373.40
Bodffordd	£	1,366.38
Trearddur	£	1,368.90
Tref Alaw	£	1,365.93
Llanfachraeth	£	1,376.28
Llanfaelog	£	1,373.67
Llanfaethlu	£	1,361.88
Llanfair-yn-Neubwll	£	1,369.44
Valley	£	1,366.38
Bryngwran	£	1,374.03
Rhoscolyn	£	1,351.80
Trewalchmai	£	1,364.04

being the amount given by adding to the amount at 8(e) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 8(b) above, calculated by the Executive in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one of more special items relate.

Valuation Bands

Council Tax per Band, per Area, which includes the Isle of Anglesey County Council and Community/Town Council elements/precepts										
		A	B	C	D	E	F	G	H	I
Amlwch	£	937.92	1,094.24	1,250.56	1,406.88	1,719.52	2,032.15	2,344.79	2,813.75	3,282.71
Beaumaris	£	912.48	1,064.56	1,216.64	1,368.72	1,672.88	1,977.03	2,281.19	2,737.43	3,193.67
Holyhead	£	996.36	1,162.42	1,328.48	1,494.54	1,826.66	2,158.77	2,490.89	2,989.07	3,487.25

Council Tax per Band, per Area, which includes the Isle of Anglesey County Council and Community/Town Council elements/precepts

		A	B	C	D	E	F	G	H	I
Llangefni	£	954.90	1,114.05	1,273.20	1,432.35	1,750.65	2,068.94	2,387.24	2,864.69	3,342.14
Menai Bridge	£	936.60	1,092.70	1,248.80	1,404.90	1,717.10	2,029.29	2,341.49	2,809.79	3,278.09
Llanddaniel-fab	£	912.18	1,064.21	1,216.24	1,368.27	1,672.33	1,976.38	2,280.44	2,736.53	3,192.62
Llanddona	£	905.70	1,056.65	1,207.60	1,358.55	1,660.45	1,962.34	2,264.24	2,717.09	3,169.94
Cwm Cadnant	£	912.36	1,064.42	1,216.48	1,368.54	1,672.66	1,976.77	2,280.89	2,737.07	3,193.25
Llanfair Pwllgwyngyll	£	922.26	1,075.97	1,229.68	1,383.39	1,690.81	1,998.22	2,305.64	2,766.77	3,227.90
Llanfihangel Ysgeifiog	£	913.56	1,065.82	1,218.08	1,370.34	1,674.86	1,979.37	2,283.89	2,740.67	3,197.45
Bodorgan	£	910.56	1,062.32	1,214.08	1,365.84	1,669.36	1,972.87	2,276.39	2,731.67	3,186.95
Llangoed	£	909.06	1,060.57	1,212.08	1,363.59	1,666.61	1,969.62	2,272.64	2,727.17	3,181.70
Llangristiolus & Cerrig Ceinwen	£	902.22	1,052.59	1,202.96	1,353.33	1,654.07	1,954.80	2,255.54	2,706.65	3,157.76
Llanidan	£	915.48	1,068.06	1,220.64	1,373.22	1,678.38	1,983.53	2,288.69	2,746.43	3,204.17
Rhosyr	£	909.78	1,061.41	1,213.04	1,364.67	1,667.93	1,971.18	2,274.44	2,729.33	3,184.22
Penmynydd	£	915.36	1,067.92	1,220.48	1,373.04	1,678.16	1,983.27	2,288.39	2,746.07	3,203.75
Pentraeth	£	908.70	1,060.15	1,211.60	1,363.05	1,665.95	1,968.84	2,271.74	2,726.09	3,180.44
Moelfre	£	905.76	1,056.72	1,207.68	1,358.64	1,660.56	1,962.47	2,264.39	2,717.27	3,170.15
Llanbadrig	£	920.58	1,074.01	1,227.44	1,380.87	1,687.73	1,994.58	2,301.44	2,761.73	3,222.02
Llanddyfnan	£	906.96	1,058.12	1,209.28	1,360.44	1,662.76	1,965.07	2,267.39	2,720.87	3,174.35
Llaneilian	£	908.70	1,060.15	1,211.60	1,363.05	1,665.95	1,968.84	2,271.74	2,726.09	3,180.44
Llanerch-y-medd	£	916.62	1,069.39	1,222.16	1,374.93	1,680.47	1,986.00	2,291.54	2,749.85	3,208.16
Llaneugrad	£	908.22	1,059.59	1,210.96	1,362.33	1,665.07	1,967.80	2,270.54	2,724.65	3,178.76
Llanfair Mathafarn Eithaf	£	913.80	1,066.10	1,218.40	1,370.70	1,675.30	1,979.89	2,284.49	2,741.39	3,198.29
Cylch y Garn	£	905.40	1,056.30	1,207.20	1,358.10	1,659.90	1,961.69	2,263.49	2,716.19	3,168.89
Mechell	£	905.70	1,056.65	1,207.60	1,358.55	1,660.45	1,962.34	2,264.24	2,717.09	3,169.94
Rhos-y-bol	£	904.86	1,055.67	1,206.48	1,357.29	1,658.91	1,960.52	2,262.14	2,714.57	3,167.00
Aberffraw	£	912.00	1,064.00	1,216.00	1,368.00	1,672.00	1,975.99	2,279.99	2,735.99	3,191.99
Bodedern	£	915.60	1,068.20	1,220.80	1,373.40	1,678.60	1,983.79	2,288.99	2,746.79	3,204.59
Bodffordd	£	910.92	1,062.74	1,214.56	1,366.38	1,670.02	1,973.65	2,277.29	2,732.75	3,188.21
Trearddur	£	912.60	1,064.70	1,216.80	1,368.90	1,673.10	1,977.29	2,281.49	2,737.79	3,194.09
Tref Alaw	£	910.62	1,062.39	1,214.16	1,365.93	1,669.47	1,973.00	2,276.54	2,731.85	3,187.16
Llanfachraeth	£	917.52	1,070.44	1,223.36	1,376.28	1,682.12	1,987.95	2,293.79	2,752.55	3,211.31
Llanfaelog	£	915.78	1,068.41	1,221.04	1,373.67	1,678.93	1,984.18	2,289.44	2,747.33	3,205.22
Llanfaethlu	£	907.92	1,059.24	1,210.56	1,361.88	1,664.52	1,967.15	2,269.79	2,723.75	3,177.71
Llanfair-yn-Neubwll	£	912.96	1,065.12	1,217.28	1,369.44	1,673.76	1,978.07	2,282.39	2,738.87	3,195.35
Valley	£	910.92	1,062.74	1,214.56	1,366.38	1,670.02	1,973.65	2,277.29	2,732.75	3,188.21
Bryngwran	£	916.02	1,068.69	1,221.36	1,374.03	1,679.37	1,984.70	2,290.04	2,748.05	3,206.06
Rhoscolyn	£	901.20	1,051.40	1,201.60	1,351.80	1,652.20	1,952.59	2,252.99	2,703.59	3,154.19
Trewalchmai	£	909.36	1,060.92	1,212.48	1,364.04	1,667.16	1,970.27	2,273.39	2,728.07	3,182.75

being the amounts given by multiplying the amounts at 8(e) and 8(f) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Executive, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

9. That it be noted that for the year 2021/22, the Police and Crime Commissioner North Wales has stated the following amounts in a precept issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

Precepting Authority		Valuation Bands								
		A	B	C	D	E	F	G	H	I
Police and Crime Commissioner North Wales	£	203.70	237.65	271.60	305.55	373.45	441.35	509.25	611.10	712.95

10. That, having calculated the aggregate in each case of the amounts at 8(ff) and 9 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2021/22 for each of the categories of dwellings shown below:-

Council Tax per Band, per Area, which includes the Isle of Anglesey County Council element, Community/Town Council Precepts and North Wales Police Precept										
		A	B	C	D	E	F	G	H	I
Amlwch	£	1,141.62	1,331.89	1,522.16	1,712.43	2,092.97	2,473.51	2,854.05	3,424.86	3,995.67
Beaumaris	£	1,116.18	1,302.21	1,488.24	1,674.27	2,046.33	2,418.39	2,790.45	3,348.54	3,906.63
Holyhead	£	1,200.06	1,400.07	1,600.08	1,800.09	2,200.11	2,600.13	3,000.15	3,600.18	4,200.21
Llangefni	£	1,158.60	1,351.70	1,544.80	1,737.90	2,124.10	2,510.30	2,896.50	3,475.80	4,055.10
Menai Bridge	£	1,140.30	1,330.35	1,520.40	1,710.45	2,090.55	2,470.65	2,850.75	3,420.90	3,991.05
Llanddaniel-fab	£	1,115.88	1,301.86	1,487.84	1,673.82	2,045.78	2,417.74	2,789.70	3,347.64	3,905.58
Llanddona	£	1,109.40	1,294.30	1,479.20	1,664.10	2,033.90	2,403.70	2,773.50	3,328.20	3,882.90
Cwm Cadnant	£	1,116.06	1,302.07	1,488.08	1,674.09	2,046.11	2,418.13	2,790.15	3,348.18	3,906.21
Llanfair Pwllgwyngyll	£	1,125.96	1,313.62	1,501.28	1,688.94	2,064.26	2,439.58	2,814.90	3,377.88	3,940.86
Llanfihangel Ysgeifiog	£	1,117.26	1,303.47	1,489.68	1,675.89	2,048.31	2,420.73	2,793.15	3,351.78	3,910.41
Bodorgan	£	1,114.26	1,299.97	1,485.68	1,671.39	2,042.81	2,414.23	2,785.65	3,342.78	3,899.91
Llangoes	£	1,112.76	1,298.22	1,483.68	1,669.14	2,040.06	2,410.98	2,781.90	3,338.28	3,894.66
Llangristiolus & Cerrig Ceinwen	£	1,105.92	1,290.24	1,474.56	1,658.88	2,027.52	2,396.16	2,764.80	3,317.76	3,870.72
Llanidan	£	1,119.18	1,305.71	1,492.24	1,678.77	2,051.83	2,424.89	2,797.95	3,357.54	3,917.13
Rhosyr	£	1,113.48	1,299.06	1,484.64	1,670.22	2,041.38	2,412.54	2,783.70	3,340.44	3,897.18
Penmynydd	£	1,119.06	1,305.57	1,492.08	1,678.59	2,051.61	2,424.63	2,797.65	3,357.18	3,916.71
Pentraeth	£	1,112.40	1,297.80	1,483.20	1,668.60	2,039.40	2,410.20	2,781.00	3,337.20	3,893.40
Moelfre	£	1,109.46	1,294.37	1,479.28	1,664.19	2,034.01	2,403.83	2,773.65	3,328.38	3,883.11

Llanbadrig	£	1,124.28	1,311.66	1,499.04	1,686.42	2,061.18	2,435.94	2,810.70	3,372.84	3,934.98
Llanddyfnan	£	1,110.66	1,295.77	1,480.88	1,665.99	2,036.21	2,406.43	2,776.65	3,331.98	3,887.31
Llaneilian	£	1,112.40	1,297.80	1,483.20	1,668.60	2,039.40	2,410.20	2,781.00	3,337.20	3,893.40
Llanerch-y-medd	£	1,120.32	1,307.04	1,493.76	1,680.48	2,053.92	2,427.36	2,800.80	3,360.96	3,921.12
Llaneugrad	£	1,111.92	1,297.24	1,482.56	1,667.88	2,038.52	2,409.16	2,779.80	3,335.76	3,891.72
Llanfair Mathafarn Eithaf	£	1,117.50	1,303.75	1,490.00	1,676.25	2,048.75	2,421.25	2,793.75	3,352.50	3,911.25
Cylch y Garn	£	1,109.10	1,293.95	1,478.80	1,663.65	2,033.35	2,403.05	2,772.75	3,327.30	3,881.85
Mechell	£	1,109.40	1,294.30	1,479.20	1,664.10	2,033.90	2,403.70	2,773.50	3,328.20	3,882.90
Rhos-y-bol	£	1,108.56	1,293.32	1,478.08	1,662.84	2,032.36	2,401.88	2,771.40	3,325.68	3,879.96
Aberffraw	£	1,115.70	1,301.65	1,487.60	1,673.55	2,045.45	2,417.35	2,789.25	3,347.10	3,904.95
Bodedern	£	1,119.30	1,305.85	1,492.40	1,678.95	2,052.05	2,425.15	2,798.25	3,357.90	3,917.55
Bodffordd	£	1,114.62	1,300.39	1,486.16	1,671.93	2,043.47	2,415.01	2,786.55	3,343.86	3,901.17
Trearddur	£	1,116.30	1,302.35	1,488.40	1,674.45	2,046.55	2,418.65	2,790.75	3,348.90	3,907.05
Tref Alaw	£	1,114.32	1,300.04	1,485.76	1,671.48	2,042.92	2,414.36	2,785.80	3,342.96	3,900.12
Llanfachraeth	£	1,121.22	1,308.09	1,494.96	1,681.83	2,055.57	2,429.31	2,803.05	3,363.66	3,924.27
Llanfaelog	£	1,119.48	1,306.06	1,492.64	1,679.22	2,052.38	2,425.54	2,798.70	3,358.44	3,918.18
Llanfaethlu	£	1,111.62	1,296.89	1,482.16	1,667.43	2,037.97	2,408.51	2,779.05	3,334.86	3,890.67
Llanfair-yn-Neubwll	£	1,116.66	1,302.77	1,488.88	1,674.99	2,047.21	2,419.43	2,791.65	3,349.98	3,908.31
Valley	£	1,114.62	1,300.39	1,486.16	1,671.93	2,043.47	2,415.01	2,786.55	3,343.86	3,901.17
Bryngwran	£	1,119.72	1,306.34	1,492.96	1,679.58	2,052.82	2,426.06	2,799.30	3,359.16	3,919.02
Rhoscolyn	£	1,104.90	1,289.05	1,473.20	1,657.35	2,025.65	2,393.95	2,762.25	3,314.70	3,867.15
Trewalchmai	£	1,113.06	1,298.57	1,484.08	1,669.59	2,040.61	2,411.63	2,782.65	3,339.18	3,895.71

11. REPLACEMENT OF LAY MEMBER ON THE AUDIT AND GOVERNANCE COMMITTEE

The report of the Head of Audit and Risk as presented to the Audit and Governance Committee on 9 February, 2021 was presented for the Council's approval.

It was RESOLVED to amend the Council's Constitution to reduce the number of lay members required on the Audit and Governance Committee from two lay members to one, until such time as the provisions of the new legislation come into effect.

12. LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021

The report of the Director of Function (Council Business)/Monitoring Officer was submitted for the Council's approval.

The Portfolio Holder for Corporate Business said that the Local Government and Elections (Wales) Bill was passed by the Senedd on 18 November, 2020 and received Royal Assent on 20 January, 2021. The Bill was one of only two Bills in the Welsh Government's legislative programme to continue during the covid-19 pandemic. The Bill was prioritised given the timescale required to introduce planned electoral reforms in time for the 2022 local elections. He noted that the Act is substantial and covers a range of topics from electoral reform, public participation, governance and performance, through to regional working. The Act introduces:-

- Reforming electoral arrangements for local government;

- Introduction of a general power of competence (Councils may do anything in furtherance of their agenda provided the actions are not legally prohibited);
- Reforming public participation in local government;
- Reforms around democratic governance and leadership;
- Collaborative Working;
- Reform of the performance and governance regime;
- Powers to facilitate voluntary mergers of principal councils.

He further said that the Council is requested to approve the Action Plan attached to the report so as to ensure that the Council complies with the Local Government and Elections (Wales) Act 2021 within the timeframe.

Questions were raised as to the function of the Corporate Joint Committees and the financial resources the Authority is expected to contribute. The Director of Function (Council Business)/Section 151 Officer responded that there are 4 Corporate Joint Committees in Wales with the Isle of Anglesey County Council forming part of the Corporate Joint Committee for North Wales; which is similar to a Regional County Council structure. Welsh Government funding will be available to support the establishment of Corporate Joint Committees through the WLGA, however it is uncertain as to the amount of funding that is expected. She noted that the SLT is to meet to discuss the requirements of the WLGA to support the establishment of the Corporate Joint Committees. There is an expectation that each County Council contributes to the budget of the establishment of the Corporate Joint Committees from 2022. The Act states that the Corporate Joint Committees can decide as to the budget they will require to comply with the statutory requirements within the Act and the local authorities will have to fund the budget required by the established body. Welsh Government has extended the date of the first meeting of the Corporate Joint Committees to meet from September 2021 to end of June 2022. The Director of Function (Council Business)/Monitoring Officer further said that in the meantime it will be the responsibility of the North Wales Local Authorities to create a framework within the Act in which to transfer the North Wales Economic Ambitions Board to the CJC and to include the statutory duty of the Regional Traffic Management Plan and the Strategic Development Plan.

Councillor A M Jones expressed that this will create a sub-regional body that will require financial resource and legislative powers from local government.

The Leader of the Council said that there has been extensive discussions with the Welsh Government and WLGA as regards this matter and objections has been made to the creation of such a body. She noted that there is a requirement for the Council to approve the Action Plan attached to the report so as to allow the Officers to discuss in detail the requirement of the Act so as to ensure the best possible outcome for the residents of the Island.

It was RESOLVED :-

- **To accept the report and to approve the Action Plan contained therein;**
- **That further reports detailing progress against the Action Plan be monitored by the Senior Leadership Team.**

Councillor Alun Mummery abstained from voting.

13. PAY POLICY STATEMENT 2021

The report of the Head of Profession – Human Resources was presented to the Council by the Portfolio Holder for Corporate Business.

It was RESOLVED to endorse the Council’s Pay Policy Statement for 2021.

14. POLITICAL BALANCE ARRANGEMENTS WITHIN THE COUNCIL

Submitted – the report of the Head of Democratic Services was presented to the Council by the Leader of the Council.

It was RESOLVED that:-

- **The Council confirms the political balance arrangements and the number of seats allocated to each of the Groups, as detailed in the matrix, under the Local Government and Housing Act 1989;**
- **Group Leaders to advise the Head of Democratic Services as soon as possible of changes to Group Membership on Committees.**

The meeting concluded at 4.45 pm

**COUNCILLOR MARGARET M ROBERTS
CHAIR**

Annual Report 2020 to 2021

This is my fourth annual report as the Leader of the Council, and certainly, we did not foresee what was facing us as we were planning our term in 2017. This report gives an overview of the Council's activity from May 2020 to May 2021. We are all aware that this past year has not been a usual one, the report will focus on our response to the crisis as well as business as usual.

It is important to note at the beginning of this report my gratitude to all who ensure the success of the Council so that we can be of service to the people of Anglesey. I would like to applaud the praise-worthy individuals who work so hard to ensure that the authority's performance is amongst the best in Wales. It is not size that guarantees success but a readiness to work for the benefit of society.

Response to the Covid-19 emergency

By May 2020 all of our lives had been affected by restrictions and the challenge of responding to the emergency. We have experienced the devastation of the emergency as a community. I offer my deepest condolences to everyone who has had to pay the ultimate price during this crisis, grief is difficult at the best of times but during this emergency it has meant even more adversity for family and friends.

What we have done –

At the beginning of the emergency the Council, Medrwn Môn and Menter Môn came together in order to provide support for the community. Over 900 volunteers offered up their time to support Anglesey's communities. By now there are numerous good turn schemes in places which continue to volunteer in their areas. Thank you to all of them.

With Menter Môn's guidance we saw the Neges scheme offering services to those who are vulnerable in our community. I would like to thank the many business who adapted and offered their services to those in need in the community.

We are continuing to work closely with Food Banks on the island who have offered their services throughout the emergency. Thank you to all the agencies for their support.

Over the Christmas period all the agencies came together to offer food hampers, gifts and Christmas dinners to our residents. Thank you to everyone for their generosity.



Llinell Ffôn Argyfwng

Mae ein llinell ffôn argyfwng ar gael 7 diwrnod yr wythnos.
Ffônwch **01248 750057** rhwng 10yb-4yp.

Opsynau y ddewisien ffôn yw:

- Cymorth cyllid busnesau
- Gwasanaethau Oedolion
- Gwasanaethau Plant (gan gynnwys Teulu Môn)
- Mymeddiad Iir system gymorth leol
- Canolfannau gofal ysgolion
- Treth Cyngor a Refeniw
- Gwastraff ac Allgylch Budd-dal a gosyniad Treth Cyngor
- Llythyr Cysgodi
- Pob ymholiad arall

Mae diweddariadau gwasanaeth ar gael ar ein gwefan: cyngormon.gov.uk/coronafeirws ac ar ein cyfrifon cyfryngau cymdeithasol

At the beginning of the emergency, a 7 day a week phone-line was set up to support those who are vulnerable in our community. We had a number of enquiries especially from local businesses. I would like to thank all the staff for their willingness to work additional hours and for being a comforting voice on the other side of the phone.

Announcing that Anglesey was closed in order to protect our communities went against our welcoming nature, but with the situation improving, we were able to re-open our Island safely over the summer. I would like to thank everyone for supporting the guidance. Anglesey's people, businesses, Council officers and the police all worked together to ensure that the Island's residents were kept safe. Thank you.



A track and trace team was established, with Anglesey as a pilot area following discussions with the Welsh Government. I would like to thank the Council's staff who were more than willing to take on the new duty. This work was crucial in protecting our communities when we had the first case of an outbreak in a factory in Llangefni.

A grant paying system was put in place for businesses, school lunches, self-isolation, and care worker pay. I would like to thank all the staff for maintaining contact with those who were in need of support and for adapting so quickly in order to ensure that payments were made as quickly as possible.

GRANTIAU BUSNES LLYWODRAETH CYMRU - COVID-19
WELSH GOVERNMENT BUSINESS GRANTS - COVID-19

Anglesey Business Grants are available to businesses in Anglesey who are affected by COVID-19. Grants are available to businesses in Anglesey who are affected by COVID-19. Grants are available to businesses in Anglesey who are affected by COVID-19.

Grant 1 (one-to-one Business Grants)
A grant of £1,000 for each business that has been impacted by COVID-19. Grants are available to businesses in Anglesey who are affected by COVID-19.

Grant 2 (one-to-many Business Grants)
A grant of £1,000 for each business that has been impacted by COVID-19. Grants are available to businesses in Anglesey who are affected by COVID-19.

Grant 3 (one-to-many Business Grants)
A grant of £1,000 for each business that has been impacted by COVID-19. Grants are available to businesses in Anglesey who are affected by COVID-19.

Grant 4 (one-to-many Business Grants)
A grant of £1,000 for each business that has been impacted by COVID-19. Grants are available to businesses in Anglesey who are affected by COVID-19.



Due to the local situation we had to make the decision to not open schools here on Anglesey in order to ensure everyone's safety. I would like to thank the children, parents, teachers and Council officers for ensuring the timely and safe re-opening of our schools.

Congratulations to Anglesey's pupils for being so great during a difficult year and I would like to wish those who have left the education system on the Island well. Remember that you belong to 'The Land of the Can Do' and you have the ability to achieve anything.

All the Council's services had to be adapted from the libraries to waste, from planning to the Oriel, from youth to leisure.

Thank you to everyone for such positive responses and to all the service users for your patience and gratitude.

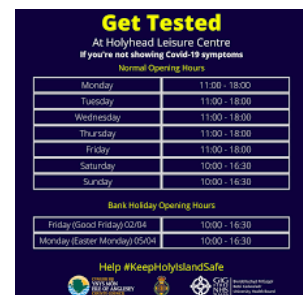


Ensuring a testing unit on the Island. We have worked closely with Public Health Wales and the Health Board to ensure a testing unit on the Island and request and additional one when needed.



Supporting the vaccinations – sharing messages and supporting arrangements and locations.

Responding to the local challenge. The Council was a lead partner in ensuring that Holyhead was kept safe in co-operation with the statutory agencies. I would like to thank the volunteers, agencies and Council staff for responding so quickly in order to ensure everyone's safety.



Business as Usual –

Budget- this year's Budget was set out with the second lowest Council tax increase in Wales. We have invested in a traineeship scheme, new climate-change schemes and additional funding for tourism. Thanks to everyone for the responses to the consultation.



As part of the Welsh Government's plan we have opened childcare centres at Esceifiog School and Tywyn School. These developments will support families in the area.

Housing development has continued with 21 new social homes let. We have also purchased 18 former Council houses back into our housing stock. There are 49 homes currently being built on the island. We have also made plans to revert buildings into homes.



With regards to climate change, we have worked towards moving the Council forward by adopting a corporate strategy. We saw an investment towards ensuring that our schools, libraries and leisure centres are environmentally friendly by installing new boilers and solar panels.

Moving forward with the 3G plan in Holyhead in collaboration with the Town Council. We would like to thank the Town Council for their positive response.



Work was conducted to re-new Beaumaris Pier. Thank you to the community for their patience as the work was in progress.

Energy Island – numerous discussions were had between the private sector and both Governments, regarding energy island plans, including Wylfa Newydd, Morlais, Holyhead Hydrogen Hub and Msparc developments.



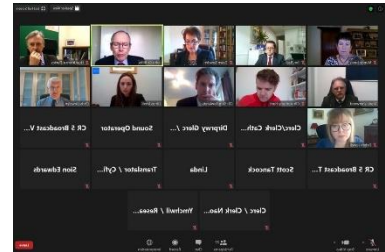
Ambition Board – We are moving forward with regards to the Growth Plan with appointments made to essential jobs during the last year. This has enabled plans for digital connectivity, energy development, sites and property.

Responding to changes to Holyhead Port following Brexit has been challenging. We have ensured that both governments understand the importance of a searching site as close as possible to the port in order to ensure the safety of the site for the economy of Anglesey and beyond.



National Work

I have ensured a strong voice for Anglesey in national discussions. We as Leaders of Wales have met almost weekly since the beginning of the emergency in order to share concerns and influence the Welsh Government. In addition to this we have met with Ministers from the Welsh Government as well as the UK Government in order to ensure that local concerns are recognised and are responded to in a timely manner by the Government. I have met with Public Health Wales regularly. We as the six Leaders of the north Wales Authorities have met regularly with the Chair of the Betsi Cadwaladr Health Board. I have provided evidence to the Government's scrutiny committees on behalf of the WLGA. I was appointed as the Social Services Deputy Speaker of the WLGA. Ensuring that Anglesey's voice is heard nationally is important to me, in order to influence policies to take our local communities into consideration.



THANK YOU



A word that I've used so much in this report but impossible to use too much. The circumstances of the year from May 2020 to May 2021 have changed each and every one of us. We can be proud as a Council of our staff and our communities. Thank you all for your dedication. Together we can make a difference and by working together we can show the might of our small island.



ISLE OF ANGLESEY COUNTY COUNCIL

MEETING:	County Council
DATE:	18 May 2021
TITLE:	Annual Report of the Chair of the Standards Committee
REPORT BY:	John R Jones, Chair & Independent Member of the Standards Committee
PURPOSE OF REPORT:	To Report on the Activities of the Standards Committee in 2020/21 and to secure Council Approval for the Committee's Programme for 2021/22
CONTACT OFFICER:	Lynn Ball, Director of Function (Council Business) / Monitoring Officer (ext 2568) lbxc@ynysmon.gov.uk

Introduction

1. The Standards Committee is a statutory committee which comprises 9 members (2 county councillors, 5 independent members and 2 community council members). Details of the Committee and its membership is available [here](#).

2. **Independent Members:**

The terms of four independent members ends on 19th December 2027 whilst the term of the fifth independent member ends on 11th December 2025.

The Chair must be appointed from among the independent members. Mr John R Jones was appointed Chair at a Standards Committee meeting in February 2020. The Chair is appointed for a period of four years.

3. **Town and Community Councillors:**

The two town and community council representatives were appointed in 2017 and their appointments will run for a period until the next local government election or until such time as the appointees are no longer community council members, whichever occurs first. A community council member may be re-appointed for one further consecutive term, provided that the Isle of Anglesey Town and Community Councils have collectively agreed to select the current community council members as nominee for the appointments. There may need to be a selection process after the May 2022 election to ensure the Committee has two town and community council representatives.

4. County Councillors:

The two county council members are appointed annually by the Council.

The two current County Councillors are Councillor John Arwel Roberts and Councillor Dafydd Rhys Thomas.

5. The Standards Committee has (amongst others) the following roles and functions in relation to County Council members and town/community council members:-
- (a) promoting and maintaining high standards of conduct by members;
 - (b) assisting members to observe their Code of Conduct;
 - (c) advising, training, or arranging to train members;
 - (d) considering applications for dispensations;
 - (e) dealing with any referrals from the Public Services Ombudsman for Wales (PSOW), or the Adjudication Panel for Wales (effectively the national Standards Committee).

Background

6. At its meeting on 8 September 2020 the County Council resolved to approve the Standards Committee's Programme for 2020/2021. The original Programme identified proposed areas of work, timetable and resources. I explained when presenting the work programme for 2020-2021 that the usual Committee programme had been reduced so as to reflect the fact that it had been necessary to adapt to the current circumstances (as a result of the coronavirus pandemic). This document is reproduced at **ENCLOSURE A** to this Report and has been updated to include the work which has since been delivered against objectives originally set.
7. **ENCLOSURE B** to this Report contains the Standards Committee's Programme for 2021/2022, which is presented for the Council's endorsement.

Chairman's Comments

8. In my first Chairman's report, presented to Council some eight months ago, I noted my commitment to working as part of a team and to continue with the important work of the Committee. Upon reflecting on the past year, I believe that we have worked well as a group and I remain of the strongest belief that each member of the Committee has a valuable contribution to make and that, by working collectively, with the support of officers and elected members, high standards of conduct are being maintained, and will continue to be followed, in Anglesey. I continue to be firm in my belief that the Committee should be proactive and to work with elected and co-opted members of the County Council, and the members of the 40 town and community councils on the Island, to support the highest possible standards of conduct.
9. I was appointed Chair in February 2020, just before the pandemic took hold. My first year as Chair has therefore been different from the one I would have envisaged. Understandably, Council resources had to be focused on dealing with the coronavirus emergency and so the work of the Committee was limited for some months with the Committee's statutory responsibilities being prioritised. However, whilst formal meetings have been less frequent, there have been other matters under consideration by the Committee including an application for dispensation, reviews of the Registers of Interests in a sample of the Town and Community Councils, responding to the Public

Services Ombudsman for Wales' consultation in relation to amended Guidance on the Code of Conduct (a) for County Councillors and (b) for Community Councillors, and considering various complaints under the local resolution protocol. This is important work which is fundamental to the Committee's ambition to be proactive.

10. The Committee meetings, as for all other Council Committees, have been held virtually. The Dispensation Hearing Panel was held on Microsoft Teams and later meetings have been conducted using Zoom. The technology has worked well.
11. I take this opportunity to thank the Committee for its diligent contributions and for the patience of those members serving their first year of membership. We very much thank every officer that supports and advises the Standards Committee, particularly under the circumstances this year. I also thank members of the County Council, and the Town and Community Councils, for their readiness to engage with the work of the Committee.
12. Below is a summary of the matters noted in the Work programme for 2020-2021.

12.1 Code of Conduct Referrals / Complaints

The Standards Committee receives reports every quarter, and at its ordinary meetings, which provide statistical information about the number and status of Code of Conduct complaints filed with the PSOW against (a) IOACC's members and (b) town and community council members.

In the reports for April 2020 – March 2021,

- One complaint had been referred to the PSOW against a town and community council member. The PSOW decided not to investigate that complaint.
- No complaints were made to the PSOW against an IOACC member.
- No complaint has been referred by the PSOW to the Standards Committee.

This is a reduction from the number of complaints presented to the PSOW in 2019-2020 (though that was not high either). The Committee continues to believe that self-regulation is working and that the reporting of a few complaints to the PSOW, when necessary and appropriate, is an indication of an organisation which appreciates the difference between the inevitable 'cut and thrust' of politics and potentially serious matters which may warrant independent investigation. The Committee believes the number and level of complaints to the PSOW to be an indicator of good corporate health; and it is noteworthy that this pattern has been continuing for a number of years.

Members are reminded that a voluntary and informal Local Resolution Protocol exists, which may resolve matters more quickly and effectively than a complaint to the PSOW. The scope of the Protocol was enhanced in September 2020 (as approved by full Council) but the Committee is eager to review this process further, particularly in light of proposed changes that are envisaged to the Code of Conduct for Members prior to the May 2022 elections. Whilst no sanction is imposed under the local resolution process, it does assist parties to reach an amicable solution to a dispute / relationship breakdown.

I was afforded training on mediation in preparation for conducting meetings under the Local Resolution process in 2018. It has not been possible to arrange further mediation training during 2020/2021; however, this will be one of the Committee's objectives in 2021/2022.

Together with the Vice-Chair of the Committee, I have been involved with matters of local resolution during the year, raised against County Councillors and also a Community Councillor.

It was noted that there was a reduction in the number of elected members presenting Annual Reports for 2019-2020. The Standards Committee considers the presenting of an Annual Report to be good practice; it conveys and encompasses the work conducted by the Council's members. Members are encouraged to present Annual Reports for 2020-2021 and the future.

In addition to the receipt of reports on local complaints, the Committee also receives regular reports that demonstrate learning points in relation to the Public Services Ombudsman for Wales, and the Adjudication Panel for Wales' decisions on all Wales cases. The Standards Committee also bring these learning points to the attention of the County Council and Town and Community Council members via the "Newsletter".

12.2 Meetings

The Committee usually meets formally twice annually. The statutory minimum is an annual meeting. The Committee met in March 2020; the formal meeting scheduled for September 2020 was adjourned until December 2020 and the formal March 2021 meeting is adjourned until 16 June 2021.

A Dispensation Hearing was conducted in July 2020 to consider an application by 29 members of the County Council in relation to the "six month rule" (see 12.3 below).

Further informal meetings have been held, including on 26th February when the Monitoring Officer and the Solicitor (Corporate Governance) conducted training on the Code of Conduct for the Committee members and on 10th March when there was a discussion in relation to (A) the consultation exercise conducted by the PSOW on the Guidance to the Code of Conduct (see 12.6 below) and (B) to agree the format for the review meetings in the Town and Community Councils (see 12.5 below).

I have also been meeting regularly with officers in relation to various low-level issues of conduct, local resolution matters and so as to progress the work programme during the year.

12.3 Dispensations

Dispensations may be granted by the Standards Committee, in certain circumstances defined by statute, where the member would otherwise be unable to participate in a debate or decision owing to a significant (prejudicial) personal interest. The Standards Committee may sometimes be in a position to overreach that prejudicial interest if certain conditions are met. The Dispensations Regulations apply to County Council members and town and community council members.

In 2020/2021 the Standards Committee granted twenty nine dispensations (following a block application by all members of the County Council) in relation to the “six month rule”. The report presented to the Standards Committee in July 2020 can be seen [*here*](#).

All County Council members and town and community council members are advised to consider whether an application for dispensation may be appropriate for them in some circumstances and are encouraged to contact the Monitoring Officer for advice.

12.4 Personal Development

The Standards Committee recommends to all members that they continue to engage with the Training and Development Programme offered by the County Council and that they participate in their Personal Development Reviews with their Group Leaders. The need to renew and refresh skills and knowledge applies equally to longstanding members as it does to those more recently elected and, indeed, co-opted members as well. Members are also reminded to include details of their completed training in their annual reports.

12.5 Registers of Interests – Town and Community Councils

A review of the Registers of Interests in a sample of the Town and Community Councils was conducted in spring 2021. The intention is to present a report of the collective findings to the Committee in June 2021.

This has been a large part of the Committee’s work during 2021 to date, including selecting the councils to be reviewed, agreeing on a methodology note to ensure consistency by all Standards Committee members when conducting their reviews, training on code of conduct as it applies to community councillors, and arranging meetings with Clerks so as to carry out the reviews.

I take this opportunity to thank the Clerks and Members of the five Councils reviewed for their co-operation.

12.6 Consultation on the Guidance on the Code of Conduct by the Public Services Ombudsman for Wales (PSOW)

The Standards Committee was presented with amended Guidance published by the PSOW, and subject to consultation, at its informal meeting on 10th March. Whilst there had not been any changes to the Code of Conduct, the PSOW had updated the Guidance which he had produced some four years ago. There are two Guidance documents – one for County Councillors and another for Town and Community Councillors.

A letter was agreed upon by the Chair and Vice Chair of the Committee, which incorporated the Committee’s comments, and presented to a meeting of the Political Group Leaders of the Council on 18th March. A copy of the letter was sent to the PSOW’s office on 19th March 2021.

Information is awaited in relation to the publication of the final versions of these documents. Once received, the Committee will review further and distribute to Members accordingly.

13. It is envisaged that matters arising under the Local Government and Elections (Wales) Act 2021 will require the Standards Committee's attention and input during 2021-2022, particularly in relation to:

- **Standards Committee's annual report to Council**

Whilst the Standards Committee already provides an annual report to Council, the Committee will need to ensure future reports include all information required under the legislation.

- **Community council training plans**

The Act includes a requirement for community councils to develop training plans as of April 2022. This is something that has been discussed during the recent review of registers of interests in the Town and Community Councils (see paragraph 12.5 above); it will be relevant for any future reviews too.

- **The duty on group leaders to high standards of conduct**

Political group leaders must take reasonable steps to promote and maintain high standards of conduct by members of their group. In doing so they must co-operate with the Council's Standards Committee in exercising its functions. Regulations from Welsh Ministers are awaited for further details in relation to this requirement.

RECOMMENDATION: -

1. To note the Programme delivered by the Standards Committee between May 2020 and April 2021 at **ENCLOSURE A**.
2. To endorse the Standards Committee's Work Programme for 2021/2022 outlined in **ENCLOSURE B**.

STANDARDS COMMITTEE WORK PROGRAMME – MAY 2020 TO APRIL 2021

		TIMETABLE	RESOURCES	STATUS AS AT YEAR END
1.	To conduct hearings into alleged breaches of the Members' Code of Conduct following a referral from the Public Services Ombudsman for Wales (PSOW)	<ul style="list-style-type: none"> As and when referrals are made and in accordance with the performance indicator 	<ul style="list-style-type: none"> Monitoring Officer 	<ul style="list-style-type: none"> No referrals to date
2.	To conduct hearings into applications for Dispensations	<ul style="list-style-type: none"> As and when applications are made and in accordance with the performance indicator 	<ul style="list-style-type: none"> Monitoring Officer 	<ul style="list-style-type: none"> Application for a dispensation was received by 29 County Councillors with the hearing conducted on 29 July 2020. A dispensation was granted to the individuals in the terms noted in the Minutes. Please see the link to the application/hearing Minutes. Report prepared to the Standards Committee on all Dispensations at its meeting on 15th December 2020. See link to the report.
3.	To undertake an advisory role in connection with any matters arising under the Council's Local Resolution Protocol	<ul style="list-style-type: none"> As and when requested 	<ul style="list-style-type: none"> Monitoring Officer 	<ul style="list-style-type: none"> Standards Committee Chair / Vice Chair has conducted various meetings/sent correspondence during the year – Consideration of the LRP jurisdiction in relation to a complaint raised against a County Councillor. However the Chair

				<p>and Vice Chair of the SC did not consider the matter to be suitable for LRP.</p> <ul style="list-style-type: none"> • Chair corresponded with some members in relation to Annual Reports and also met with one Group. • Chair corresponded with Councillor and Group Leader in relation to an issue involving an officer. • Chair corresponded and met with a County Councillor in relation to the County Councillor's Register of Interests. • Chair and another member of the Standards Committee met with a Councillor in relation to a matter in the Town and Community Council. The matter did not proceed to mediation under the LRP process.
4.	To oversee training and development on the Members' Code of Conduct in accordance with paragraph 2.6 of the Code	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Monitoring Officer 	<p><u>TOWN AND COMMUNITY COUNCILS:-</u> Newsletters sent to the TCCs on 04.03.2021 advising them of the matters discussed at both the March 2020 and December 2020 formal Committee meetings. Further Newsletters to be sent following each formal Committee meeting. <u>COUNTY COUNCIL MEMBERS:-</u> Newsletters sent to the County</p>

				Council Members on 26.02.2021 advising them of the matters discussed at both the March 2020 and December 2020 formal Committee meetings. Further Newsletters to be sent following each formal Committee meeting.
5.	To review a sample of the Register of Members' Interest as retained by town and community councils followed by any necessary advice and guidance	<ul style="list-style-type: none"> Depending on resources – would usually be scheduled by the end of April 2021 	<ul style="list-style-type: none"> Monitoring Officer 	<ul style="list-style-type: none"> Review conducted in five selected Town and Community Councils in Spring 2021 Individual letters prepared – some sent, others to follow soon. General findings report to be presented to the Standards Committee's formal meeting in June 2021
6.	To undertake the role of consultee on any proposed change to the Constitution relevant to the role of the Standards Committee and especially where such proposed changes might disproportionately prejudice the rights and interests of any minority group.	<ul style="list-style-type: none"> As and when required 	<ul style="list-style-type: none"> Monitoring Officer 	<ul style="list-style-type: none"> None required
7.	To undertake the role of consultee on any proposed legislative / policy changes etc relevant to the Standards Committee's area of responsibility.	<ul style="list-style-type: none"> As and when required 	<ul style="list-style-type: none"> Monitoring Officer 	<ul style="list-style-type: none"> The Standards Committee reviewed Annual Reports by County Council members and made direct contact with members, as appropriate, to encourage the completion of such reports. Responded to the PSOW's consultation on amendments to the Guidance produced by the

				<p>PSOW's office in relation to the Code of Conduct – two separate documents, one for County Councillors and another for Town and Community Councillors.</p> <ul style="list-style-type: none"> • Having formulated responses from the Standards Committee, the Chair and Vice Chair presented their proposed response to the Group Leaders and secured their unanimous agreement
8.	To make any recommendations to the Council for improvements in those areas of work which relate to the Standards Committee.	<ul style="list-style-type: none"> • As and when required 	<ul style="list-style-type: none"> • Monitoring Officer 	<ul style="list-style-type: none"> • Recommendation made by the Standards Committee in relation to the links to recordings of meetings on the Council's website to ensure user-friendly and readily available for members of the public. Matter satisfactorily resolved.
9.	The Chair of the Standards Committee to present an annual report to the Council outlining the work of the committee during the previous year.	<ul style="list-style-type: none"> • May 2021 (or when the Annual Meeting of the Council is held) 	<ul style="list-style-type: none"> • Chair 	<ul style="list-style-type: none"> • Mr John R Jones (Chair since February 2020) is presenting this report to full Council. This is his second Annual Report. • It is noted that an Annual Report by the Standards Committee will be required under the Local Government and Elections (Wales) Act 2021 as of May 2022. Need to ensure the next Annual Report includes all legislative requirements.
10.	For the Chair or other members of the Standards Committee to attend any meetings of the County Council or its Committees.	<ul style="list-style-type: none"> • As and when required 	<ul style="list-style-type: none"> • Monitoring Officer 	<ul style="list-style-type: none"> • Annual meeting on 8 September 2020 attended by Chair. • Chair and Vice Chair attended

				<p>two meetings with political Group Leaders.</p> <ul style="list-style-type: none"> • A programme of meetings / timetable to be scheduled for 2021.
11.	To ensure that the knowledge and skills of the Standards Committee are developed and updated by:-		<ul style="list-style-type: none"> • Monitoring Officer 	
	<ul style="list-style-type: none"> - regular reviews of decided cases from <ul style="list-style-type: none"> ○ other relevant authorities ○ Adjudication Panel for Wales 	<ul style="list-style-type: none"> • Ordinary meeting of the Committee 		<ul style="list-style-type: none"> • Delivered at the meetings on 11.03.2020 and 15.12.2020 to the Standards Committee. • Shared with County Councillors and Town and Community Councillors as part of their respective Newsletters, sent on 26.02.2021 and 4.03.2021.
	<ul style="list-style-type: none"> - to participate and contribute on the North Wales Standards Committee Forum 	<ul style="list-style-type: none"> • Depending on resources – would usually be scheduled twice annually 		<ul style="list-style-type: none"> • No Forum meetings arranged during the period.
	<ul style="list-style-type: none"> - to participate and contribute to the All Wales Standards Committee Conference. 	<ul style="list-style-type: none"> • One every 2 years – last held 14.09.2018, therefore due 2020 but delayed due to Coronavirus pandemic. 		<ul style="list-style-type: none"> • No Conference arranged during the period.
	<ul style="list-style-type: none"> - To be reviewed under a performance 	<ul style="list-style-type: none"> • One every 2 		<ul style="list-style-type: none"> • Owing to constraints with the

	appraisal review scheme similar to that used by the County Council members.	years – due 2020 - but will depend on resources.		<p>electronic system, as with all County Council members (elected and co-opted), the members of the Standards Committee are advised to ensure that they update their own training records.</p> <ul style="list-style-type: none"> • No PDRs conducted. To be considered for 2021.
12.	To monitor progress on complaints against members filed with the PSOW and to undertake an annual analysis of complaints data in relation to the County Council and town and community councils in order to identify any trends or issues of concern/training needs.	<ul style="list-style-type: none"> • Depending on resources – would usually be scheduled quarterly. 	<ul style="list-style-type: none"> • Monitoring Officer 	<ul style="list-style-type: none"> • Report to the Standards Committee on 11.03.2020 and 15.12.2020. • Complaints matrix is circulated to Standards Committee members quarterly in April (January-March), July (April-June), October (July-September) and January (October-December). It details the complaints received and the progress made regarding those complaints being investigated by the PSOW in relation to (a) County Council members and (b) town and community council members. • Report by the PSOW and summary of the Casebook of Code of Conduct complaints received by the PSOW reported to the Standards Committee on 11.03.2020 and 15.12.2020. Report link and summary circulated to County Council members and town and community council members as

				part of their respective Newsletters, sent on 26.02.2021 and 4.03.2021.
13.	To maintain contact with Group Leaders to discuss any issues of concern.	<ul style="list-style-type: none"> As and when required 	<ul style="list-style-type: none"> Chair 	<ul style="list-style-type: none"> 25.02.2021 18.03.2021 Also met with individual Group Leaders to discuss specific matters relevant to their group member(s).
14.	To review performance indicators for the Standards Committee and to report thereon on a default basis	<ul style="list-style-type: none"> Depending on resources – would usually be scheduled before April 2021. 	<ul style="list-style-type: none"> Monitoring Officer 	<ul style="list-style-type: none"> Reported quarterly
15.	To conduct a programme of training for Standards Committee members in accordance with Appendix A1 , as agreed by the Standards Committee at its meeting in March 2019.	<ul style="list-style-type: none"> Depending on resources – would usually be scheduled before April 2021. 	<ul style="list-style-type: none"> Monitoring Officer 	<ul style="list-style-type: none"> Partially completed. Further work to be done. See updating column included on the document appearing as Appendix A1.
16.	To consider training for Members - induction for new members (following May 2022 elections) and, separately, annual training for all members, in accordance with WLGA programme	<ul style="list-style-type: none"> Depending on resources – would usually be scheduled before April 2021. 	<ul style="list-style-type: none"> Monitoring Officer 	<ul style="list-style-type: none"> Reports presented by the Human Resource Development Manager to the formal Committee meetings. Chair and Vice Chair consulted in relation to the training for Members on 2021-2022.

Appendix A1:

Training	Narrative	Type of training	Proposed Date agreed by the Committee – but timetable to be adjusted in accordance with business demands as a result of the Coronavirus pandemic	Completed? Update – May 2021
Code of Conduct	All Standards Committee members are bound by the Code of Conduct for Members. The Code stipulates that Members must attend at least one training session on the Code of Conduct during each full term of office, such attendance to take place during the six months following election.	E-learning module on “Ethics and Standards” Classroom training to be provided in-house by Monitoring Officer	Available on demand May 2020	February 2021
Dispensations	County Councillors and Town and Community Councillors may apply for dispensations A Panel of the Standards Committee members will consider a written application for dispensations at a Hearing.	A general classroom training session on Dispensations (the grounds for granting / the methodology for conducting the hearings etc) to be provided in-house by the Monitoring Officer	Summer 2020	Training on dispensations for the whole Standards Committee to be included at a future date as this was not completed in 2020.

Training	Narrative	Type of training	Proposed Date agreed by the Committee – but timetable to be adjusted in accordance with business demands as a result of the Coronavirus pandemic	Completed? Update – May 2021
		Specific training on the dispensation application before the Panel will be provided before each dispensation Hearing to be provided in-house by the Monitoring Officer.	As and when required during 2020/2021	Training provided to the panel prior to the Hearing on 29 July 2020.
Public Services Ombudsman for Wales (PSOW) / Adjudication Panel for Wales (APW) – review of cases	At the formal Standards Committee meetings (March and September), an update will be provided on the cases which have been considered by the PSOW and APW.	Reports provided bi-annually and a discussion held at the Meetings.	March 2020 September 2020 March 2021	March 2020 December 2020 (in accordance with the formal meeting timetable)
IOACC Constitution	To provide a general overview of the Council's Constitution so far as it may affect the Standards Committee	A general classroom training session on the Constitution to be provided in-house by the Monitoring Officer.	TBC – 2020	Not completed. To be included at a future date.

Training	Narrative	Type of training	Proposed Date agreed by the Committee – but timetable to be adjusted in accordance with business demands as a result of the Coronavirus pandemic	Completed? Update – May 2021
Mediation in the context of the Local Resolution Protocol	Standards Committee members are integral to the Local Resolution process in accordance with the Protocol which has been adopted by the Committee and approved by Group Leaders.	External provider to produce and deliver a bespoke classroom training session to Standards Committee members, based on the process in IOACC's Local Resolution Protocol.	May / June 2020	Not completed. To be included at a future date.
Standards Committee Hearings	Whilst no Hearings are currently envisaged in the near future, Standards Committee is required to conduct Hearings should the PSOW refer a matter for determination.	External provider to be approached – perhaps this may be done in collaboration with another/other Standards Committees?	To be arranged further when required (should a Hearing be likely)	The training will only be provided in the event that the PSOW forwards a complaint to the Standards Committee for decision
Equality and Diversity Cyber Security GDPR	General training which has been identified as relevant for Standards Committee Members from the list of training requested of elected Members.	E-learning modules	Available on demand	

Training	Narrative	Type of training	Proposed Date agreed by the Committee – but timetable to be adjusted in accordance with business demands as a result of the Coronavirus pandemic	Completed? Update – May 2021
Safeguarding (Basic) Violence against women; prevent; CSE; Modern Slavery Health and Safety Licensing* / Planning* <i>* if on the Committee</i>	This is the list of training requested of elected Members.	All (excluding Licensing and Planning) to be completed by way of e-learning by Standards Committee members. Classroom sessions may also be possible.	Available on demand TBC - 2020	No classroom classes arranged but e-learning available on demand.
Chairing Committees	To be offered to the newly appointed Chair and Vice-Chair, if desired		TBC – 2020	Chair and Vice Chair to attend training on Chairing virtual meetings in June 2021.

STANDARDS COMMITTEE WORK PROGRAMME – MAY 2021 TO APRIL 2022

		TIMETABLE	RESOURCES	STATUS AS AT YEAR END
1.	To conduct hearings into alleged breaches of the Members' Code of Conduct following a referral from the Public Services Ombudsman for Wales (PSOW)	<ul style="list-style-type: none"> As and when referrals are made and in accordance with the performance indicator 	<ul style="list-style-type: none"> Monitoring Officer 	
2.	To conduct hearings into applications for Dispensations	<ul style="list-style-type: none"> As and when applications are made and in accordance with the performance indicator 	<ul style="list-style-type: none"> Monitoring Officer 	
3.	To undertake an advisory role in connection with any matters arising under the Council's Local Resolution Protocol	<ul style="list-style-type: none"> As and when requested 	<ul style="list-style-type: none"> Monitoring Officer 	
4.	To oversee training and development on the Members' Code of Conduct in accordance with paragraph 2.6 of the Code	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Monitoring Officer 	
5.	To review the three registers of Members' Interests for County Councillors followed by any necessary advice and guidance	<ul style="list-style-type: none"> Usually scheduled in April 2022. Owing to capacity issues 	<ul style="list-style-type: none"> Monitoring Officer 	

		in the Legal Section to be rescheduled to the end of 2022		
6.	To undertake the role of consultee on any proposed change to the Constitution relevant to the role of the Standards Committee and especially where such proposed changes might disproportionately prejudice the rights and interests of any minority group.	<ul style="list-style-type: none"> As and when required 	<ul style="list-style-type: none"> Monitoring Officer 	
7.	To undertake the role of consultee on any proposed legislative / policy changes etc relevant to the Standards Committee's area of responsibility; anticipated that this will include the new Ethical Framework and PSOW Guidance on the codes of conduct county and community councillors followed by a review of the Local Resolution Protocol	<ul style="list-style-type: none"> As and when consultations are open but additional embedding will be subject to capacity issues in the Legal Section and may be scheduled later in 2022 	<ul style="list-style-type: none"> Monitoring Officer 	
8.	To make any recommendations to the Council for improvements in those areas of work which relate to the Standards Committee.	<ul style="list-style-type: none"> As and when required 	<ul style="list-style-type: none"> Monitoring Officer 	
9.	The Chair of the Standards Committee to present an annual report to the Council outlining the work of the committee during the previous year. Ensure the Annual Report	<ul style="list-style-type: none"> May 2022 (or when the Annual Meeting of the Council 	<ul style="list-style-type: none"> Chair 	

	corresponds with the Local Government and Elections (Wales) Act 2021 requirements for the publication of Annual Reports by Standards Committees.	is held)		
10.	At the request of the Standards Committee, to attend occasional meetings of the County Council or its Committees; such attendance to be authorised by the Chair of the Standards Committee and to develop a timetable and feedback format for this work	<ul style="list-style-type: none"> As and when required 	<ul style="list-style-type: none"> Monitoring Officer 	
11.	To ensure that the knowledge and skills of the Standards Committee are developed and updated by:-		<ul style="list-style-type: none"> Monitoring Officer 	
	<ul style="list-style-type: none"> regular reviews of decided cases from <ul style="list-style-type: none"> other relevant authorities Adjudication Panel for Wales 	<ul style="list-style-type: none"> Ordinary meeting of the Committee 		
	<ul style="list-style-type: none"> to participate and contribute on the North Wales Standards Committee Forum 	<ul style="list-style-type: none"> This would usually be scheduled twice annually and requires officer support and attendance. This will be subject to capacity issues in the Legal Section. 		

	<ul style="list-style-type: none"> - to participate and contribute to the All Wales Standards Committee Conference. 	<ul style="list-style-type: none"> • One every 2 years – last held 14.09.2018, therefore due 2020 but it was delayed due to Coronavirus pandemic. • This will be subject to capacity issues in the Legal Section. 		
	<ul style="list-style-type: none"> - To be reviewed under a performance appraisal review scheme similar to that used by the County Council members. 	<ul style="list-style-type: none"> • One usually every 2 years – due 2020 - but it was delayed due to Coronavirus pandemic. Scheduled in 2022. • This will be subject to capacity issues in the Legal Section. 		
12.	To monitor progress on complaints against members filed with the PSOW and to undertake an annual analysis of complaints data in relation to the County Council and	<ul style="list-style-type: none"> • Quarterly. 	<ul style="list-style-type: none"> • Monitoring Officer 	

	town and community councils in order to identify any trends or issues of concern/training needs.			
13.	To maintain contact with Group Leaders to discuss any issues of concern.	<ul style="list-style-type: none"> As and when required 	<ul style="list-style-type: none"> Chair 	
14.	To review performance indicators for the Standards Committee and to report thereon on a default basis	<ul style="list-style-type: none"> May 2022 	<ul style="list-style-type: none"> Monitoring Officer 	
15.	To continue with the programme of training for Standards Committee members in accordance with Appendix B1 , as agreed by the Standards Committee at its meeting in March 2019, to the extent not already completed during 2020/2021.	<ul style="list-style-type: none"> Would usually be scheduled before May 2022. This will be subject to capacity issues in the Legal Section. 	<ul style="list-style-type: none"> Monitoring Officer 	
16.	To consider training for Members - induction for new members (following May 2022 elections) and, separately, annual training for all members, in accordance with new the programme to be devised with the WLGA	<ul style="list-style-type: none"> Would usually be scheduled before May 2022. This will be subject to capacity issues in the Legal Section. 		

Appendix B1:

Training	Narrative	Type of training	Proposed Date agreed by the Committee – but timetable to be adjusted in accordance with business demands as a result of the Coronavirus pandemic	Update – May 2021
Code of Conduct	All Standards Committee members are bound by the Code of Conduct for Members. The Code stipulates that Members must attend at least one training session on the Code of Conduct during each full term of office, such attendance to take place during the six months following election.	E-learning module on “Ethics and Standards” Classroom training to be provided in-house by Monitoring Officer	Available on demand May 2020	February 2021
Dispensations	County Councillors and Town and Community Councillors may apply for dispensations A Panel of the Standards Committee members will consider a written application for dispensations at a Hearing.	A general classroom training session on Dispensations (the grounds for granting / the methodology for conducting the hearings etc) to be provided in-house by the Monitoring Officer	Summer 2020	Training on dispensations for the whole Standards Committee to be included at a future date as this was not completed in 2020.

Training	Narrative	Type of training	Proposed Date agreed by the Committee – but timetable to be adjusted in accordance with business demands as a result of the Coronavirus pandemic	Update – May 2021
		Specific training on the dispensation application before the Panel will be provided before each dispensation Hearing to be provided in-house by the Monitoring Officer.	As and when required during 2020/2021	Training provided to the panel prior to the Hearing on 29 July 2020.
Public Services Ombudsman for Wales (PSOW) / Adjudication Panel for Wales (APW) – review of cases	At the formal Standards Committee meetings (March and September), an update will be provided on the cases which have been considered by the PSOW and APW.	Reports provided bi-annually and a discussion held at the Meetings.	March 2020 September 2020 March 2021	March 2020 December 2020 (in accordance with the formal meeting timetable)
IOACC Constitution	To provide a general overview of the Council's Constitution so far as it may affect the Standards Committee	A general classroom training session on the Constitution to be provided in-house by the Monitoring Officer.	TBC – 2020	Not completed. To be included at a future date.

Training	Narrative	Type of training	Proposed Date agreed by the Committee – but timetable to be adjusted in accordance with business demands as a result of the Coronavirus pandemic	Update – May 2021
Mediation in the context of the Local Resolution Protocol	Standards Committee members are integral to the Local Resolution process in accordance with the Protocol which has been adopted by the Committee and approved by Group Leaders.	External provider to produce and deliver a bespoke classroom training session to Standards Committee members, based on the process in IOACC's Local Resolution Protocol.	May / June 2020	Not completed. To be included at a future date.
Standards Committee Hearings	Whilst no Hearings are currently envisaged in the near future, Standards Committee is required to conduct Hearings should the PSOW refer a matter for determination.	External provider to be approached – perhaps this may be done in collaboration with another/other Standards Committees?	To be arranged further when required (should a Hearing be likely)	The training will only be provided in the event that the PSOW forwards a complaint to the Standards Committee for decision
Equality and Diversity Cyber Security GDPR	General training which has been identified as relevant for Standards Committee Members from the list of training requested of elected Members.	E-learning modules	Available on demand	

Training	Narrative	Type of training	Proposed Date agreed by the Committee – but timetable to be adjusted in accordance with business demands as a result of the Coronavirus pandemic	Update – May 2021
Safeguarding (Basic) Violence against women; prevent; CSE; Modern Slavery Health and Safety Licensing* / Planning* <i>* if on the Committee</i>	This is the list of training requested of elected Members.	All (excluding Licensing and Planning) to be completed by way of e-learning by Standards Committee members. Classroom sessions may also be possible.	Available on demand TBC - 2020	No classroom classes arranged but e-learning available on demand.
Chairing Committees	To be offered to the newly appointed Chair and Vice-Chair, if desired		TBC – 2020	Chair and Vice Chair to attend training on Chairing virtual meetings in June 2021.

ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO :	County Council
DATE:	18 May, 2021
TITLE OF REPORT:	Overview and Scrutiny Annual Report 2020/21
REPORT BY:	Chairs of: 1. Corporate Scrutiny Committee 2. Partnership and Regeneration Scrutiny Committee
PURPOSE OF REPORT:	Report on the work of the two scrutiny committees during 2020/21 and provide an overview of the 2021/22 scrutiny work programme
CONTACT OFFICER: E-mail: Telephone	Anwen Davies (Scrutiny Manager) AnwenDavies@ynysmon.gov.uk 01248 752578

1. Recommendations

The Council is requested to:

R1 Approve the Overview and Scrutiny Annual Report for 2020/21

R2 Note the continued progress made in implementing our local Scrutiny development journey and the impact this is having on practice.

R3 Appoint the chair of the Partnership and Regeneration Scrutiny Committee as the Scrutiny Champion for the period May, 2021 to May, 2022.

2. Background and context

2.1 This Overview and Scrutiny Annual Report encompasses the work undertaken by the two scrutiny committees between May 2020 and May, 2021.

2.2 The chairs of the two scrutiny committees led on developing the forward work programmes during this period. The scrutiny committees' work programmes are submitted to the monthly Scrutiny Committee Chairs and Vice-chairs Forum and for approval at each scrutiny committee meeting

2.3 The Council's scrutiny function has been through an improvement journey, as a result of commissioning the Public Centre for Scrutiny to review our local scrutiny arrangements (December, 2017). The improvement programme put in place as a result of the review has come to an end, and a development programme has replaced it within the context of continuous improvement, driving improvements and developments at an appropriate pace which are outlined within the report.

The impact and added value of scrutiny activity is contributing to the Council's corporate priorities through support and challenge.

3. Role of the Scrutiny Champion

3.1 The Scrutiny Champion has an important role in promoting the overview and scrutiny function both within the Council and also with external partners of the Authority. It is not a mandatory or remunerated position. The role is considered key in demonstrating the Authority's commitment to ensuring that Scrutiny

maximises the contribution of non-Executive Members to the organisation's overall performance and "corporate health".

- 3.2** On 14th May 2015 the Council resolved that the chair of the Corporate Scrutiny Committee be appointed as Scrutiny Champion for the period May 2015 to May, 2016 and thereafter that the role of the Champion should alternate between the two scrutiny committee chairs. The Chair of the Partnership and Regeneration Scrutiny Committee should therefore be appointed as the designated Scrutiny Champion for the coming year.

Appendix:

Overview and Scrutiny Annual Report 2020/21

Overview and Scrutiny

Annual Report: 2020-21

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3	Local scrutiny development
4	Assessing the Impact of Scrutiny
5	Looking Forward to 2021/22
6	Contact Scrutiny

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Appendix 1	What is overview and scrutiny?
Appendix 2	Remit and membership of our scrutiny committees
Appendix 3	Vision for Delivering Effective Scrutiny in the Council

1. FOREWORD

Councillor Aled Morris Jones

- **Chair of the Corporate Scrutiny Committee 2020/21**
- **Scrutiny Champion 2019/20→ 2020/21**



It is my pleasure to provide an overview of the work of the Corporate Scrutiny Committee over the last 12 months. The scope of work of the Committee is discussed in this report and it is fair to note that the workload continues to be considerable and varied. A total of 11 meetings were convened during the municipal year, which is greater than last year despite the pandemic.

- **Annual budget setting 2021/22** – one of the main responsibilities of the Committee is to contribute to the process of setting the Council’s annual budget as this is a vital process which has a far-reaching impact on every field and service within the Council and on the public. The Committee considered the proposals for the budget for 2021/22. The contribution of the **Finance Scrutiny Panel** has added value to the process, and detailed scrutiny work has been undertaken by the Panel which has assisted the Committee.
- **Quarterly monitoring of performance** – the Committee monitored performance on a quarterly basis during 2020/21, using the corporate scorecard which addresses a number of indicators for all individual services. The scorecard continues to evolve as an effective tool for Elected Member scrutiny of performance and the data of the various services. It must be recognised that the pandemic has naturally impacted on some targets.
- Our work as a committee has also included monitoring and scrutinising a number of **Annual Reports** including the Annual Report of the Statutory Director of Social Services and the Annual Performance Report to name a few, which is a core element of the Committee’s work.
- **Transformation priorities** – the Corporate Scrutiny Committee contributed towards the schools’ modernisation programme in the Llangefni area. The Public Speaking Protocol in Scrutiny Committee was implemented in these meetings in order to ensure the public’s input in the Council’s strategic decisions and to listen to their voices.
- **Covid 19 Pandemic**- the Committee scrutinised the Council’s response to the Covid 19 pandemic including the financial aspects and it was decided to scrutinise two particular aspects in more detail namely the Wellbeing of Council staff and communities and monitoring the effectiveness of the Track and Trace strategy (TTP).

I would like to thank members of both our panels, the **Finance Scrutiny Panel** and the **Social Services Improvement Panel** that have made a considerable contribution to the work of this Committee, and is seen as good practice nationally.

To close, I would like to stress that the Scrutiny function has successfully adapted during the pandemic, and that all meetings are now held virtually. Thank you to all Committee members and Officers who have assisted and for their noticeable contribution during 2020/21.

Councillor Aled Morris Jones

(Chair of the Corporate Scrutiny Committee and Scrutiny Champion).

Councillor Gwilym O Jones

- **Chair of the Partnership and Regeneration Scrutiny Committee 2020/21**



I believe that scrutiny plays a very important role in the Council's governance through holding decision makers to account, challenging in a constructive manner, and ensuring that the voice of the public and communities is heard in the decision making process. The fact that the Public Speaking Protocol is now operational is a substantial step forward, and formalises the process for the public to be able to express their views in Scrutiny Committees.

Firstly, I would like to thank Members of the Partnership and Regeneration Scrutiny Committee for their contributions and commitment to the work of the Committee which makes an important contribution to delivering the Council Plan, and sustaining the standards of our public services. The Committee has made fair and robust recommendations to the Executive on a number of subjects and key areas over this period, and also the Authority's partnership work:

- **Anglesey and Gwynedd Public Services Board (PSB)** – the Committee has led on scrutinising the work of the Board which is a partnership between Gwynedd and Môn. This includes the work on delivering the Anglesey and Gwynedd Wellbeing Plan, and the governance arrangements. We have seen some good examples of scrutiny work with Members enquiring about the risks faced by the Board, how the Board has amended its work programme as a result of the pandemic, and how this will impact the Board during the Recovery phase.
- **North Wales Economic Ambition Board** – the Committee scrutinised the new Governance Agreement 2 Contract, and key questions were raised such as how the possible risks of over expenditure within projects are to be managed, and how the Board has adjusted to the Covid 19 pandemic, and will continue to do so during the recovery phase and Brexit. This is the designated Committee that will scrutinise the work of the North Wales Economic Ambition Board, which will be essential in order to ensure the maximum economic benefit for North Wales and Anglesey in particular.
- **Schools' performance** – The Committee scrutinised the statutory partnership which exists between the Council and GwE. The contribution of the Schools' Progress Review Panel continues to be key in this field, but the work of visiting schools and monitoring individual school performance has currently been set aside due to the pandemic. However, the Panel intends to restart these visits when conditions permit.
- **Other partnerships** – the Committee has scrutinised a number of reports in order to hold partners to account as well as ensuring the best possible outcomes for the public. These reports have included the North Wales Partnership Board Annual Report, the Community Safety Partnership Annual Report, and the Equality Annual Report. However, some partners that were scheduled have been postponed as a result of the pandemic, in particular the emergency

services, as they have been responding on the front line to the pandemic Arrangements will be made to invite these partners when circumstances allow.

I would like to thank all members of the Partnership and Regeneration Committee, and the Schools' Progress Review Panel for the effective team work over the past year. All members have succeeded to adjust and ensure that the scrutiny function continues virtually throughout the pandemic, and I feel that a number of these good practices will continue to the future, and means that the Council can undertake scrutiny in an innovative way, making the best use of officers' and Elected Members' time.

Councillor Gwilym O Jones

(Chair of the Partnership and Regeneration Scrutiny Committee)

Covid-19 Pandemic Unique Context

1.1 It is true to say that the pandemic has had and continues to have a far reaching impact on people's lives, our communities and the manner in which the Council provides its services. This period (**managing the emergency response to the Pandemic, the Recovery Period and the new Normal**) is an extremely challenging time for the Council and all other public sector organisations across Wales as we continue to face the challenges of the Covid-19 emergency. This has meant that the Council has had to change its way of working as a result of the global health emergency.

1.2 In line with The Coronavirus Act 2020 and the subsequent Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 we hold virtual meetings following the Strategy for Committee Meeting put in place in May¹. As a result of the pandemic, the requirement to scrutinise some annual reports was put aside, or the schedule was extended in order to undertake the work to introduce an element of flexibility to the forward work programme on a local level.

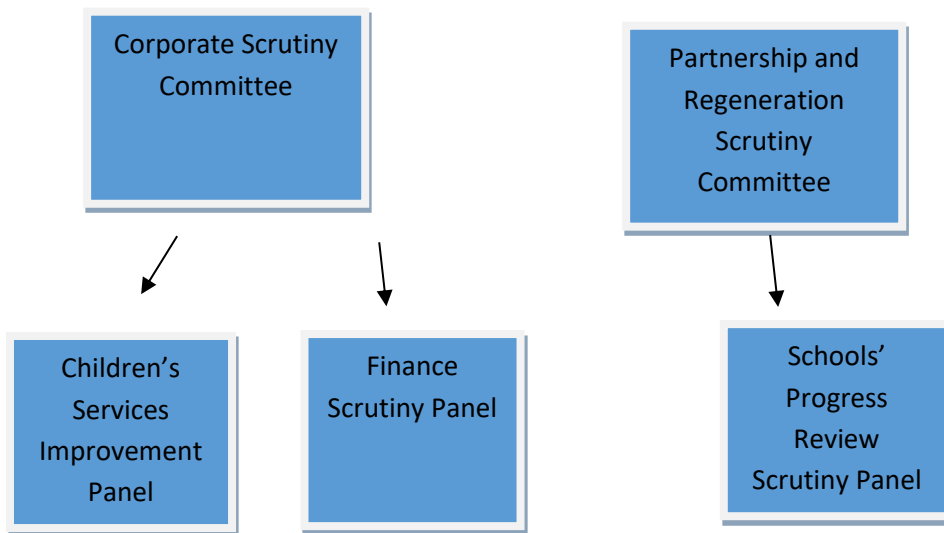
1.3 Both Scrutiny Committees resumed their work programmes from September, 2020. Both Committees have met regularly and resumed the priority scrutiny work. The Corporate Scrutiny Committee has successfully scrutinised, ensuring that the Council achieves its corporate objectives and also objectives for its services. The Partnership and Regeneration Scrutiny Committee has scrutinised partnerships and has complied fully with all statutory requirements. However, some partners that were scheduled have been postponed as a result of the pandemic, and the Committee's work programme has been prioritised to complement local requirements and also pressure facing our partners.

2.0 OUR LOCAL STRUCTURE

Scrutiny committees form part of the way in which local government in Wales operates. Their prime role is to hold the decision-makers to account, drive improvement, act as the voice of the community and play a role in policy development and review. A summary of the national policy context is outlined in **APPENDIX 1**.

¹ Committee Meeting Strategy until April, 2021 (IOACC, May, 2020).

2.1 Our local structure comprises of 2 scrutiny committees and three panels:



The remit and membership of our scrutiny committees are summarised in **APPENDIX 2**.

3.0 LOCAL SCRUTINY DEVELOPMENT JOURNEY

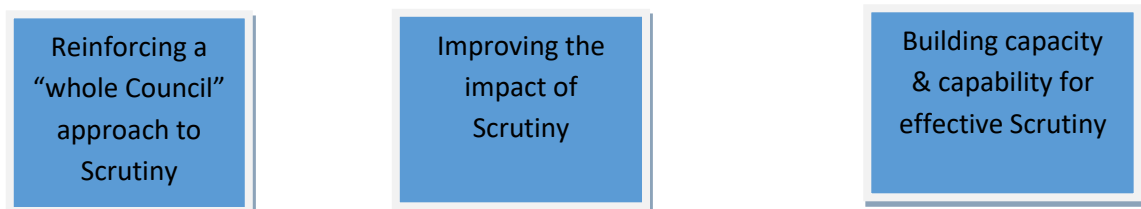
3.1 The Council's scrutiny function has been through an improvement journey, as a result of commissioning the Public Centre for Scrutiny to review our local scrutiny arrangements (December, 2017). The improvement programme put in place as a result of the review has come to an end, and a development programme has replaced it within the context of continuous improvement. The review provided a strong foundation to develop scrutiny role within the Council, and supports a robust and effective method of making decisions, and continues to evolve in a positive manner. These strong foundations are now the basis for the development programme which drives improvements and developments at an appropriate pace.

3.2 Key Improvement Themes

Within Covid-19 pandemic restrictions, our improvement programme has prioritised key themes (which are summarised below), in order to provide a robust framework to:

- Clarify the role and contribution of Scrutiny in the governance arrangements of the Council
- Identify the actions required in the short and medium term in order to further improve Scrutiny within the context of the pandemic and beyond.

SCRUTINY DEVELOPMENT JOURNEY: KEY THEMES



3 ASSESSING THE IMPACT OF SCRUTINY

4.1 A number of significant **outputs** were achieved by Scrutiny during the last municipal year which go some way in assisting us to assess the impact that the function has had locally:

- **Committee meetings** – a total of 16 scrutiny committee meetings were convened during 2020/21 from September, 2020 onwards as a result of the pandemic.

Committee	Number of Committees convened
Corporate Scrutiny Committee	10
Partnership and Regeneration Scrutiny Committee	6

There are also robust arrangements in place to ensure feedback at meetings of the Executive by scrutiny committee chairs on matters that have been considered by both committees.

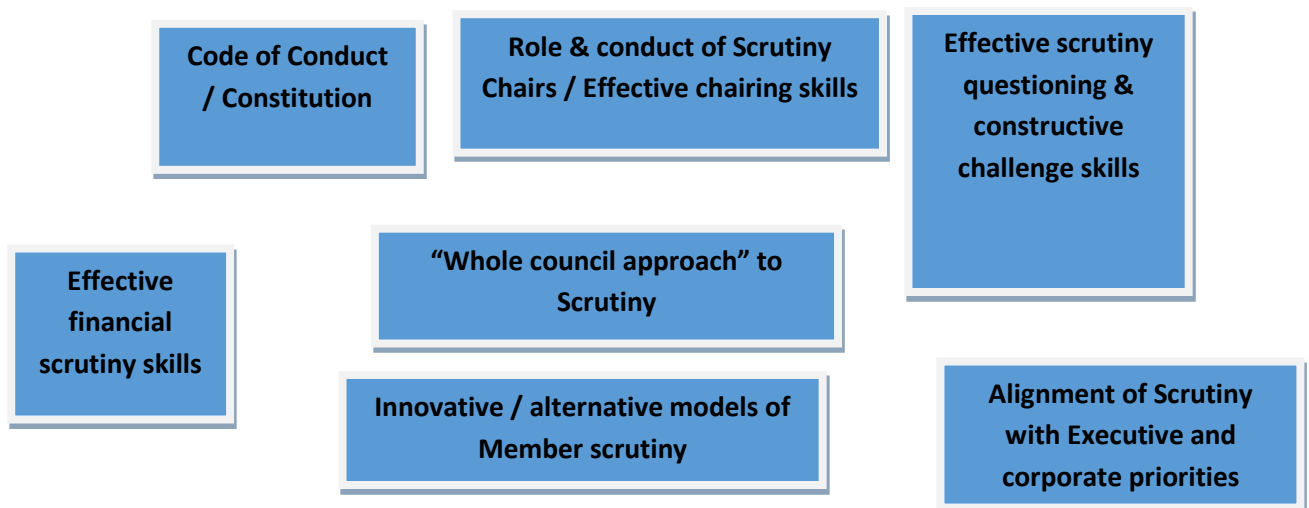
- **Scrutiny Panel meetings** – there have been regular meetings of all 3 scrutiny panels during 2020/21 from September, 2020 onwards as a result of the pandemic.

Panel	Number of meetings convened
Social Services Improvement Panel	7
Finance Scrutiny Panel	4
Schools Progress Review Panel	7

These panels have been embedded into practice by:

- ✚ Putting in place robust governance arrangements to support each panel.
- ✚ Ensuring a clear focus / remit and work programme for each panel.
- ✚ Putting in place a reporting / escalation process ensuring that the work of scrutiny panels is reported quarterly to the two Parent Committees, with Chairs of the Panel offering recommendations on plans or proposed decisions.
- ✚ Ensure appropriate pace for the work of the panels, which is in line with corporate priorities, and detailed scrutiny on Council's all important subjects.
- **Forward work programmes** – there is a well-established practice of forward work programming in place to underpin the work of both scrutiny committees. These programmes are an important tool in assisting scrutiny committee members to prioritise their work and have been discussed with the Senior Leadership Team and Heads of Service. Both committees review the content of their forward work programmes on a regular basis in order to ensure that they remain relevant and keep abreast with local priorities. Our local forward planning arrangements now ensure greater focus on:

- i. Strategic aspects
 - ii. Citizen / other stakeholder engagement and outcomes
 - iii. Priorities of the 2017/2022 Council Plan and corporate transformation programmes
 - iv. Risks
 - v. Work of audit, inspection and regulation
 - vi. Matters on the forward work programme of the Executive.
- **Chairs and Vice-chairs Forum** – is well established and continues to meet on a monthly basis. The Forum is considered an important vehicle to oversee the scrutiny committee work programmes and jointly negotiate priorities with the Scrutiny Committees’ Chairs and Vice-chairs. It also takes lead responsibility for developing and continuously improving the overview and scrutiny function in the Council. The role of the Forum has also evolved to include monthly conversations between the Executive (Leader), Chairs/Vice-Chairs of Scrutiny and the Senior Leadership Team (Chief Executive) to ensure better alignment between work programmes.
 - **Development, training and support for Members** – by:
 - ✚ Ensuring momentum to some key element of governance / scrutiny despite the impact of Covid-19:



- ✚ A large part of the corporate Members training and development programme has currently been put on hold as a result of the pandemic, and training has focused on upskilling members in terms of technology, and ensuring that everyone is able to participate effectively in virtual meetings (alternative/innovative models of Member scrutiny).
- ✚ Convening monthly briefing sessions to share information / raise Scrutiny Members’ awareness of key issues (e.g. Corporate Joint Committees and Holyhead Port). Also, as a forum for Member self-evaluation / reflection on the performance of scrutiny.

- **Scrutiny across a broader base** – a broader approach to Member scrutiny has been further developed during the year by:
 - i. Effective forward planning to ensure alignment between topics discussed at Member briefing sessions, scrutiny panels and full scrutiny committee meetings.
 - ii. Ensuring clarity of role for Members on corporate programme boards and ensuring robust, timely high level reporting to scrutiny committees, escalating slippage as required.
 - iii. Developing the breadth of topics discussed at Member briefing sessions, in support of Scrutiny and ensuring information available to Members on strategic and transformation topics.

- **“Closing the Scrutiny loop”** – by having in place robust arrangements to:
 - i. Report on progress or escalate issues from:
 - ✚ Scrutiny panels to parent committees
 - ✚ Scrutiny committees to the Executive
 - ✚ Corporate programme boards to scrutiny committees.
 - ii. Enable and encourage self-analysis and reflection by Scrutiny Members in order to identify strengths and areas for further development / focus.

- **Scrutiny & Wellbeing of Future Generations** – developing the role of Scrutiny by:
 - ✚ Ensuring Members focus on the 5 ways of working to frame questions
 - ✚ Developing a revised scrutiny report template, placing wellbeing of future generations at its core
 - ✚ Raising awareness and providing information in Member briefing and development sessions
 - ✚ Reviewing progress made in developing the role of scrutiny against best practice
 - ✚ Putting in place a framework to scrutinise the Public Services Board and key partnerships.

1. **Citizen engagement in Scrutiny** – developing a policy statement as the foundation to further develop our engagement with citizens through Member scrutiny and putting steps in place to ensure that the voice of citizens is heard in the local decision making. The Public Speaking Protocol in Scrutiny Committees has been operational since October, following adoption by Full Council in September, 2020. There is a specific section on the Council’s website promoting the Protocol, and a press released drafted to raise awareness of its existence and to promote its use by the public.

Measuring outcomes:

4.2 Capturing and assessing the impact of Scrutiny is a challenge to achieve as the **outcomes** of overview and scrutiny activities are not always tangible and often do not easily lend themselves to being measured in a systematic way. Furthermore, it is not easy to measure the effectiveness of the overview and scrutiny function’s ability to influence decision makers through discussion and debate. There are however some

examples where the input of scrutiny has added value and / or influenced the way in which proposals have been implemented by the Council.

General Scrutiny Outcomes

- **Forward work programmes** – scrutiny work programmes are now a rolling programme focusing on the quality of scrutiny with fewer items in order to add value. Our arrangements also ensure alignment of Scrutiny Committees' work programmes with the Executive and Senior Leadership Team work programmes.
Outcome: rolling work programme for scrutiny committees, aligned to corporate priorities.
- **Development, training and support for Members** – ensuring that Elected Members involved in Scrutiny have the right skills and competencies to undertake the work is a key element of the Councils scrutiny arrangements. A Member Development and Training Plan is in place, which includes elements such as chairing meetings, deciding for the benefit of future generations (Future Generations Act 2015), with an 'Introduction to Scrutiny' e-module available for all elected members. However, as previously mentioned parts of the programme have been put on hold for the time being as a result of the pandemic, and this year's training has focused on developing Members' IT skills in order for them to participate virtually in Council meetings. The monthly members briefing sessions are informal development sessions, and a means of receiving information which also assists Member scrutiny work
Outcome: Members involved in the Scrutiny process have the right skills and competencies and have access to the training and development opportunities they need to undertake their role effectively (***better decisions***).
- **Citizen engagement and participation** – scrutiny input to the **schools' modernisation programme** (Llangefni Area) also included direct engagement with the public at the Corporate Scrutiny Committee, which added value to the decision making process.
Outcome: this involvement by local people and other stakeholders in Member scrutiny has further developed our capability to ensure that the voices of local people are heard as part of the decision making process (***better public engagement***). Also, a strong foundation upon which to improve outcomes for citizens.
- **Self evaluation; Measuring the impact of scrutiny-** evaluating the impact of the improvement journey and the key themes outlined as part of this journey namely; Reinforcing a whole Council approach to Scrutiny; Wellbeing of Future Generations and Scrutiny; improving the impact of scrutiny; Increasing scrutiny's capacity and abilities; Improving engagement with the public in our scrutiny work. As part of the assessment the recent scrutiny successes were highlighted, and the areas for further improvement to drive scrutiny work. It was noted that the Members' level of understanding of the complexities of various Council services had increased significantly over the year.

Financial Scrutiny

- **2021/22 budget setting process** – a more strategic and outcome based approach to budget setting based on best practice is embedded into local practice. The Corporate Scrutiny Committee has considered and scrutinised the final budget proposals and have submitted recommendations to the Executive in terms of budget setting for 2021/22. The Finance Scrutiny Panel has played an important role in this process too through scrutinising the final proposals for the revenue and capital budgets. The Scrutiny comments and recommendations influenced the Council's final decision.

Also, the Finance Scrutiny Panel undertook detailed scrutiny work on setting the council tax in a way that protects the Council's services and ensures provision for risks that are difficult to measure, and which is affordable for the public. In summary, The Panel and the Committee added value to the decision making process.

- **Service Reviews-** The Chair of the Finance Scrutiny Panel attended all of the recent service reviews as part of the budget setting process, and reported back to the Finance Scrutiny Panel. It was noted that the majority of possible proposed cuts will have a significant impact on the Council's ability to provide services, and that implementing the proposed cuts is a significant risk to the Council.

Outcome: a more systematic approach to financial scrutiny, as an essential building block of sound financial management and governance.

- **Monitoring Capital and Revenue Budgets-** The Panel scrutinise and monitor the council's capital and revenue budgets quarterly, focusing on overspend and addressing any financial pressures.
- **Covid-19 impact on the Council's financial position-** The Scrutiny Panel received a presentation by the Director of Function (Resources)/ 151 Officer summarising the impact of Covid-19 on the Council's financial position. The additional costs and loss of income as a result of the pandemic were outlined. The Panel heard how the regular RSG advance payments by Welsh Government have had a positive impact on the Council's financial situation.

Outcomes:

- A more strategic approach to financial scrutiny making a robust and important contribution towards financial management and governance arrangements.
- Implementation of some positive mitigation measures in response to significant budget pressures with specific services or within the Council in general.

Scrutinising Social Services

- **Social Services Improvement Scrutiny Panel** –The Panel has been scrutinising the progress of the Adults improvement plan, and the children's services development plan. This work has also seen Members receiving training and awareness raising sessions in order to enrich their knowledge regarding the field and the challenges to assist them to scrutinise this vital field, and as a result further developing their Scrutiny skills in the social services area. As a result of the pandemic, Laming visits were put on hold with visits being convened virtually since March, 2021. A work programme is in place for the remainder of the calendar year in order to scrutinise specific aspects of the service. Scrutinising the performance of Social Services is also a substantial part of the Panel's work programme.
- **Social Services Reponse to Covid-19-** a presentation on the Social Services reponse during the pandemic was given, and the manner in which the service adapted to the circumstances was scrutinised. An overview and a specific session was provided on how Care Homes have adapted during the pandemic, outlining the challenges and lessons learned.
- **Draft Internal Audit Report and Corporate Parenting Panel Action Plan** - an internal audit was carried out of the effectiveness of the Corporate Parenting Panel at the request of the Chief Executive, the Leader and the Interim Director of Social Services, specifically looking at governance arrangements (membership, terms of reference, reporting process, record keeping). The audit concluded that there are similarities between both Panels, and that there is an opportunity to align the work of the panels

more closely. Work is therefore now underway to ensure that the same arrangements are operational for the Corporate Parenting Panel, and to reduce the number of Social Services Improvement Panel meetings from 12 to 8, and to hold a meeting of the Corporate Parenting Panel quarterly. This change will mean greater alignment between both Panels as well as extending knowledge of scrutiny members in the subject area.

- This work stream has led to the below positive outcomes:

Outcomes:

- ✚ A team of Members who have developed a high level of knowledge about the complexities and the challenges the social services face, and a level of expertise in the service area.
- ✚ Creating conditions that are conducive to effective Scrutiny e.g. there has been a tangible improvement in the level and depth of questioning by the Panel that are challenging and promote continuous improvement.
- ✚ Scrutiny activity that is well planned, efficient and objective and based on evidence from a range of sources including undertaking Site Visits and speaking to service users which provides a clear insights to the standard of the provision in order to scrutinise the field.
- ✚ Better understanding by Elected Members of the complexities and risks in Social Services in order to be able to effectively scrutinise, hold to account and identify priorities in moving forward as a result of the range of sources that are available to them.
- ✚ A broad overview of the performance of Social Services- financial performance and performance against the Improvement Plan.

(better decisions, better outcomes)

Scrutinising the Education field

- **Monitoring School Performance** – Scrutiny is playing an active part in monitoring and encouraging improvement by both schools and the Council’s Learning Service. Despite this, the work stream has been partially put on hold for the time being as a result of the pandemic, and the Panel intends to resume these visits when conditions allow. As a result, the Panel will need to adapt the manner in which it operates and scrutinises individual schools’ performance, and there is scope for the Panel to undertake this work virtually on Teams in the near future.
- As a result of the pandemic, the Panel did not meet between May - August 2020, recommencing the work from September onwards. Since September, 2020, Members of the Schools’ Progress Review Scrutiny Panel have:
- Met with Head Teachers of one primary school and two secondary schools. As part of the Panel’s scrutiny work, two (separate) secondary schools were invited to discuss two specific journeys namely a school journey during the pandemic, and an improvement journey together with other relevant developments and challenges. Detailed and effective presentations were received from the schools with an opportunity for panel members to question and challenge as relevant. The intention going forward is to invite the other three secondary schools under the same procedure.

- Scrutinised GwE's Progress Report 2020/21: Supporting schools during the pandemic.
- Scrutinised the Learning Service and Anglesey Schools' Response to Covid 19. Specific presentations were provided on Care Centres and Remote Learning, Blended Learning, and support for vulnerable children and Holyhead project.
- Scrutinised an Update on the Developments of the Gwynedd and Anglesey Additional Learning Needs and Inclusion Partnership.
- Undertook a self-evaluation exercise
- Submit timely progress reports to the parent committee.

Outcomes:

- ✚ The responsibility for school performance ultimately lies with the Head teacher and School Governing Body. However, constructive scrutiny by the Panel and the Committee during this period has contributed to improvement of education on the Island.
- ✚ Panel Members have sound knowledge of schools' complexities and risks which is of great assistance to them when effectively scrutinising individual schools' performance, holding them to account as they have comprehensive information about individual school standards and the wider context the schools operate within.

Scrutiny of Partnerships

- **Working in collaboration with key partners**

Scrutinising the Council's work of working in partnership with other public sector organisations is vital and the Wellbeing of Future Generations (Wales) 2015 Act reinforces the need to further strengthen scrutiny of partnerships. Both Scrutiny Committees met for the first time since the beginning of the pandemic during September, 2020, and since then, the Partnership and Regeneration Scrutiny Committee has met regularly and has resumed scrutiny work on key partnerships and have complied with statutory requirements. However, some scheduled partners have naturally been postponed as a result of the pandemic, and the Committee's work programme has had to be prioritised to complement local needs and consider requirements and pressure faced by our partners.

The Committee scrutinised a number of our partners' annual reports including Community Safety Partnership Annual Report (2019/20), Regional Partnership Board Annual Report (Part 9: Health and Social Services) 2019/20, and GwE Progress Report 2019/20, to name a few. This scrutiny work is a key aspect of the Committee's work in order to ensure that the Council's partners and partnerships deliver for the benefit of Anglesey's residents.

North Wales Economic Ambition Board- The Partnership and Regeneration Scrutiny Committee is the designated Committee to scrutinise the work of the North Wales Economic Ambition Board which will be essential in order to ensure the greatest economic benefit for North Wales and Anglesey in particular. The Committee scrutinised the Board's new Governance Agreement 2, and key questions were raised such as how possible risks of overexpenditure within projects will be managed, and how the Board has adapted to the Covid-19 pandemic and continues to adapt during the recovery period and Brexit.

In moving forward, statutory items need to be addressed, and also attention needs to be given to items where there has been slippage as a result of the pandemic in 2020 (Betsi

Cadwaladr University Health Board, North Wales Fire and Rescue Service, Welsh Ambulance Services NHS Trust, Police Commissioner and North Wales Police, Medrwn Môn and North Wales Emergency Planning Service). The intention is to invite the partnerships where there has been slippage in the work programme as a result of the Covid 19 pandemic to discuss their partnership work to coincide with the Recovery period.

Outcomes:

- ✚ Ensured that partners are working together to meet statutory obligations in terms of working together. The Partnership and Regeneration Scrutiny Committee assured that partners are working effectively on the Island, and that the services offered are of high standard and meet the needs of the local population.
- ✚ During this period Members of the Partnership and Regeneration Scrutiny Committee have enhanced their knowledge, and will be in a stronger position to provide effective scrutiny by way of regular monitoring in moving forward.
- ✚ The Committee's forward programme has matured, and the Members have a developed thorough knowledge about the Council's partnership work. Also, the scrutiny questions challenges the partnership work, and are a way of ensuring that the partnership work contributes towards achieving the Council Plan, and offers first class services to Anglesey's inhabitants.

- **Scrutiny of the Anglesey and Gwynedd Public Services Board**

Anglesey and Gwynedd Public Services Board was established in 2016, in accordance with the Well-being of Future Generations (Wales) Act 2015, which emphasises the need to scrutinise partnerships, and the need for public bodies to work in collaboration in order to ensure the very best results now and in the future. The progress in terms of delivering the Wellbeing Plan was scrutinised on 10 March, 2020.

The Partnership and Regeneration Scrutiny Committee continued to scrutinise the partnership during this period.

Outcomes:

- ✚ Scrutinising the governance structure and delivery arrangements of the PSB. The Partnership and Regeneration Scrutiny Committee assured that governance arrangements complied with statutory requirements and no changes required at present.
- ✚ The Partnership and Regeneration Scrutiny Committee scrutinised the pace of implementing the work streams of the Wellbeing Plan, and received confirmation of the main risks and the mitigation measures, and the practical steps taken by the Board in order to integrate its priorities into plans and strategies of other public bodies.

Measuring the Impact of our Development Journey:

The table below summarises the impact of some of our key development areas during 2020/21:

IMPACT OF OUR SCRUTINY DEVELOPMENT JOURNEY

Priority Area	How	Outcome
Scrutiny Vision	<p>We have ensured a whole Council approach to scrutiny.</p> <p>The Council has a Scrutiny Champion to ensure a supportive environment for scrutiny to succeed.</p> <p>Strong foundations laid by the Scrutiny Chairs and Vice-Chairs to improve outcomes for the public, better decisions and governance.</p>	<p>Evidence → increase in Member confidence; better scrutiny in committees; questioning strategy; quality of Member contributions in panel work and maturity of questioning strategies; feeling of Team Scrutiny amongst most Members.</p> <p>(better decisions, better outcomes)</p>
Scrutiny forward work programmes	<p>Further developed our arrangements and have put more emphasis on:</p> <ul style="list-style-type: none"> • Strategic aspects • Public engagement • The priorities of the Council Plan (2017/22), and corporate transformation programmes • risks • audit, investigation and regulation work • Items on the Executive's work programme <p>• Have developed a covering report for the work programme which is presented in every Scrutiny Committee.</p>	<p>Rolling work programmes concentrating on less items in order to add value, and concentrate on the quality of scrutiny.</p> <p>Alignment – have ensured effective forward planning in order to ensure alignment between topics discussed in Members briefing sessions, scrutiny panels, and scrutiny committee meetings. Alignment between work programmes across the Council.</p> <p>Well planned, effective and objective scrutiny.</p> <p>(better decisions)</p>

	<ul style="list-style-type: none"> • Programme alignment conversations with the Leader and Chief Executive at the Scrutiny Chairs/Vice-Chairs Forum (monthly). • Monthly discussion between the Leader, Head of Democratic Services and Scrutiny Manager. • Regular alignment conversations → scrutiny officers and heads of service. 	
<p>More innovative methods of Scrutiny</p>	<ul style="list-style-type: none"> • Scrutiny Panel's Contribution- the Panels have been a means of scrutinising specific services and matters in more detail, and report to the Scrutiny Committees in order to inform decisions. This has included reviewing and developing the work programmes of the Panel. • Self-evaluation- The three panels undertake regular self-evaluations and report on progress to the two parent Committees in order to measure successes, and to identify priorities in moving forward. 	<p>More innovative methods of undertaking the scrutiny work (SAC proposal for improvement), leading to better results and more impact. (better decisions, better outcomes).</p>

	<ul style="list-style-type: none"> • Scrutiny outside of Committees- the monthly briefing sessions are a way of scrutinising key areas outside of formal meetings, which assists the Members to undertake informed scrutiny in the Scrutiny Panels and Committees as a result. 	
Scrutiny Template	<ul style="list-style-type: none"> • The template includes clear scrutiny questions, ensures compliance with the requirements of the Well-being Act and is having an impact on the depth of the questioning in the meetings. 	Clarity of Scrutiny role → concise objectives, clear scrutiny questions, compliance with the requirements of the Wellbeing of Future Generations (Wales) Act 2015. (better decisions)
Member development, training and support	<ul style="list-style-type: none"> • A scrutiny development programme has been developed. • Monthly briefing sessions are held which correspond to various items on the Committee work programmes. 	(better results, better decisions)

<p>Public Engagement</p>	<p>The Scrutiny Committee meetings are advertised on the Council’s social media.</p> <p>A Public Speaking Protocol in Scrutiny Committee is operational.</p> <p>Ensured the voice of the public as part of the Schools Modernisation Programme.</p>	<p>(Better outcomes, better decisions, better engagement)</p>
<p>Public Services Board (PSB)</p>	<p>A programme was put in place in order to address the two recommendations made by Wales Audit Office on Public Services Boards.</p> <p>Gwynedd and Anglesey Public Services Board Programme Manager has worked closely with the Council’s scrutiny function; has agreed on scrutiny schedules, and the areas to be scrutinised (scrutinise the delivery of the Wellbeing Plan, the Annual Report and the governance arrangements). They have also worked in collaboration in order to align scrutiny cycles to coincide with the Board’s meetings.</p> <p>The PSB share information and minutes to ensure that the scrutiny committees has the necessary information to scrutinise effectively.</p>	<p>Effective scrutiny of the work of the Public Services Board, an increase in the Members’ confidence and understanding as a result of receiving regular reports on the progress of the work.</p> <p>Compliance with national guidance.</p> <p>(better engagement)</p>

4.4 Self-assessment of Scrutiny effectiveness

Our work around measuring the outcomes and impact of Scrutiny practice in the Council has also included some survey work with Members again this year, through small group discussions with Scrutiny Members and the Senior Leadership Team.

Self-assessment core questions:

- What were the highlights in Scrutiny during the past year?
- In your opinion, what impact did Scrutiny have during 2020/21 in supporting the Executive to make effective decisions?
- Are there any aspects that could be improved or delivered more effectively in the future?
- What development needs do you have to support you in the role?
- Any general observations on the influence and / or impact on the work of Scrutiny Members in the decision making processes?
- In your opinion, are there opportunities to further develop the scrutiny function within the Council?
- As a result of the pandemic and working virtually, what has worked well and what can be developed further in moving forward?

What our Members had to say...

Below is a flavour of what members of the Scrutiny Committee and Panels had to say. The findings of this exercise have fed into our improvement priorities for 2021/22.

LOOKING BACK

We have continued with virtual scrutiny work and have delivered all of the Committee's usual scrutiny work despite the pandemic and its associated challenges. All Members have succeeded to contribute to the scrutiny function during the year.

The Scrutiny Panels provide an opportunity for members to scrutinise specific matters in more detail, reporting and submitting recommendations to the Scrutiny Committees which facilitates the process

The Scrutiny Committee dynamics work well, as Members have different skills and background information which is of great help in scrutinising different areas the Committees are responsible for.

The preparation meetings held prior to the Committees are very useful and have developed during the past year, and the key scrutiny questions are of assistance to use as scrutiny Members.

The Scrutiny Panels mean that we have developed expertise and detailed information about the services which is of assistance to us in undertaking the scrutiny work in general.

The technology has meant that we have been able to continue to scrutinise throughout the year, and have developed our skills further.

LOOKING FORWARD

I feel that we as a Committee need to follow up items that have come before the Scrutiny Committee, through progress reports or updates on specific items.

I feel that there is a need not to overload work programmes and meetings in order to ensure that we can scrutinise in detail and to give due consideration to every item in order to add value.

There is a need to ensure that the Committee's contribution is heard by other council's Scrutiny Committees when a partnership exists between local authorities, and vice versa, in order to ensure consistency and that the voice of the Committee is heard.

It would be useful to receive presentations and reports prior to the Panel meetings in order to be able to scrutinise prior to the meeting it's self in order to prepare and think of scrutiny questions in advance.

It would be useful to have an independent opinion on the Scrutiny function, to see whether the function can be strengthened and further developed.

Consider continuing to hold some meetings virtually in future such as preparation meetings.

5.0 LOOKING FORWARD TO 2021/22

5.1 The Authority will continue on the next stage of its development journey and the following key areas have been prioritised in the recently published development programme for action over the coming months:

KEY SCRUTINY DEVELOPMENT AREAS

Theme	How	Desired Outcome ²
Vision	Continue to mainstream our Scrutiny vision, and ensure that every Elected Member and Officer have a robust	<i>Better outcomes</i>

² Outcomes and Characteristics for Effective Local Government Overview and Scrutiny – Good Scrutiny? Good Question! Wales Audit Office, 2014

Theme	How	Desired Outcome ²
	understanding of scrutiny's purpose and value within the Council's governance.	
Member Development and Support	<ul style="list-style-type: none"> • Recommence the training and development training to support and develop Scrutiny Members – focus on self-evaluation; chairing skills; scrutiny of performance data; financial scrutiny; information technology matters; E-learning. • Convene short, regular briefing/ development / review sessions with Scrutiny Members. 	<i>Better decisions</i>
Scrutiny Panels	<p>Support the work of the panels through:</p> <ul style="list-style-type: none"> • Ensuring the forward work programmes of the 3 Panel align with the Council's corporate priorities. • Developing an evolving focus to the work of the Panels. • Ensuring that the Panels complete self-evaluation exercises at least once a year. • Hold a review of the Scrutiny Panel's effectiveness as part of the Council's governance structure. 	<i>Better decisions</i>
Citizen Engagement in our Scrutiny work	<ul style="list-style-type: none"> • Continue to mainstream the Protocol for Public Speaking and raise the public's awareness of its existence, in order to ensure greater public participation by providing a clear structure for the public to request to speak in Committees. 	<i>Better engagement</i>
Wellbeing of Future Generations	<ul style="list-style-type: none"> • Continue to support chairs in developing the role of scrutiny whilst meeting the requirements of the Well-being of Future Generations Act 2015. 	<i>Better outcomes</i>

Theme	How	Desired Outcome ²
	<ul style="list-style-type: none"> To fully embed a robust questioning strategy using the Well-being of Future Generations Act to ensure that key scrutiny questions are included in every committee report and are asked in the Panel and Committee meetings. Review our arrangements in order to ensure that they comply with the requirements of the Well-being of Future Generations Act and the thinking of the Commissioner's Office. 	
Public Services Board and partnership working	<ul style="list-style-type: none"> Continue to scrutinise the work of the Public Services Board in delivering the Wellbeing Plan and the Board's governance arrangements, and the effectiveness of partnerships in accordance with the national guidelines. Continue to invite key partners to come before the Committees in order to scrutinise their work on the Island. 	<i>Better engagement</i>
Innovative models of Member Scrutiny	<ul style="list-style-type: none"> As a result of the Covid-19 pandemic, consider more innovative and effective ways of scrutiny, taking full advantage of technology to this end. 	<i>Better decisions, better outcomes, better engagement</i>
Alignment and Ownership of Scrutiny Work Programmes	<ul style="list-style-type: none"> Review and update the scrutiny panels and committees' work programmes monthly to align with the process of updating the Executive's forward work programme. Ensure a discussion about the forward work programme in every meeting of the Scrutiny Chairs Forum/ committee/ panel, and ensure Members input in forming the work programmes in order to ensure ownership. 	<i>Better results, better outcomes</i>

Theme	How	Desired Outcome ²
	<ul style="list-style-type: none"> • Make use of the regional and national good practice to steer the work programmes 	
Self-assessment of our local Scrutiny arrangements	<p>Members to continue to complete self-assessments, which includes identifying recommendations to improve the current scrutiny arrangements:</p> <ul style="list-style-type: none"> • As part of the process of preparing the Scrutiny Annual Report. • To assess the results and the impact of our scrutiny panels. 	<i>Better outcomes</i>
Raising awareness/sharing information	<ul style="list-style-type: none"> • Revise the information regarding the Council's scrutiny arrangements on the Council's website, and amend in order to: <ol style="list-style-type: none"> 1. Ensure that Elected Members can succeed in their role 2. Enable the voice of individuals and stakeholders to have a prominent place in the scrutiny process 	<i>Better decisions, better outcomes, better engagement</i>
Closing the Scrutiny Circle and alignment with the Transformation Board	<ul style="list-style-type: none"> • Accountability through reporting on the progress of the Panel's work quarterly, and continue to formalise the procedure of reporting to the Scrutiny Committees through the Panel's Chairs as a matter of course. 	<i>Better decisions, better outcomes</i>
Preparation for the Local Government and Elections Act (Wales) 2021	<ul style="list-style-type: none"> • Arrange specific briefing sessions for scrutiny Members on the implications of the Measure on the Council's scrutiny function through: <ol style="list-style-type: none"> 1. Ensuring that information is available to scrutiny committees. <p>Consider the implications of the Measure by making it</p> 	<i>Better decisions, better outcomes,</i>

Theme	How	Desired Outcome ²
	<p>mandatory for authorities to appoint joint scrutiny Committees</p> <ul style="list-style-type: none"> Amend the terms of reference of the Scrutiny Committees/the Constitution including the provision. 	

6.0 CONTACT SCRUTINY

6.1 To find out more about scrutiny in Anglesey or to give your views please contact:

Scrutiny Unit,
 Isle of Anglesey County Council,
 Council Offices.
 Llangefni.
 Anglesey.
 LL777TW

Anwen Davies	Scrutiny Manager (leading on supporting the Corporate Scrutiny Committee)	(01248) 752578 AnwenDavies@ynysmon.gov.uk
Sioned Rowe	Scrutiny Officer (leading on supporting the Partnership and Regeneration Scrutiny Committee)	(01248) 752039 SionedRowe@ynysmon.gov.uk

Overview and Scrutiny Annual Report: 2020/21

APPENDICES

WHAT IS OVERVIEW AND SCRUTINY? National policy context

National context:

Scrutiny committees form part of the way in which local government in Wales operates. As well as establishing a decision making executive, the Local Government Act 2000 requires one or more scrutiny committees. Their primary role is to hold decision-makers to account, drive improvement, act as the voice of the community and play a role in policy development and review.

The Centre for Public Scrutiny (CfPS)³ advocates four key principles in support of effective Member scrutiny:

- i. Provide “critical friend” challenge to executive policy makers and other decision makers
- ii. Enable the voice and concerns of the public and its communities to be heard
- iii. Be carried out by “independent minded governors” who lead and own the scrutiny process
- iv. Is evidence based and drives improvement in public services.

³ Good Scrutiny Guide, Centre for Public Scrutiny 2004

REMIT AND MEMBERSHIP OF OUR SCRUTINY COMMITTEES

The overview and scrutiny function at the Isle of Anglesey County Council continues to be delivered through a structure comprising of two parent scrutiny committees - Corporate Scrutiny Committee and the Partnership and Regeneration Scrutiny Committee.

Corporate Scrutiny Committee

Remit:









- The focus of work of the Corporate Scrutiny Committee is to provide assurance regarding the performance and delivery of all services; ensure the council achieves its corporate and service objectives (as outlined in the Corporate Plan, Annual Budget, Budget and Policy Framework, Performance Management Framework, Corporate Policies or their successor plans and policies); and to support and make recommendations for continuous improvement.
- Members of the Corporate Scrutiny Committee hold preparation meetings in advance of every committee in order to prepare and focus discussion at the formal meetings of the committee. This is regarded as good practice and it is intended to continue with these arrangements in 2020/21.

Membership

- The Corporate Scrutiny Committee is chaired by Councillor Aled Morris Jones and supported by Vice Chair Councillor Dylan Rees. Ten Elected Members sit on the committee⁴ with provision for 4 co-opted members:

⁴ Councillor membership of the Scrutiny Committees reflect the political balance of the Council

Membership of the Corporate Scrutiny Committee

	Name	Ward	Political Party/Group		Name	Ward	Political Party/Group
	Cllr Aled Morris Jones (Chair)	Twrcelyn	Anglesey Independents		Cllr Dylan Rees (Vice-chair)	Canolbarth Môn	Plaid Cymru
	Cllr Lewis Davies	Seiriol	Plaid Cymru		Cllr John Griffith	Talybolion	Plad Cymru
	Cllr Alun Roberts	Seiriol	Plaid Cymru		Cllr Nicola Roberts	Canolbarth Môn	Plaid Cymru
	Cllr Richard Griffiths	Twrcelyn	The Independent Group		Cllr Richard O Jones	Twrcelyn	The Independent Group
	Cllr J Arwel Roberts	Ynys Gybi	Wales Labour Party		Cllr Bryan Owen	Bro Aberffraw	Anglesey Independents

Member of the Corporate Scrutiny Committee during part of 2020/21.
Cllr Margaret Roberts


PARTNERSHIP AND REGENERATION SCRUTINY COMMITTEE











Remit:

- The primary focus of the Partnership and Regeneration Scrutiny Committee is to ensure that the interests of the citizens of the Island are promoted, and that best use is made of Council resources, in line with the Council's priorities, that demonstrate added value from working with partners. The remit of the committee includes regional and national arrangements as well as local arrangements.
- The committee is also the nominated Crime and Disorder Committee dealing with crime and disorder matters, as required under Section 19 and 20 of the Police and Justice Act 2006. It is also the designated committee for scrutinising the work of the Ynys Môn and Gwynedd Public Services Board.
- The Committee has introduced a practice of holding briefing meetings with members prior to each formal scrutiny committee meeting. This is regarded as good practice and it is intended to continue with these arrangements in 2020/21.

Membership:

- The Partnership and Regeneration Scrutiny Committee was chaired by Councillor Gwilym Jones and supported by Vice Chair Councillor Glyn Haynes. Ten members also sit on this committee with provision for 4 co-opted members:

Membership of the Partnership and Regeneration Scrutiny Committee

	Name	Ward	Political Party/Group		Name	Ward	Political Party/Group
	Cllr Gwilym O Jones (Chair)	Llifon	The Independent Group		Cllr Glyn Haynes (Vice- chair)	Caergybi	Labour Party
	Cllr Dafydd Roberts	Bro Rhosyr	The Independent Group		Cllr Vaughan Hughes	Lligwy	Plaid Cymru
	Cllr Alun Roberts	Seiriol	Plaid Cymru		Cllr Margaret Roberts	Lligwy	Plaid Cymru
	Cllr Nicola Roberts	Canolbarth Môn	Plaid Cymru		Cllr Trefor Lloyd Hughes	Ynys Gybi	Plaid Cymru
	Cllr Kenneth P Hughes	Talybolion	Anglesey Independents		Cllr Robert Llewelyn Jones	Caergybi	Anglesey Independents

Our scrutiny committees can undertake their work in one of the following ways:

- Consider a topic during a formal meeting
- Consider a topic in more detail by establishing a scrutiny outcome panel OR
- Conduct informal sessions on a particular area of policy.

Again during 2019/20, the scrutiny committees were aware of the need to seek to focus their work on outcomes and within the Wales Audit Office framework of characteristics and outcomes for effective local government overview and scrutiny⁵:

- Better outcomes
- Better decisions
- Better engagement

Call-in of decisions: Scrutiny committees can “call-in” a decision taken by either the Executive, Portfolio Holder or an officer to whom the Executive has been delegated with a specific decision making power. The scrutiny committees only exercise a “call-in” when there is good reason to do so (through a Test of Significance), and during 2020/21 this was exercised twice, by the Corporate Scrutiny Committee. The Corporate Scrutiny Committee called in the following decision made by the Executive / Portfolio Holder:

1. Executive Decisions

- Land at Mona Industrial Estate - Application by the Anglesey Agricultural Society to amend lease conditions
- Llangefni Area Schools’ Modernisation Ysgol Talwrn and Ysgol y Graig

⁵ Good Scrutiny? Good Question!, Wales Audit Office, 2014

A vision for delivering effective scrutiny in Isle of Anglesey County Council

Vision

Scrutiny in Anglesey aims to secure better outcomes for citizens and communities and add to the effectiveness of the Council by helping make public services more transparent, inclusive, accountable and cost effective.

Guiding Principles for Scrutiny in Anglesey

- Scrutiny is characterised by an atmosphere of mutual trust, co-operation and shared responsibility for achieving the best outcomes for local communities.
- Non-Executive Members are non-political in carrying out their support and challenge roles.
- Scrutiny activity directly broadens the evidence base upon which decisions and programmes of transformational change are predicated by providing a view on how proposals are likely to resonate with local communities.
- Non-Executive Members help ensure that a strategic, long term approach is taken when major service reconfiguration is being considered by providing constructive challenge in testing assumptions, examining risks and challenging how resources are prioritised.

Our Values

Overview and Scrutiny in Anglesey....

- Is 'forward and outward' and proactive rather than 'inwards and reactive'.
- Has a clearly defined and valued role in the council's improvement and governance arrangements.
- Is non-political, methodologically sound and incorporates a wide range of evidence and perspectives including those from strategic partners, regulators and the public.
- Is led by councillors who have the training and development opportunities they need to undertake their role effectively.
- Receives effective support from the council's senior leadership team who ensures that information provided to overview and scrutiny is of high quality and is provided in a timely and consistent manner.
- Takes into account concerns expressed at ward level in a non-parochial way when managing its forward work programme.
- Is well planned, chaired effectively and makes best use of the resources available to it.

- Is recognised by the executive and senior leadership team as an important council mechanism for community engagement, and facilitates greater citizen involvement in governance.
- Builds trust and positive relationships with a wide variety of internal and external stakeholders.

ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO :	County Council
DATE:	18 May, 2021
TITLE OF REPORT:	Democratic Services Committee Annual Report: 2020/21
REPORT BY:	J Huw Jones, Head of Democratic Services
PURPOSE OF REPORT:	Report on the work of the Democratic Services Committee during 2020/21
CONTACT OFFICER:	J Huw Jones (Head of Democratic Services)
E-mail:	JJones@ynysmon.gov.uk
Telephone	01248 752108

1. Recommendation

The **Committee is requested to:**

R1 Accept the report and note the matters considered by the Committee during 2020/21

2. Background and context

- 2.1 This is the ninth 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 2020/21 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 2021/22 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 2020/21

CYNGOR SIR YNYS MÔN

REPORT TO:	County Council
DATE:	18 May, 2021
TITLE OF REPORT:	Democratic Services Committee- Annual Report 2020/21
REPORT BY:	Cllr Robert Llewelyn Jones, Chair of the Democratic Services Committee
PURPOSE OF REPORT:	To report on the work of the Committee during 2020/21
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 ninth annual report by the Committee since its establishment in 2012.

2. COVID-19 PANDEMIC UNIQUE CONTEXT

1.1 It is true to say that the pandemic has had and continues to have a far reaching impact on people's lives, our communities and the manner in which the Council provides its services. This period (**managing the emergency response to the Pandemic, the Recovery Period and the new Normal**) is an extremely challenging time for the Council and all other public sector organisations across Wales as we continue to face the challenges of Covid-19 emergency. This had meant that the Council has changed its way of working as a result of the global health emergency.

1.2 In line with The Coronavirus Act 2020 and the subsequent Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 we hold virtual meetings following the Strategy for Committee Meeting put in place in May¹. As a result of the pandemic, the Committee did not meet until 30 July, 2020.

3. 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.

¹ Committee Meeting Strategy until April, 2021 (IOACC, May, 2020).

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. As noted further on in the report, very little development and training sessions have taken place for elected members during the last quarter of 2019/20, except for comprehensive IT training.

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.

4. Work Programme of Committee

This report summarises the issues discussed by the Committee during 2020/21 and also provides commentary on current status.

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

- Review of Electoral Arrangements for the Isle of Anglesey County Council by the Local Democracy and Boundary Commission for Wales
- Members' Annual Reports 2019/20
- Payments to Members- Reports by the Independent Remuneration Panel for Wales
- Democratic Services Committee Annual Report 2019/20
- Independent Remuneration Panel for Wales – Annual Report for 2021/22
- Changes to adoption absence for local authority members
- Member Development

A total of 3 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
30 July 2020	Review of Electoral Arrangements for the Isle of Anglesey County Council by the Local Democracy and Boundary Commission for Wales	<ul style="list-style-type: none"> • An update report was submitted by the Head of Democratic Services, following the report presented to the 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 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.

		<ul style="list-style-type: none"> • It was 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. • A further report was submitted to the Committee on 23 November, 2020.
	Members' Annual Reports 2019/20	<ul style="list-style-type: none"> • The Head of Democratic Services submitted a report 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 Members were requested to complete reports by 22 May in order to publish on the Council's website by 30 June, 2020. • It was resolved to accept the report and encourage members to complete annual reports.
	Payments to Members- Reports by the Independent Remuneration Panel for Wales	<p>The Head of Democratic Services submitted a report, and noted the following points in particular:</p> <ul style="list-style-type: none"> • The Independent Remuneration Panel for Wales Annual Report sets out the allowances payable to Elected Members and Co-opted Members and voting rights. • The Panel's draft proposals for 2020/21 were submitted to this Committee on 10 December, 2019. • 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. • Reference was made to the Panel for reimbursing care costs, which became operational on 1 July 2020. The Panel is concerned that the uptake on this provision is very low. 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. • It was resolved to note: <ul style="list-style-type: none"> i. That the Committee has published its Schedule of Member Remuneration for

		<p>2020/21, in accordance with the requirements;</p> <p>ii. the principles relating to reimbursement of costs of care, and to confirm how the Council intends to implement the principles.</p>
	Democratic Services Committee Annual Report 2019/20	<p>The Head of Democratic Services submitted this Committee's annual report, and noted the following points in particular: -</p> <ul style="list-style-type: none"> • the annual report will be presented to full Council on 8 September, 2020. • the report summarises issues discussed by the Committee during 2019/20. • It was resolved to accept the report and note the matters considered by the Committee during 2019/20.
23 November 2020	Review of Electoral Arrangements for the Isle of Anglesey County Council by the Local Democracy and Boundary Commission for Wales	<p>The Head of Democratic Services submitted an update report, following reports presented to this Committee on 30 July and 25 September 2020, which covered the following matters.</p> <ul style="list-style-type: none"> • It was noted that the Commission published its draft proposals for consultation on 16 June 2020, which were consistent with the County Council's recommendations, for a model based on 14 wards and 35 Members. • It was further noted that this Committee's recommendations, which included changing the name of the new Braint ward to Bodowyr, were adopted by the Commission. The Boundary Commission's final recommendations will be presented to the County Council on 8 December 2020 for approval. It is hoped to introduce the new changes in time for the 2022 elections. • It was resolved to:- <ul style="list-style-type: none"> i. To note the Boundary Commission's final recommendations, and ii. To recommend that the County Council's accepts the Boundary Commission's final recommendations on 8 December 2020.
	Independent Remuneration Panel for Wales – Annual Report for 2021/22	<p>The Head of Democratic Services submitted the Independent Remuneration Panel for Wales (IRPW)'s draft Annual Report, and noted the following points in particular:</p> <ul style="list-style-type: none"> • The report outlines the allowances payable to Members and co-opted members who have voting rights.

		<ul style="list-style-type: none"> • The IRP's Draft Annual Report for 2021/22 has been published for consultation until 23 November 2020. The Panel will publish its final report in February 2021. • A summary of the proposed changes which will be implemented from 1 April 2021 was provided. • It was resolved to accept the draft determinations in the Independent Remuneration Panel for Wales' report for 2021/22.
	Changes to adoption absence for local authority members	<p>The Head of Democratic Services submitted a report on a consultation document to expand the terms of adoption absence for local authority Members. The following points were noted in particular:</p> <ul style="list-style-type: none"> • the monthly cap on payments will be replaced by formal and informal care costs. • Welsh Government is seeking to ensure that the terms of employment for elected Members will be more favourable, and that absences will be brought in line with those of staff, which permit 26 weeks of absence. • The Committee welcomed the proposal, and hoped that greater interest would be generated by younger individuals, and women in becoming Members of the Council. • It was resolved to accept the proposed changes outlined in the Welsh Government consultation document, and authorise the Head of Democratic Service to respond accordingly in consultation with the Chairman of the Committee.
16 March, 2021	Independent Remuneration Panel for Wales – Annual Report for 2021/22	<p>The Head of Democratic Services presented the report, and noted the following points in particular:</p> <ul style="list-style-type: none"> • The proposals that will be made to the Remuneration Framework for 2021/2022 have been limited due to the impact of the pandemic. • The final report was published on 25 February 2021. The Panel has confirmed the increases in the salaries for elected members of principal councils, with consequential increases for members of National Park and Fire and Rescue Authorities. There are no other substantive changes to the draft Report. • It was resolved to note the determinations within the report of the Independent Remuneration Panel for Wales for 2021/2022.

	Member Development	<p>The Training Manager presented the report, and noted the following points in particular:</p> <ul style="list-style-type: none"> • That the pandemic has had an impact on the training provided, and that very little activity has taken place in terms of training offered to Elected Members during the last quarter of 2019/2020 as a result. • The intention is to gather training needs and formulate a revised Development Plan for the period up until the elections in 2022 and submit to Full Council for approval. • During the lockdown period, training on the use of MS Teams and Zoom was provided in order to ensure that Members could participate in virtual meetings. • It is hoped that guidance and information with regards to future training provision will be shared by Welsh Local Government Association across all Authorities. • Work continues on the E-Learning modules available to Elected Members. • A training bulletin has been created for Elected Members to advertise training available. • It was resolved to submit the Training Plan for 2021/22 to the Full Council for approval.
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Looking forward to 2021/22:

The Democratic Services Committee will focus on the following areas for 2021/22:

- The Member Development and Training Plan including Personal Development Reviews
- Members Annual Reports
- Member related issues including - Wales Charter for Member development and support
- Relevant Welsh Government consultations/ Independent Remuneration Panel for Wales
- Local Government and Elections (Wales) Act 2021 relevant matters and preparations towards 2022 elections.

Recommendation:

The County Council is requested to accept the report and note the matters considered by the Committee during 2020/21.

Cllr Robert Llewelyn Jones

Chair of the Democratic Services Committee

(30.04.2021)

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive and Full Council
Date:	22/03/2021 and 18/05/2021
Subject:	Statement of Licensing Policy 2021 – 2026
Portfolio Holder(s):	Councillor Richard Dew Councillor Nicola Roberts Chair of Licensing Committee
Head of Service:	Christian Branch Acting Head of Regulation and Economic Development
Report Author: Tel: E-mail:	Sion Hughes 07747 118 406 slhpp@anglesey.gov.uk
Local Members:	

A –Recommendation/s and reason/s
<p>The Executive is requested to recommend to the Full Council the adoption of the Statement of Licensing Policy 2021-2026.</p> <p>Every Five years the Licensing Act 2003 requires that the Council adopts a Statement of Licensing Policy. This Policy sets out how the Council will discharge its functions with regard to the regulation of Licensed regulated activity. The draft policy has been produced in accordance with the Licensing Act statutory guidance on form and content of the Policy. It is a revised and updated version of the Council’s previous policy.</p>

B – What other options did you consider and why did you reject them and/or opt for this option?
<p>It is a legal requirement that the Statement of Licensing Policy is adopted by the Council. No other options are available.</p>

C – Why is this a decision for the Executive?
<p>The Executive is required to make recommendations to the Council as the policy forms part of the Council’s Policy Framework.</p>

CH – Is this decision consistent with policy approved by the full Council?
<p>Yes. It forms part of the Council’s Policy Framework.</p>

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

DD – Who did you consult?		What did they say?
1	Chief Executive / Senior Leadership Team (SLT) (mandatory)	Approved for consideration by the Executive. Deputy Chief Executive requested reference to adapting to external factors affecting implementation of the policy. Included at para. 14.5.
2	Finance / Section 151 (mandatory)	Approved with request to encourage online payments.
3	Legal / Monitoring Officer (mandatory)	Approved
4	Human Resources (HR)	Not applicable
5	Property	Not applicable
6	Information Communication Technology (ICT)	Not applicable
7	Procurement	Not applicable
8	Scrutiny	Not applicable
9	Local Members	Not applicable
10	Any external bodies / other/s	Consultation was carried out with all the responsible authorities as listed in the policy. A public consultation page was published on our website. North Wales Fire and Rescue, Planning and Environmental Health provided updating information. Teulu Mon asked for specific reference to child exploitation, which has been included. There were no other consultation responses.

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

7	Other	
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F - Appendices:

Statement of Licensing Policy, Licensing Act 2003, 2021 - 2026
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FF - Background papers (please contact the author of the Report for any further information):
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LICENSING POLICY

FEBRUARY 2021 (INSERT DATE POLICY ADOPTED)

1. Background
2. Scope and Extent of the Licensing Act 2003
3. Licensing Objectives
4. The Licensing Process and Administration of Functions
5. Premises Licences and Club Premises Certificates (New Applications, Variations & General Information)
6. Temporary Event Notices (TENs)
7. Personal Licences
8. Club Premises Certificates.
9. Operating Schedule
10. Fees
11. Cumulative Impact, Late Night Levy & Early Morning Restriction Orders
12. Other relevant regimes
13. Enforcement
14. Miscellaneous

APPENDICES

- Appendix A Contact details for licensing applications
- Appendix B Responsible Authorities
- Appendix C Review procedure incorporating joint problem solving and enforcement ladder
- Appendix D Delegation of functions
- Appendix E Glossary of Terms

1 BACKGROUND

1.1 This Licensing Policy (**the Policy**) is issued in accordance with the Licensing Act 2003 (**the Act**). The Policy sets out the principles that Isle of Anglesey County Council (**the Authority**) will apply when making decisions upon applications, hearings, reviews and appeals under the Act in relation to:

- (a) The sale by retail of alcohol;
- (b) The supply of alcohol by or on behalf of a club to, or to the order of a member of the club;
- (c) The provision of late night refreshment (supply of hot food or drink from a premises between 23.00 and 05.00 hours); and
- (d) The provision of regulated entertainment to the public or club members with a view to making profit including raising money for charity where the entertainment involves: a theatrical performance or film exhibition; an indoor sporting event; boxing or wrestling bouts; performance of live music; playing of recorded music or performance of dance.

1.2 The Isle of Anglesey is located in the North West of Wales. The Island is predominantly lowland and it has a coastal Area of Outstanding Natural Beauty (AONB). Large numbers of visitors are attracted, who make an important contribution to the local economy. Agriculture remains an important activity and is integral to the island's identity and culture. The 2011 Census records a population of 69,769 with 30,600 households. Holyhead is the largest town on Anglesey, and the majority of the largest settlements are located around the coast. The largest settlement away from the coast is Llangefni, which is the County town. Anglesey has strong international transport links to Ireland through the Port of Holyhead. The A55, which is part of the Trans-European Road Network (TERN), and the North Wales coastal railway, connects the area to the rest of North Wales and the United Kingdom

1.3 There are few recognised "night clubs" or major concentrations of licensed premises on the Island. Village and school halls provide venues for social and cultural events. Several open air concerts and shows provide for the larger and temporary events.

2 SCOPE AND EXTENT OF THE LICENSING ACT 2003

2.1 It is the duty of the Authority to carry out its functions under the Act with a view to promoting with equal importance the **Four Licensing Objectives**:

- (a) Prevention of Crime and Disorder;
- (b) Public Safety;
- (c) Prevention of Public Nuisance and,

- (d) Protection of children from harm.
- 2.2 It is recognised that the licensing function is only one means of securing the delivery of the above objectives. The Authority will therefore continue to work in partnership with all other relevant stakeholders and partners.
- 2.3 In undertaking its licensing function, the Authority will have regard to other legislation and Government Strategies and Policies as applicable. Where other regulatory regimes place obligations on applicants, the Authority will avoid imposing the same or similar obligations by way of conditions on a licence as far as possible.
- 2.4 The Authority will also consider wider initiatives that are relevant to licensing such as:
- (a) CCTV coverage of town centres
 - (b) Exclusion Orders from Town Centre
 - (c) Safer Clubbing Guide
 - (d) Pub Watch & Safety Advisory Group
 - (e) The Best Bar None awards initiative
- 2.5 The Authority wishes to facilitate well run and managed premises with licence holders displaying sensitivity to the impact of the premises on local residents. The Authority recognises that licensed premises on the Island contribute to the local economy, attract tourists and visitors, make for vibrant towns and communities and are major employers. Commercial occupiers of premises also have a legitimate expectation of an environment that is attractive and sustainable for their businesses. That said, the Authority is mindful of balancing this with the needs of local residents and wider considerations in accordance with the Licensing Objectives.
- 2.6 The Authority has adopted this Policy which sets out the Authority's general approach to licensing decisions. The Authority will take the Policy, as well as the Guidance published by the Secretary of State under Section 182 of the Act, into account when exercising its functions under the Act whilst recognising that each application must be considered on its own merits.
- 2.7 This Policy was last reviewed in [24 February 2016] and adopted on [**to be confirmed**].
- 2.8 Where the statutory guidance published under Section 182 of the Act is revised at any time, or where relevant legislative or regulatory changes occur, the Licensing Authority will have regard to such developments where they might have a potential impact upon this Policy.

3 LICENSING OBJECTIVES

- 3.1 The Authority's approach to the Licensing Objectives is set out further below.

- 3.2 In addition to its powers under the Act, the Authority will use a full range of measures including its planning controls, transport controls, crime and disorder policies and powers. The Authority will enter into partnership arrangements, working closely with the Police, the fire authority, local Health Board, local businesses, community representatives and local people in meeting these objectives.

Prevention of Crime and Disorder

- 3.3 The Authority will have regard to the Crime and Disorder Act 1998 under which it has a duty to prevent/reduce crime and disorder in the area.
- 3.4 One of the key priorities of the Authority's Crime and Disorder Strategy is to reduce the level of crime in specified areas. The Policy will have regard to the likely impact of licensing on the good management of premises and their immediate environment.
- 3.5 The Authority will have due regard to the representations of North Wales Police Service.
- 3.6 **Safer Clubbing** - The Authority wishes to promote the principles of "Safer Clubbing". It will recommend the current Home Office guidance to relevant Premises Licence and Club Premises Certificate holders. Appropriate and proportional licensing conditions may be imposed to control the environment at relevant premises in support of the "Safer Clubbing" principles.
- 3.7 **Drugs** - Where deemed necessary, conditions will be imposed to reduce the possible sale and/or consumption of drugs. In all cases where these conditions are deemed necessary, advice will be taken from the local Drugs Action Team and the Police.
- 3.8 **Door Supervisors** - Where a premises licence includes a condition requiring any person to carry out a security activity, the licence must include a condition requiring that person to be licensed by the Security Industry Authority unless exempt from such a requirement by reason of falling into one or more of the categories specified in section 21(2) of the Act (licences authorising plays or films, or on other occasions). Where deemed necessary, the Authority may also exercise its discretion and impose conditions that licensed door supervisors (approved by the Security Industry Authority) must be employed at the premises, either at all times or at such times as specified by the Authority, and at a number and ratio to be determined by the Authority, based on a risk assessment of the premises.

Public Safety

- 3.9 The Authority wishes to promote high standards of public safety in relation to premises and activities within the scope of the Act.
- 3.10 The Authority's Environmental Health Section which enforces health and safety requirements in relevant premises will be consulted as a Responsible Authority and its officers may also act as Authorised Persons for enforcement purposes under the Act.

- 3.11 The Authority recognises that general health and safety duties will not always adequately cover specific issues and therefore conditions may need to be attached to a Premises Licence or Club Premises Certificate. Physical safety includes the prevention of accidents and injuries and other immediate harms that can result from alcohol consumption such as unconsciousness and alcohol poisoning.
- 3.12 In the case of premises requiring a Premises Licence or Club Premises Certificate the Authority may select certain conditions that are appropriate and proportionate to the nature of the activities specified in the operating schedule and that promote the licensing objectives.
- 3.13 Where activities are organised by volunteers or a committee of a club or society or community premises the Authority considers it good practice that the same level of health and safety protection is provided as if an employer / employee relationship existed, irrespective of whether there are strict legal duties applicable under the relevant legislation. Applicants are also encouraged to take a proactive approach to general safety issues, including that of their customers, and to discuss appropriate measures with the Responsible Authorities concerned.
- 3.14 Where any conditions have been applied to a Premises Licence or Club Premises Certificate an Authorised Officer of the Authority may inspect the premises at any reasonable time for the purpose of checking that the conditions are being complied with.
- 3.15 The Authority expects that organisers of large scale events, where licensable activities are to take place, will prepare an event management plan incorporating appropriate risk assessments and present them to the Safety Advisory Group well in advance of any proposed event. Any decision to authorise such an event under the Act will remain that of the Authority.
- 3.16 **Fire Safety** - The Authority will have due regard to the representations of North Wales Fire and Rescue Service which is one of the Responsible Authorities that will be consulted regarding applications. The Authority may select appropriate and proportional conditions in relation to fire safety matters in consultation with North Wales Fire and Rescue Service. In any premises where a work activity takes place the Fire Precautions (Workplace) Regulations 1997 (as amended) and The Regulatory Reform (Fire Safety) Order 2005 will also apply. These regulations are enforced by North Wales Fire and Rescue Service and confer a statutory duty on premises supervisors to conduct and keep up to date their own Fire Risk Assessments on each Premises. The Fire Risk Assessment document should amongst other matters address the mode of construction, occupancy figures, smoke and fire detection, alarm systems and communication, security and supervision, principal and secondary means of escape and firefighting equipment for the licensed Premises.

Prevention of Public Nuisance

- 3.17 The Authority when making objective judgments about what constitutes a nuisance will focus on impacts of the licensable activities at the relevant premises on people living and working in

the vicinity that are unreasonable. The issues will mainly concern: Noise from talking, shouting, and music played; Waste; Litter; Car Parking and Light pollution and noxious odours.

- 3.18 In considering the potential impact of licensed premises on the surrounding locality the Authority will initially take into account the type of entertainment activity, proposed hours of operation, the capacity of the premises and the character of the area and proximity to local residents.
- 3.19 The Authority's Environmental Health Section enforce the provisions of the Environmental Protection Act 1990 which relate to noise nuisance and will be consulted in relation to existing premises if a statutory nuisance is caused to residents or the business community. They will also be consulted as a Responsible Authority in relation to applications.
- 3.20 The Authority will use a range of licence conditions to control noise and reference may be made to the 'Good Practice Guide on the Control of Noise from Pubs and Clubs. Stricter conditions with regard to noise control are likely to be imposed in areas where premises are near or adjacent to residential property.
- 3.21 The Authority will not impose conditions that a licence holder cannot directly control, or concerning matters not related to the immediate vicinity of the premises.
- 3.22 North Wales Police also have powers under the Act to control noise from premises. In the event that they have to invoke these powers they shall liaise, where practicable, with the Authority in accordance with the shared enforcement protocol.
- 3.23 The Authority will balance the potential for limited disturbance in neighbourhoods with the need to encourage and promote live music, dancing and theatre.
- 3.24 The Authority will work together with Licensed Premises Operators to ensure all appropriate terms of the Clean Neighbourhoods and Environment Act 2005 are upheld.
- 3.25 The Anti-Social Behaviour, Crime and Policing Act 2013 makes provision for the closure of premises where noise from any licensed premises is causing a public nuisance.

Protection of Children from Harm

- 3.26 The Authority recognises the great variety of premises for which licences may be sought. These will include for example; theatres, cinemas, hotels, supermarkets and smaller shops, restaurants, pubs, nightclubs, cafes, take-aways, community halls and schools. Access by children to all types of premises will not be restricted in any way (save as in accordance with the Act) unless it is considered appropriate and proportionate to do so in order to protect them from harm or exploitation.
- 3.27 When considering applications and options appropriate to prevent harm or exploitation of children, the Authority will take into account the history of a particular premises and the nature of the activities proposed. For example:

- (a) Have there been convictions for serving alcohol to minors or does the premises have a reputation/evidence for underage drinking (to include any action undertaken by the Trading Standards Section of the Authority regarding test purchases in relation to the supply of alcohol);
 - (b) Is there is a known association with drug taking or dealing;
 - (c) Is there is a strong element of gambling on the premises; or
 - (d) Is entertainment of an adult or sexual nature commonly provided.
- 3.28 Where deemed appropriate conditions may be attached which:
- (a) Limit the hours when children may be present;
 - (b) Restrict the age of persons on a premises (below 18);
 - (c) Limit or exclude when certain activities may take place; or
 - (d) Require an accompanying adult.
- 3.29 The Police Reform & Social Responsibility Act 2011 allows Licensing Authorities and the Police the option of imposing a period of voluntary closure of up to two weeks (48 hours minimum) on a premises persistently selling alcohol to children as an alternative to prosecution in some cases. The maximum fine has been increased to £20,000.
- 3.30 Where large numbers of children are likely to be present on any licensed premises, for example a children's show or pantomime, then the Authority will require the presence of an appropriate number of adult staff (who will have provided a satisfactory criminal records check) to ensure their safety and protection from harm.
- 3.31 Where the exhibition of films is permitted the Authority will expect age restrictions to be complied with in accordance with the British Board of Film Classifications recommendations. Only in exceptional cases will the authority consider variations of this general rule.
- 3.32 No film shall be exhibited at licensed premises which is likely to lead to disorder; stir up hatred or incite violence towards any section of the public on grounds of colour, race or ethnic or national origin, disability, religious beliefs, sexual orientation, marital status, pregnancy or gender.
- 3.33 The Authority will not impose any condition, which specifically requires access for children to be provided at any premises. Where no restriction or limitation is imposed the issue of access will remain a matter for the individual licence holder.
- 3.34 The Gambling Act 2005 allows a degree of equal chance gaming on licensed premises plus a limited number of gaming machines. The presence of children or vulnerable persons must be monitored by the Authority and the Designated Premises Supervisor.

4 THE LICENSING PROCESS AND ADMINISTRATION OF FUNCTIONS - OVERVIEW

- 4.1 **Appendix A** provides contact details for the licensing application process, whilst this section provides some general guidance.

Administration of Licensing Functions and the Licensing Committee

- 4.2 The powers of the Authority under the Act shall be carried out by the Licensing Committee, by a Sub Committee, or by one or more officers acting under delegated authority (see **Appendix D**).
- 4.3 The Licensing Committee consists of 15 members of the Authority. Hearings (when necessary) take place before the Licensing Sub-Committee which is made up of 3 members of the Licensing Committee.

Advertising and Relevant Representations

- 4.4 When an application is advertised, the Responsible Authorities (**see Appendix B**) and other persons have the opportunity to comment and make representations. Representations are only considered relevant if they relate to one or more of the licensing objectives.
- 4.5 Responsible Authorities may make representations and observations in relation to the impact each licence application may have on the licensing objectives and whether the control measures contained in the operating schedule are adequate to mitigate those impacts.
- 4.6 Representation can be made by any other person (including where a third party or Ward Councillor is representing that person, subject to the Authority being satisfied as to their identity and having given the third party authority to make the representation on their behalf).
- 4.7 Representations may be positive as well as negative, however if only positive representations are received a hearing is unlikely to be necessary.
- 4.8 The Licensing Authority will need to be satisfied there is an evidential link between the representations made, the licensing objectives and the premises in question. Where a representation simply relists the licensing objectives without stating why it is considered the grant of the application will undermine or fail to promote them, it may be rejected as invalid.
- 4.9 Any person making a representation to an application should bear in mind that their personal data (such as name and address) will be disclosed to the applicant. The Licensing Authority will not edit letters of representation. All letters of representation will be contained in the agenda should the matter proceed to a Sub-Committee hearing. Hearings are open to the public and may include the presence of members of the media, unless the sub-committee so decides under the Licensing Act 2003 (Hearings) Regulations 2005 or the Local Government Act 1972, Sch 12A (as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, SI 2007/969, Article 3). Furthermore, personal data may be published in the

minutes which are distributed to all parties to the proceedings and available on the Authority's website.

Representations and discussion and the need for a hearing

- 4.10 The Licensing Authority is obliged by the Act to grant an application unless relevant representations are received. If there are no relevant representations the application will be dealt with by the Licensing Authority's licensing officers under the scheme of delegation. If there are relevant representations which cannot be resolved (see below) then the application will be considered by the Licensing Sub-Committee at a public hearing.
- 4.11 Where representations are made, an officer will be responsible for liaising between the Applicant(s), the Responsible Authorities and any other person who makes relevant representations.
- 4.12 Where relevant representations are made, an officer of the Licensing Authority may liaise with the relevant parties to see if a "settlement" is possible to overcome any objections and resolve areas of concern, without the need for the matter to go before the Licensing Sub-Committee. Once an application has been lodged there are statutory timescales imposed on the application and determination process which may restrict the opportunity for discussions, liaison and mediation.
- 4.13 If agreement can be reached, Members will meet to consider the proposed agreed conditions and if they are considered to be relevant and appropriate, will agree to their being appended to the Licence. Only where objections are raised which cannot be reconciled, will matters be referred to the Licensing Sub-Committee for determination.
- 4.14 Whilst contested Licensing Applications and Review Hearings are Quasi-Judicial in nature, the Sub-Committee will aim to keep the proceedings as informal as possible. Some degree of formality is needed to ensure that all parties receive a fair hearing. Procedural requirements will be established to ensure that all parties are able to express their views openly and fairly.
- 4.15 Whilst the Sub-Committee usually meets in public, it does have power to hear certain applications in private. The Sub-Committee, however, will always reach its decision in private. A public announcement of the decision is normally made at the end of the Hearing together with an outline for the reasons for that decision.

Conditions

- 4.16 If no relevant representations are made the application will be granted on the terms sought i.e. consistent with the operating schedule and subject to the mandatory conditions. No additional conditions will be imposed.
- 4.17 The Licensing Sub-Committee deal with applications where there are relevant representations, or where there is an application for a review of a licence. When considering applications the

Sub-Committee will have regard to this Policy, the Act, the statutory guidance and associated regulations.

- 4.18 If the matter proceeds to hearing, the Licensing Sub-Committee may attach conditions (in addition to the mandatory conditions) where it concludes (after receiving relevant representations) that it is appropriate to promote one or more of the licensing objectives. The Authority will, as far as it is reasonably practicable, avoid imposing disproportionate and over burdensome conditions on premises.
- 4.19 The Authority acknowledges Home Office advice that the views of vocal minorities should not be allowed to predominate over the interests of the community
- 4.20 Any conditions attached at hearing will primarily focus on the direct impact of the activities taking place at the premises on those attending the premises and members of the public living, working or otherwise engaged in normal activity in the vicinity of the premises. In determining whether a person lives or has business interests sufficiently close to the premises so as to be likely to be affected by the proposed activities, the Licensing Authority will consider factors such as:
- (a) The size of the premises.
 - (b) The nature of the premises.
 - (c) The distance of the premises from the location of the residence or business of the person making the representations.
 - (d) The potential impact of the premises (e.g. the number of customers and routes likely to be taken by its customers).
- 4.21 Conditions which seek to control the range or nature of activities within the premises, or which are designed to reduce the potential for anti-social behaviour, may be necessary. Such conditions may also seek to directly impact upon the behaviour of customers on, or within the immediate vicinity of, the premises.

Integrating Strategies and the avoidance of Duplication

- 4.22 Any decision in relation to licensing applications will be entirely separate from any decision in relation to planning. Regular reports will, however, be furnished to the Planning Committee on the situation with regard to licensing for the area, including the general impact of alcohol related crime and disorder.
- 4.23 The Licensing Committee should also receive reports from Anglesey and Gwynedd Community Safety Partnership in relation to Crime and Disorder.
- 4.24 There are a number of wider issues which may need to be given due consideration when dealing with applications. The Authority's Licensing Committee may therefore receive reports,

where deemed appropriate, on the needs of the local tourist economy, the Cultural Strategy for the area, the Employment situation in the area and the need for new investment and employment and planning considerations which might affect licensed premises.

- 4.25 Where any protocols agreed with the Police identify a particular need to disperse people from town centres swiftly and safely to avoid concentrations which could lead to disorder and disturbance, the Authority will aim to inform those responsible for providing local transportation so that arrangements can be made, where practicable, to reduce the potential for problems to occur.
- 4.26 The Local Health Board is responsible for making representations and observations on licence applications. The Health Board will also use information provided by Public Health Wales in order to inform their decision making. Public health is not yet a licensing objective but the licensing authority believes that public health has much to add to licensing in relation to the local populations' alcohol related health needs. Health bodies such as Public Health have unique access to data not available to other responsible authorities which may inform licensing decisions. Public Health is useful in providing evidence of alcohol related health harms particularly in relation to cumulative impact policies.

5 PREMISES LICENCES AND CLUB PREMISES CERTIFICATES (NEW APPLICATIONS, VARIATIONS AND GENERAL INFORMATION)

- 5.1 The Authority will assess all new or variation applications in light of the licensing objectives and in particular will consider the following:
- (a) The steps taken or proposed to prevent noise and vibration escaping from the premises, including music, noise from ventilation equipment, and human voices. Such measures may include the installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices.
 - (b) The steps taken or proposed to prevent disturbance by patrons and staff arriving at or leaving the premises.
 - (c) The steps taken or proposed to prevent queuing, or, if queuing is inevitable, to divert queues away from neighbouring premises, or otherwise to manage to prevent disturbance or obstruction.
 - (d) The arrangements made or proposed for parking by patrons, and the effect of parking on local residents.
 - (e) Whether there is sufficient provision for public transport for patrons.
 - (f) Whether taxis and private hire vehicles serving the premises are likely to disturb local residents.

- (g) Whether routes to and from the premises on foot or by car or service or delivery vehicles pass residential premises.
- (h) Whether other measures to prevent nuisance have been considered, such as the use of CCTV or the employment of registered door supervisors.
- (i) The measures proposed to prevent the consumption or supply of illegal drugs, including any search procedures.
- (j) The measures proposed to comply with the Disability Discrimination Act
- (k) The likelihood of violence, public disorder or policing problems arising if a licence was granted.
- (l) If the applicant has previously held a licence with the Authority, the details of any enforcement action arising from that premises.
- (m) Whether the premises would result in increased refuse storage or disposal problems, or additional litter in the vicinity of the premises.
- (n) Representations from responsible authorities (including the Police, Fire Authority and Environmental Health).
- (o) Representations from any other person (such as a member of the public or other business).
- (p) Any mitigation measures proposed.

5.2 The Authority also requires applicants to provide contextual information in support of their applications and to demonstrate an awareness of the local community; which could include for example the area's demographic characteristics and/or specific local crime and disorder issues for example.

5.3 The Authority will take account of any non-compliance of other statutory requirements brought to its attention, particularly where these undermine the licensing objectives. Non-compliance with other statutory requirements may demonstrate that the premises are unsuitable for the activities proposed; or that the management of the premises is not adequate to protect the public from harm or nuisance.

5.4 **Minor Variations** – A premises licence/club premises certificate holder may apply under the minor variation procedure for small variations that will not impact adversely on the licensing objectives. This is a simplified variation process and there is no right to a hearing. If an application is refused, a full variation may be made.

General Information

5.5 **Disapplication of Designated Premises Supervisor** – Where community premises hold a premises licence allowing the supply/sale of alcohol, the licence holder can apply to have the mandatory condition requiring a Designated Premises Supervisor to be appointed, be removed. This passes the responsibility for the sale/supply of alcohol to the premises Management Committee.

5.6 **Garages** - In determining applications for garages, (i.e. forecourt shops) the Authority must decide whether or not premises are primarily used as a garage and will expect applicants to submit data which establishes the primary use. Where such information is not available (because for example the premises have only just started trading), the Authority may consider imposing a condition requiring this information to be provided to the Licensing Authority on a regular basis for the following years to ensure the premises are primarily used as a garage.

6 TEMPORARY EVENT NOTICES (TENS)

6.1 There are strict criteria and limits in relation to TENS which applicants should be aware of and comply with. These include (but are not limited to) in relation to:

- (a) **Number of TENS that may be given per calendar year** - 50 for personal licence holder (including a maximum of 10 late TENS), 5 for other people (including a maximum of 2 late TENS). 15 TENS maximum per calendar year for any particular premises.
- (b) **Maximum duration of one event** – 168 hours (seven days).
- (c) **Maximum total duration of events across calendar year** - 21 days.
- (d) **Maximum number of attendees at any one time** – 499.
- (e) **Minimum period between events authorised under separate TENS in relation to the same premises** – 24 hours.

6.2 Applicants should consider their compliance with the limitations before a TEN is submitted.

Timings for submission

6.3 The Authority recommends that applicants submit standard TENS **at least 20 days** prior to the temporary event in question.

6.4 Both the Police and Environmental Health Department can object to a TEN, within a three day window of submission, which will allow a period for a review of the TEN leading to a modification or in some cases for the Authority to add conditions to the TEN.

6.5 A late TEN is one submitted between 9 and 5 working days before the event.

6.6 A key difference between standard and late TENS is that where an objection is received in relation to a standard TEN a hearing must be held (unless all parties consider this

unnecessary). If the Police or Environmental Health Department object to a late TEN there is no hearing and the event will not go ahead.

6.7 The Authority will aim to provide advice about organising such events to applicants, including in relation to the issue of public safety. Where the need arises, coordination between responsible authorities and the emergency services will be facilitated through the Safety Advisory Group.

6.8 Many local events will be organised by volunteers or a committee of a club or society. The Authority considers it good practice that the same level of health and safety protection is provided as if an employer/employee relationship existed, irrespective of whether there are strict legal duties applicable under the health and safety legislation.

7 PERSONAL LICENCES

7.1 Applicants for a Personal Licence must demonstrate the following requirements:

- (a) They are aged 18 or over.
- (b) They possess a relevant licensing qualification.
- (c) They have not forfeited a personal licence within 5 years of the application.
- (d) Where an applicant has an unspent conviction for a relevant offence or a foreign offence that either i) the Police have not objected to the grant of the application or ii) the Authority has considered the Police's objection but determined that the grant of the application will not undermine the prevention of crime and disorder objective.
- (e) They have paid the relevant fee.

7.2 The named Designated Premises Supervisor (DPS) on each Premises Licence, who is the principle point of contact for the Authority, Police and other Responsible Authorities must hold a personal licence.

7.3 Personal Licences are valid for an indefinite period however once issued the licensing authority which issued the licence remains the relevant licensing authority for it and its holder even though the holder may move out of the area.

7.4 The holder of a Personal Licence is also required to notify the Licensing Authority of any relevant convictions and to notify the courts that they hold a personal licence at the first possible opportunity in order that the licence can be considered for endorsement, suspension or revocation. It will be an offence not to conform with the above.

7.5 A Personal Licence ceases to have effect if the holder of the Personal Licence ceases to be entitled to work in the United Kingdom.

8 CLUB PREMISES CERTIFICATES

8.1 A club is an organisation where members have joined together for particular social, sporting or political purposes. These should not be confused with proprietary clubs, which are clubs run by individuals, partnerships or businesses for profit. In order to apply for a Club Premises Certificate the club needs to be a 'Qualifying Club' which means that the Club must meet conditions set out in the Act, including that:

- (a) Under the rules of the Club, there is a minimum of 2 days between applications for membership and admission. This includes the privileges of membership (i.e. use of facilities and the consumption of alcohol).
- (b) The Club is established and conducted in good faith as a club.
- (c) The club has at least 25 members.
- (d) Alcohol is not supplied or intended to be supplied, to members on the premises otherwise than by or on behalf of the club.

8.2 Clubs that hold Club Premises Certificates are entitled to certain benefits:

- (a) No need for Personal Licence Holders on the premises.
- (b) No need for Designated Premises Supervisors.
- (c) More limited rights of entry for the Police and Authorised Persons (Licensing Officers) as the premises is considered private and not generally open to the public.
- (d) To sell hot food and drink between 11pm and 5am to members and guests without the need for a licence.

9 OPERATING SCHEDULE

9.1 All new and variation applications for Premises Licences, Club Premises Certificates and Provisional Statements must incorporate an operating schedule which outlines how the premises will be operated. This should include details of how the applicant will promote the four licensing objectives and reduce any potential negative impact from their operation on the local community, depending on the type of premises, location and profile of customers.

9.2 The proposals contained in the operating schedule will form the main body of the conditions to be applied, together with any applicable mandatory conditions, any conditions agreed with responsible authorities during the application process and any conditions imposed by the Licensing Sub-Committee (as applicable).

9.3 In completing an operating schedule, applicants are expected to have regard to this Policy and to demonstrate suitable knowledge of their local area when describing the steps that they

propose to take in order to promote the Licensing Objectives. Applicants should demonstrate, when setting out the steps they propose to take to promote the licensing objectives, that they understand:

- (a) the layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;
- (b) any risk posed to the local area by the applicants' proposed licensable activities; and
- (c) any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.

9.4 Applicants are advised to discuss their proposed operating schedules with the Authority and other Responsible Authorities prior to submission. Officers of the Authority will endeavour to provide guidance at this stage of the process. Where an officer is representing the Authority in its role as a Responsible Authority, wherever possible another officer will be designated to process the application and provide applicant guidance.

9.5 The complexity and detail required in the operating schedule will depend upon the nature and use of the premises concerned. For example, for a public house where regulated entertainment is not provided, only a relatively simple document may be required whereas an application for a major entertainment venue or event will require a much more detailed operating schedule and it will be expected that issues such as public safety and the prevention of crime and disorder will be addressed in detail.

9.6 The operating schedule must be set out on the prescribed form and include:

- (a) Full details of the licensable activities to be carried on at and the intended use of the premises;
- (b) The times during which the licensable activities will take place;
- (c) Any other times when the premises are to be open to the public;
- (d) Where the licence is only required for a limited period, that period;
- (e) Where the licensable activities include the supply of alcohol, the name and address of the individual to be specified as the designated premises supervisor (as applicable);
- (f) Whether alcohol will be supplied for consumption on or off the premises or both;
- (g) The steps which the applicant proposes to promote the Licensing Objectives.

- 9.7 For some premises, it is possible that no additional measures in the form of conditions will be appropriate to promote one or more of the Licensing Objectives, for example, because they are adequately covered by other existing legislation. It is however important that all operating schedules should be precise and enforceable, unambiguous, not duplicate other statutory provisions, be clear in what they intend to achieve and be appropriate, proportionate and justifiable.

Hours of Operation

- 9.8 Under the Act there is no general presumption in favour of lengthening hours.
- 9.9 In relation to hours of operation the four licensing objectives will be the paramount consideration at all times and each case will be judged on its individual merits. As part of this, key issues that will be considered include: Environmental quality; Residential amenity; Character or function of a particular area and nature of the proposed activities to be provided at the premises.
- 9.10 The Authority recognises that longer licensing hours for the sale of alcohol may be a factor in reducing problems at late night food outlets, taxi ranks, private hire offices and other sources of Transport which lead to disorder and disturbance.
- 9.11 Shops, stores and supermarkets will generally be permitted to sell alcohol for consumption off premises at times when they are normally open in the course of their business. Where relevant representations are made (for example from the Police or resident(s) in the case of individual shops, which are known to be a focus of disorder and disturbance), restrictions on hours may be appropriate.
- 9.12 Whilst the Authority is minded to grant the applied for terminal hours where the applicant can show that they will not adversely affect any of the above, the Authority may set an earlier terminal hour where it considers, having regard to the licensing objectives, this is appropriate to the nature of the activities and the amenity of the area.
- 9.13 Where premises are situated adjacent to residential areas then stricter conditions with regard to noise control may apply, but this should not limit opening hours provided the required conditions are complied with.

10 FEES

- 10.1 Although premises licences and club premises certificates are granted in perpetuity, licence/certificate holders are required to pay an annual licence fee to the Authority. The annual fee becomes payable upon the anniversary of grant.
- 10.2 The Authority **must suspend** premises licences and club premises certificates, where the annual fee is not paid when it is due, subject to a grace period of 21 days where payment was not made because of a dispute or administrative error. Once the fee has been paid the licence is automatically re-instated

- 10.3 Upon notification/discovery that an annual fee is not paid, the Authority will give notice to the licence/certificate holder, in writing:
- (a) That the licence/certificate will be suspended 14 days from the date of the notice but that suspension will not become effective if the fee is paid prior to the suspension date.
 - (b) If an administration error is claimed, the suspension date may be 21 days from the due date; or the date of suspension on the 14 day notice, whichever is later.
 - (c) A copy of the notice will also be served on the designated premise supervisor/premises manager if they are not the premises licence holder.
- 10.4 If the fee is not paid by the date specified on the notice then the licence/certificate will be deemed suspended. The licence/certificate holder and DPS/Manager will be immediately notified of the suspension becoming effective, and informed that the premises may no longer offer any licensable activities until such time as the fee is paid and the suspension lifted. When full payment is made the Authority will immediately lift the suspension, and confirm this in writing.
- 10.5 Where a licence/certificate is suspended and licensable activities are provided the Authority will consider prosecuting the provider for offences under section 136 of the Act.

11 CUMULATIVE IMPACT, LATE NIGHT LEVY & EARLY MORNING RESTRICTION ORDERS

Cumulative Impact

- 11.1 In some areas where the type or density of premises selling alcohol or providing late night refreshment is high or exceptional, there may be a negative impact on the promotion of the licensing objectives. For example, the cumulative effect of a proliferation of late night entertainment premises (including night cafes) in a particular area may result in an increase in the number of people either walking through or congregating in streets during the night, potentially leading to: an increase in crime; an increase in noise causing disturbance to residents; significant increase in the level of pedestrian traffic; traffic congestion and/or parking difficulties and/or littering and fouling.
- 11.2 This may result in an unacceptable interference with the amenity of local residents, as it will not always be possible to attribute the cause to patrons of particular premises. This means that while enforcement action to ensure conditions are complied with is taken, this may not resolve all problems in a locality.
- 11.3 Under the Act, the Authority has discretion (after following a specified procedure) to introduce a Cumulative Impact Policy which would have the effect of creating a rebuttable presumption that applications for the grant or variation of a premises licence or club premises certificate which are likely to add to the cumulative impact will normally be refused or subject to certain limitations.

11.4 **The Authority does not have a special Cumulative Impact Policy in place at the present time but will keep this under review.**

11.5 The absence of a Cumulative Impact Policy at the present time does not prevent any Responsible Authority or other person making representations on an application for the grant or variation of a licence on the grounds that because of its location it will give rise to a negative cumulative impact on one or more of the licensing objectives.

11.6 It should be noted that Licensing is only one means of addressing the problems identified above and the following mechanisms are also relevant:

- (a) Planning controls.
- (b) Powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly and confiscation of alcohol in these areas.
- (c) Police powers to close down premises or temporary events for up to 24 hours on the grounds of disorder, the likelihood of disorder or excessive noise.
- (d) Prosecution of personal licence holders who sell alcohol to people who are drunk.
- (e) Powers of the Police, responsible authorities or a local resident or business to seek a review of a licence or premises certificate.

Late Night Levy

11.7 The Late Night Levy power enables the Authority to charge a levy to persons who are licensed to sell alcohol between the hours of midnight and 06.00 as a means of raising a contribution towards the costs of policing the late night economy.

11.8 **The Authority does not consider it appropriate to introduce a levy at the current time.**

Early Morning Restriction Order (EMRO)

11.9 EMROs allow for restrictions on the sale of alcohol in all or part of the Authority's area between the hours of midnight and 06.00, if it is satisfied that it would be appropriate for the promotion of the licensing objectives.

11.10 **The Authority does not consider that there is a need for the introduction of an EMRO at the current time.**

12 OTHER RELEVANT REGIMES

Planning/ Building Control

12.1 Welsh Government planning policy is set out in Planning Policy Wales and Technical Advice Notes. The Authority's Planning Policies are set out within the Anglesey and Gwynedd Joint Local Development Plan.

- 12.2 Planning, building control and licensing are properly separated within the Authority. The planning and Licensing regimes consider different (albeit related) matters and the Licensing Committee is not bound by decisions of the planning committee (and vice versa).
- 12.3 Where an applicant has been through the planning process prior to submitting their licensing application, the Authority expects the applicant's operating schedule to be consistent with any planning permission or conditions imposed.
- 12.4 When any hours specified for a premises differ under Planning from Licensing, the applicant must observe the earlier time. Premises operating in breach of their planning permission are liable to prosecution under planning law.
- 12.5 It should be borne in mind that Building Regulations govern a variety of issues, which directly contribute to the Licensing Objectives, including means of escape, structural integrity, accessibility and public safety. Building Regulation Approval and Completion Certificates may be required prior to the use of the premises for licensable activities

Street Trading

- 12.6 Street Traders will give consideration to the Authority's Policy regarding street trading and ensure all sites utilized are appropriately licensed.

Tables and Chairs

- 12.7 Operators will give consideration to the Authority's policy with regards to street/garden furniture and any possible implications in pursuance of the four main licensing objectives as set out in the Act.

Adult Entertainment – Sexual Entertainment Venues

- 12.8 Isle of Anglesey County Council has adopted Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982. This means that venues proposing to provide sexual entertainment must apply for a Sexual Entertainment Venue licence (in addition to their premises licence under the Act) where any premises is to be used on more than 12 occasions within a 12 month period for any relevant sexual entertainment. Relevant sexual entertainment includes: lap dancing, pole dancing, table dancing, strip shows, peep shows and live sex shows.
- 12.9 There is an exemption under the Local Government (Miscellaneous Provisions) Act 1982 that does permit premises to offer sexual entertainment no more than 11 times a year and no more frequently than monthly. Where operators intend to take advantage of this exemption, the licensing authority expects a clear explanation in the operating schedule of the proposed signage, publicity and external advertising/display materials. Explicit material should not be visible while signage relating to the nature of the entertainment and the exclusion of children should be prominent and conspicuous.

- 12.10 The licensing authority would also expect to see the following measures offered in the operating schedule:
- (a) No persons under 18 years of age will be admitted to premises when a performance of adult entertainment is taking place.
 - (b) No performance shall involve physical contact between the performer(s) and any other person.
 - (c) No performance shall involve the use of sex articles (as defined in the Local Government (Miscellaneous Provisions) Act 1982 and performers shall at all times wear a G-string of other similar clothing on the appropriate part of the body.
 - (d) CCTV should cover all performance areas in the premises including those areas set aside for private dances/performances.
- 12.11 Applicants for both new licences and variations must indicate the nature of any adult entertainment to be carried out at the premises. Where no information is provided it will be assumed that there are no intentions to allow such activities and the licensing authority will impose a condition to that effect.

13 ENFORCEMENT

- 13.1 Protocols exist on the implementation of a shared enforcement role between the Authority and North Wales Police and the Fire and Rescue Service as well as a local Enforcement ladder protocol again agreed between the Authority and the Police (see **Appendix C**).
- 13.2 Enforcement action will be taken in accordance with relevant legislation, agreed enforcement principles and in line with the Authority's own enforcement policy. To this end the key principles of consistency, transparency and proportionality will be maintained.

Reviews

- 13.3 A responsible authority or any person may ask the Licensing Authority to review a premises licence because of a matter arising at the premises in connection with any of the four licensing objectives.
- 13.4 The Licensing Authority will not normally engage its role as a Responsible Authority by calling reviews on behalf of other persons, such as local residents or community groups. These individuals and groups are entitled to do so in their own right where there are sufficient grounds.
- 13.5 Where Responsible Authorities have concerns about problems identified at a premises, the Licensing Authority considers it to be good practice for them to give licence holders early warning of their concerns and the need for improvement. Where possible and/or appropriate it would be expected that advice and guidance in addressing the issue(s) should be given.

- 13.6 The Police can take action under the Act to close premises for up to 24 hours on grounds of disorder and noise nuisance. They also have powers to apply for an expedited review of a premises licence leading potentially to immediate closure where premises selling alcohol are associated with 'serious crime or serious disorder or both'.
- 13.7 Environmental Health officers have further powers under Sections 76 of the Anti - Social Behaviour Crime and Policing Act 2014 to close premises for 24 hours and up to 48 hours on grounds that noise from licensed premises is causing a public nuisance.
- 13.8 The Licensing Authority draws the attention of Responsible Authorities to the (2009) Home office publication, "The Practical Guide for Preventing and Dealing with Alcohol Related Problems – What You Need To Know".

14 MISCELLANEOUS

Alcohol Deliveries

- 14.1 Applicants seeking a licence that would enable them to provide alcohol as part of an alcohol delivery service should include in their operating schedule the procedures they intend to operate to ensure that:
- (a) The person they are selling alcohol to is over 18
 - (b) That alcohol is only delivered to a person over 18
 - (c) That a clear document trail of the order process from order to delivery is maintained (with times and signatures) and available for inspection by an authorised officer
 - (d) The time that alcohol is sold on the website/over the phone and the time the alcohol is delivered is within the hours stated on the licence for the sale of alcohol.

Illicit Goods

- 14.2 The Licence Authority will consider licence review applications where there is evidence that illicit alcohol has been offered for sale on the premises. Where other illicit goods, such as tobacco, have been found this may be considered by the Authority as evidence of poor management and have the potential to undermine the licensing objectives.
- 14.3 The Authority's approach, which is consistent with the Guidance issued by the Home Office, is that the supply of illicit goods will be taken seriously as these matters undermine the licensing objectives. Licensees supplying illicit goods can expect the Authority to impose additional controls and sanctions and holders run the risk of losing their licence.

Interaction with other policies

- 14.4 In applying this policy the Authority will, where relevant, give due consideration to other policies adopted. This will include consideration of Equality matters, Welsh language policies and Safeguarding in the context of Licensing Act matters.

Adapting to External factors

- 14.5 The current uncertainties, risks and challenges are recognised as a result of the COVID pandemic and EU exit. Where it is necessary for the Authority to adapt to external factors which have a significant impact on business delivery; it will do so in a flexible and agile manner. This will be done in a transparent manner that upholds the principles of this policy and ensures business continuity as far as possible.

APPENDIX A – CONTACT DETAILS FOR LICENSING APPLICATIONS

Applications for premises licences, club certificates, personal licences and variations may be made via the Isle of Anglesey County Council website.

Pre application advice is available, on a chargeable basis. If you wish to use this service please contact: licensing@anglesey.gov.uk

You may contact the licensing section at licensing@anglesey.gov.uk

APPENDIX B – RESPONSIBLE AUTHORITIES

1. North Wales Police

Licensing Co-ordinator
North Wales Police
The Police Station
Yr Ala
Pwllheli
Gwynedd
LL53 5BU
Tel No : 01286 670053
e-mail : Elizabeth.Williams@nthwales.pnn.police.uk

2. Teulu Môn

Isle of Anglesey County Council
Council Offices
LLANGEFNI
Anglesey
LL77 7TW
01248 725 888
teulumon@ynysmon.gov.uk

3. North Wales Fire and Rescue Service

Chief Fire Officer
North Wales Fire and Rescue Service
Fire Station
Llanberis Road
Caernarfon
Gwynedd
LL55 2DF
Tel No: 01286 662999
e-mail : gwynedd.mon@nwales-fireservice.org.uk

4. Trading Standards

Trading Standards Manager
Public Protection Section
Regulation & Economic Development Dept
Isle of Anglesey County Council
Council Offices
LLANGEFNI
Anglesey
LL77 7TW
01248 752 840
safonaumasnach@ynysmon.gov.uk

5. Environmental Health

Environmental Health Manager
Public Protection Section
Regulation & Economic Development Dept
Isle of Anglesey County Council
Council Offices

LLANGEFNI
Anglesey
LL77 7TW
01248 752 840
ehhealth@ynysmon.gov.uk

6. Planning

Planning Development Manager
Planning Section
Regulation & Economic Development Dept
Isle of Anglesey County Council
Council Offices
LLANGEFNI
Anglesey
LL77 7TW
01248 752 421
cynllunio@ynysmon.gov.uk

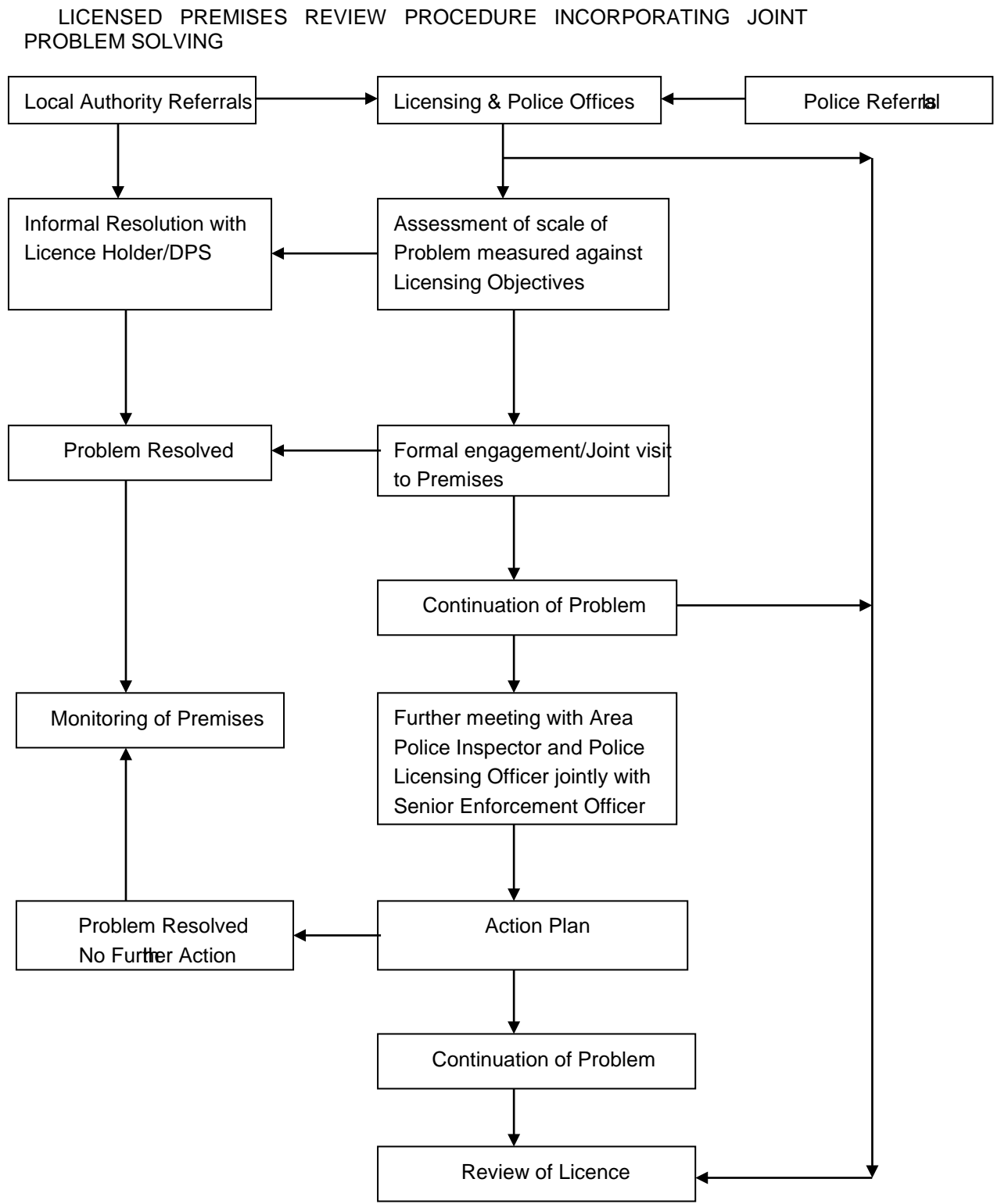
7. North Wales Health Board

Administration & Resource Officer
Betsi Cadwaladr University Health Board
Public Health Directorate
Preswylfa
Hendy Road
Mold
Flintshire
CH7 1PZ
BCUHB.Licensing@wales.nhs.uk

8. Home Office Immigration Enforcement

Alcohol Licensing Team
Lunar House
40 Wellesley Road
Croydon
CR9 2BY
Alcohol@homeoffice.gsi.gov.uk

APPENDIX C - REVIEW PROCEDURE INCORPORATING JOINT PROBLEM SOLVING AND ENFORCEMENT LADDER



It should be noted that this flowchart is designed as a template for the monitoring of troublesome licensed premises, but the Authority's may depart from the procedure outlined as necessary on a case-by-case basis.

NORTH WALES POLICE AND LOCAL AUTHORITY LICENSING PARTNERSHIP

PREMISES ENFORCEMENT LADDER

It should be noted that the emphasis of this enforcement ladder is achieving the common aims of 'good housekeeping' and 'best practice' whilst working together. There is no absolute intention to review a licence as long as problems are willingly addressed by the Designated Premises Supervisor with the support of North Wales Police and the Licensing Authority

Example Scenario

STAGE ONE - Incident of disorder/underage drinking/ attempts to purchase alcohol by underage person or on behalf of underage person in/from a licensed premise where the person in charge calls the Police for assistance and agrees to work with the Police.

If problems continue move from Stage 1 to Stage 2.

STAGE TWO - Meeting with Police Inspector / Neighbourhood Sergeant, Western Division, Licensed Premises Manager and representative of the Local Authority. Issues will be formally discussed and formal written warning given.

If problems continue move from Stage 2 to Stage 3.

STAGE THREE - Police Inspector / Neighbourhood Sergeant and Western Division Licensed Premises Manager will apply for Review of Premises Licence, as appropriate to the circumstances.

Mutual Action Plan agreed with time span of three months. If no further incidents occur then exit from enforcement ladder.

The Police will do everything possible to assist and work with a Designated Premise Supervisor to come off the enforcement ladder. However, the onus of responsibility is on the Designated Premises Supervisor to run good business/premises.

More serious offences can trigger stage two or three automatically (e.g. Willful serving of Pub Watch excluded persons, assault on Police by Designated Premises Supervisor, authorized staff or family) and the discretion for this rests with the Police Inspector. More than two entries (in any 12 month period) onto the ladder will result in an immediate stage 3 review (more than one will result in Stage 2).

APPENDIX D – DELEGATION OF FUNCTIONS

Delegation of Functions

Matter	Full Committee	Sub-committee	Officers
Application for Personal Licence		If a Police Objection	If no representation made
Application for Personal Licence with Unspent Convictions		All cases	
Application for Premises / Club Premise Certificate		If a relevant representation made	If no relevant representation made
Application for a Provisional Statement		If a relevant representation made	If no relevant representation made
Application to Vary Premises Licence / Club Premises Certificate		If a relevant representation made	If no relevant representation made
Application to Vary Designated Premises Supervisor		If a Police Objection	All other cases
Request to Be Removed as a Designated Premises Supervisor			All cases
Application for Transfer of Premises Licence		If a Police Objection	All other cases
Application for Interim Authorities		If a Police Objection	All other cases
Application to Review Premises Licence / Club Premises Certificate		All cases	
Decision on Whether a Complaint Is Irrelevant Frivolous or Vexatious etc.			All cases
Decision to Object When Local Authority Is a Consultee and not relevant authority considering the application		All cases	
Determination of a Police Objection to a Temporary Event Notice		All cases	

APPENDIX E - GLOSSARY OF TERMS

Please note that this glossary of terms is provided for reference only. They have not been used throughout the Policy and are provided for guidance only.

Authorised Persons – Authorised persons are bodies empowered to carry out inspection and enforcement roles under the Licensing Act 2003.

Club premises certificate – Authorising a **qualifying club** to carry out 'qualifying club activities' under the Licensing Act 2003. This includes time-limited certificates.

Conditions – there are three types of conditions

1. **Proposed Conditions** – are conditions proposed by the applicant in the operating schedule.
2. **Imposed Conditions** – are conditions imposed by the licensing authority after its discretion has been engaged following the receipt of relevant representations.
3. **Mandatory Conditions** – are conditions prescribed by the Act and are included in every premises licence or club premises certificate when specified licensable activities take place.

Cumulative impact area – Area that the **licensing authority** has identified in their licensing policy statement as having a saturation of licensed premises and the 'cumulative impact' of any additional licensed premises could adversely impact on the statutory licensing objectives.

Designated Premises Supervisor (DPS) – This will normally be the person who has been given day-to-day responsibility for running the premises by the **premises licence** holder. Every premises licence that authorises the sale of alcohol is required under the 2003 Act to specify a DPS. The DPS must be a **personal licence** holder. The only exception is for community premises which have made a successful application to the LA to be exempt from the requirement.

Early morning alcohol restriction order – A power under section 119 of the **Police Reform and Social Responsibility Act 2011** to prohibit sales of alcohol for a specific time period between the hours of 12am and 6am, if it is deemed appropriate for the promotion of the licensing objectives.

Expedited/summary review – A chief officer of police can apply for an expedited/summary review of a **premises licence** because of serious crime and/or serious disorder under s.53A of the **Licensing Act 2003**.

Fee bands – In determining the amount of the licence fee for applications for new **premises licences** and **club premises certificates**, and full variations to licences or certificates, each premises falls into a band based on its non-domestic rateable value. Since the introduction of the 2003 Act until 2012/13, the application fees associated with each band for a new licence or certificate have been as follows: Band A (£100); Band B (£190); Band C (£315); Band D [no **multiplier**] (£450); Band D premises licence with **multiplier** (£900); Band E [no multiplier] (£635); Band E premises licence with multiplier (£1,905). The subsequent annual fees associated with each licence or certificate are as follows: Band A (£70); Band B (£180); Band C (£295); Band D [no multiplier] (£320); Band D premises licence with multiplier (£640); Band E [no multiplier] (£350); Band E premises licence with multiplier (£1,050).

Forfeited (personal licence) – Suspension following a court order under s.129 of the **Licensing Act 2003** specified (and where that order has not been suspended, pending an appeal under s.129 (4) or 130 of the Act).

Hearing – Used in the context of applications for a **premises licence** or **club premises certificate** that go to a hearing for determining applications for a premises licence, for provisional statements, to vary a premises licence, for club premises certificates, and to vary club premises certificates.

Judicial review – Includes only those where the High Court notified parties of its decision in the time period specified.

Lapsed (club certificate) – Where a **club premises certificate** has lapsed because it had effect for a limited period, but that period has since expired.

Lapsed (premises licence) – Where a **premises licence** has lapsed due to the death, incapacity, insolvency etc. of the licence holder, as set out under s.27 of the **Licensing Act 2003**. Excludes instances where a premises licence was in effect for a limited period, but the period has since expired (e.g. one-off events).

Late night levy order – A discretionary power for **licensing authorities** under section 125 of the **Police Reform and Social Responsibility Act 2011**. The late night levy is paid by those premises licensed to sell alcohol late at night to raise a contribution to the costs of policing the late night economy.

Late night refreshment – The provision of hot food or drink to the public, for consumption on or off the premises, between 11pm and 5am or the supply of hot food or hot drink to any persons between those hours on or from premises to which the public has access.

Licensing authority – The licensing authority is responsible for the licensing of alcohol, regulated entertainment and late night refreshment.

Minor variation (to licence or certificate) – Applications made under s.41A or s.86A of the **Licensing Act 2003** to make low-risk changes to the terms of a **premises licence** or **club premises certificate**. The fee for a minor variation is prescribed in the Act.

Multiplier – Multipliers are applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises under the authorisation of a **premises licence (fee bands D and E only)**.

Off-sales – The sale by retail of alcohol for consumption off the premises.

On-sales – The sale by retail of alcohol and the supply of alcohol (by clubs) for consumption on the premises.

Other persons – Any individual, body or business that is likely to be affected by the granting of **premises licence** or **club premises certificate** applications. Other persons may submit relevant representations to the relevant licensing authority and may seek a review of premises licence or club premises certificate.

Personal licence – Authorising an individual to supply or authorise the supply of alcohol in accordance with a **premises licence** under the **Licensing Act 2003**. The application fee for a personal licence is prescribed in the Act.

Premises licence – Authorising premises to be used for the sale or supply of alcohol, the provision of regulated entertainment or the provision of **late night refreshment**, under the **Licensing Act 2003**. This includes time-limited premises licences. A premises licence fee is based on its non-domestic rateable value. Application fees vary from £100 (Band A) to £1,905 (Band E with multiplier); annual fees vary from £70 to £1,050.

Qualifying club – A number of criteria must be met to be considered a qualifying club for a **club premises certificate**. They are:

- that under the rules of the club, persons may not be admitted to membership or be admitted as candidates for membership, or to any of the privileges of membership without an interval of at least two days between their nomination for membership and their admission;
- that the club is established and conducted in good faith as a club;
- that the club has at least 25 members; and
- that alcohol is not supplied to members on the premises otherwise than by or on behalf of the club.

Relevant representations – Representations which are about the likely effect of the grant of the **premises licence** or **club premises certificate** applications on the promotion of the licensing objectives, that are made by a responsible authority or other person within the period prescribed under

section 17(5)(c) of the Act, that have not been withdrawn, and in the case of representations made by a other persons, that they are not, in the opinion of the relevant licensing authority, frivolous or vexatious.

Responsible authority – Public bodies that must be notified of certain **premises licence** or **club premises certificate** applications and are entitled to make representations to the licensing authority. They include

- the licensing authority and any other licensing authority in whose area part of the premises is situated,
- the chief officer of police for any police area in which the premises are situated,
- the fire and rescue authority for any area in which the premises are situated,
- the Local Health Board for any area in which the premises are situated,
- the enforcing authority for Health and Safety at Work etc. Act 1974 for any area in which the premises are situated,
- the local planning authority for any area in which the premises are situated,
- the local authority responsible for minimising or preventing the risk of pollution of the environment or of harm to human health in any area in which the premises are situated in relation to,
- a body which represents those who, in relation to any such area, are responsible for, or interested in, matters relating to the protection of children from harm, and are competent to advise such matters,
- in relation to a vessel, a navigation authority having functions in relation to the waters where the vessel is usually moored or berthed or any waters where it is, or is proposed to be, navigated at a time when it is used for licensable activities,
- the local authority responsible for weights and measures in any area in which the premises are situated.

Review – Following the grant of a **premises licence** or **club premises certificate** a **responsible authority** or **other person** may ask the licensing authority to review the licence or certificate because of a matter arising at the premises in connection with any of the four licensing objectives.

Revoked (personal licence) – If the holder of a **personal licence** is convicted of an offence during the application period for the licence, the licence may be revoked under s.124 of the **Licensing Act 2003**.

Surrender (of licence) – If the holder of a licence wishes to surrender it, it is done according to the provisions under section 28 (for a **premises licence**), section 81 (for a **club certificate**) and section 116 (for a **personal licence**).

Temporary event notice (TEN) – A notice under s.100 of the **Licensing Act 2003**, used to authorise relatively small-scale licensable activities, subject to certain criteria and limits. Includes only notices that have been correctly and properly given in the time period specified i.e. excludes notices that were sent back because of mistakes on the form. This also includes notices that were subsequently withdrawn. The fee for a TEN is prescribed in the Act.

Variation (to premises licence) – Applications made under s.34 of the **Licensing Act 2003** to change the terms of a **premises licence**, for example the opening hours, the licensable activities or the conditions. The fee for a variation of **DPS** is prescribed in the Act.

Variation (to club premises certificate) – Applications made under s.84 of the **Licensing Act 2003** to change the terms of a **club premises certificate**, for example the qualifying club activities or the conditions.

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ISLE OF ANGLESEY COUNTY COUNCIL

MEETING:	County Council
DATE:	18 May 2021
TITLE:	Executive Decisions between August 2020 – April 2021
REPORT BY:	Annwen Morgan Chief Executive
PURPOSE OF REPORT:	To report on the executive decisions made during the year to date
CONTACT OFFICER:	Lynn Ball, Director of Function (Council Business) / Monitoring Officer (ext 2568) lbxc@ynysmon.gov.uk

1. Background

- 1.1 In accordance with the Executive Procedure Rules (included in Part 4.4 of the Council’s Constitution), “*The Leader may amend the scheme of delegation relating to executive functions at any time during the year. To do so, The Leader must give written notice to the Chief Executive and to the person, body or Committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, Committee or the Executive as a whole. The Chief Executive will present a report to the next Ordinary Meeting of the Council setting out the changes made by the Leader.*” (Paragraph 4.4.1.4.2
- 1.2 In last year’s report, it was reported that, as a result of the coronavirus pandemic, the Leader amended the scheme of delegation on 23rd March 2020. A further amendment was made on 13 August 2020. Details of the changes are included in paragraph 3.5 below.
- 1.3 This report is presented in accordance with paragraph 1.1 above and at the request of the Council’s Internal Audit Service.

2. Part 3 of the Council’s Constitution – the scheme of delegation

- 2.1 Part 3 of the Council’s [Constitution](#) sets out the responsibilities in relation to decision making for various functions of the Council (the Council’s scheme of delegation).
- 2.2 The Council’s scheme of delegation is based on the principle that the Executive will exercise all of the local authority’s decision making which have not been delegated to any other part of the local authority i.e. it will be an executive decision unless it has been noted, in law or under the Constitution, to be a decision of full Council, a regulatory committee or a decision for officers. This complies with the details included in [Local Government Act 2000](#) and [The Local Authorities \(Executive Arrangements\) \(Functions and Responsibilities\) \(Wales\) Regulations 2007](#) [which provides information on the decisions that (a) must not and (b) may not be for an Executive to make].

3. Executive decisions

3.1 Section 3.3 of the Constitution details items upon which decisions are to be made by the Executive. The delegation of executive functions lies with the Leader.

3.2 Executive decisions are made by the Executive as a whole, or may be made by individual members of the Executive (the Leader/Portfolio Holders), or Committees of the Executive, or officers acting under specific delegated executive authority.

3.3 Collective Executive Decisions:

Executive decisions are made in [the meetings](#) which are usually held monthly. A recording of the meeting is available on the Council's website. The meeting on 17 May 2021 will be the first live-streamed Executive meeting since March 2020. The [decisions made](#) in each meeting are subsequently published.

3.4 Portfolio Holder Decisions:

Portfolio Holder decisions are made in accordance with the standing [Executive delegation](#) and in accordance with the [Job Description for Executive Members](#)

The [decisions made by each Portfolio Holder](#) for the current period have been collated and are attached in the following Appendices to this report:

Portfolio Holder	Councillor in role	Appendix
Planning and Public Protection	Councillor Richard Dew	None to report
Social Services	Councillor Llinos M Huws (Leader)	1
Major Projects and Economic Development	Councillor Carwyn Jones	2
Education, Libraries, Youth and Culture	Councillor R Meirion Jones	None to report
Housing, Supporting Communities and Community Safety	Councillor Alun Mummery	None to report
Highways, Property and Waste Management	Councillor Bob Parry OBE FRAGS	3
Corporate Business	Councillor Dafydd R Thomas	None to report
Service Transformation and the Welsh Language	Councillor Ieuan Williams (Deputy Leader)	None to report
Finance	Councillor Robin Williams	4

3.5 Decisions of the Leader:

Under the powers granted by legislation, and by the Council's Constitution, the Leader may also make any executive decisions; including those which have been delegated to others.

In response to the coronavirus pandemic, the Leader amended the usual delegation process for executive decisions by a [delegation signed on 23rd March 2020](#). This was reported to Council at its meeting in September 2020.

A further amendment to the delegation process for executive decisions was made by a [delegation signed on 13 August 2020](#).

All decisions made by the Leader during the period of this report are listed in **Appendix 5** hereto.

4. Recommendation

For Council to note the decisions made by the Executive, by various means, in accordance with the scheme of delegation included in the Council's Constitution.

Appendix 1 –Social Services Portfolio Holder

Date	Link to the Decision Record	Decision
March 2021	19 March 2021 - record of an executive decision taken by the Portfolio Holder for Social Services [1437 kb PDF]	To approve the Council's Annual Equality Report 2019/20 for publication by 31 March 2021.

Appendix 2 - Major Projects and Economic Development Portfolio Holder

Date	Link to the Decision Record	Decision
<p>March 2021 [Jointly with the Portfolio Holder for Finance – see Appendix 4]</p>	<p>19 March 2021 - record of an executive decision taken by the Portfolio Holders for Finance and Economic Development [376 kb PDF]</p>	<ol style="list-style-type: none"> 1. The Executive supports the proposal to enter into a Joint Venture with Welsh Government for the Gateway Site in order to draw down funding for the archaeological and site clearance work required to develop 6 serviced plots which will be sold to the private sector for further development. 2. The Executive supports the proposal to enter into a Joint Venture with Welsh Government for Phase 2 of Penrhos Industrial Estate, to develop 7 industrial units for letting, and to approve the release of £150k from general balances or unused earmarked reserves as the Council’s match funding contribution. The JV to be absorbed into the previous JV for Phase 1. 3. The authority to accept the JVs and to approve any conditions therein be delegated to the Head of Function (Resources) & Section 151 Officer in consultation with the relevant Portfolio Holders and Interim Head of Service (Regulation and Economic Development) and the Head of Legal Services. 4. To exclude call in of the decision due to the urgency required to secure the funding. 5. To sign the legal agreements and draw down the funding by 31st March 2021. 6. To ring-fence any income from sales from Gateway plots towards supporting and progressing future Economic Development priorities.

Appendix 3 – Highways, Property and Waste Management Portfolio Holder

Date	Link to the Decision Record	Decision
November 2020	Record of an Executive Decision Taken by the Portfolio Holder for Highways, Waste and Property Services – 20 November, 2020 [1392 kb PDF]	<p>To authorise the Head of Service (Highways, Property and Waste) to:</p> <ol style="list-style-type: none"> 1. Transfer the day to day responsibilities and expenditure of the Holyhead Hydrogen Hub project to Menter Môn for delivery (in accordance with the IACC Constitution); 2. Approve the Service Level Agreement (or similar) between the IACC and Menter Mon to enable both organisations to work in partnership. 3. Establish appropriate governance and monitoring arrangements to ensure the grant conditions are complied with fully.
February 2021	Record of an executive decision taken by the portfolio holder for Highways, Waste and Property Services – 19 February 2021 [1182 kb PDF]	<p>To authorise the Head of Service (Highways, Property and Waste) to:</p> <ol style="list-style-type: none"> 1. Transfer the day to day responsibilities and expenditure of the Green Recovery Circular Economy Fund for delivery (in accordance with the IACC Constitution); 2. Approve the Service Level Agreement (or similar) between the IACC and Menter Môn to enable both organisations to work in partnership. 3. Establish appropriate governance and monitoring arrangements to ensure the grant conditions are complied with fully.
March 2021	10 March 2021 - record of an executive decision taken by the Portfolio Holder for Highways, Waste and Property Services [444 kb PDF]	<p>The Council does not pursue the Compulsory Purchase Order (CPO) for the A5025 highway improvements and confirms this position with Welsh Ministers. The Welsh Minister therefore will issue a decision notice in which they refuse to confirm the CPO (and Side Road Orders (SRO)).</p> <p>The Collaboration Agreement and Indemnity Agreement is terminated by Horizon and funding held in Escrow Account is returned to Horizon (less IACC's liabilities) once the Welsh Ministers confirm that they refuse to confirm the CPO.</p>

Appendix 4 – Finance Portfolio Holder

Date	Link to the Decision Record	Decision
<p>March 2021 [Jointly with the Portfolio Holder for Major Projects and Economic Development – see Appendix 2]</p>	<p>19 March 2021 - record of an executive decision taken by the Portfolio Holders for Finance and Economic Development [376 kb PDF]</p>	<ol style="list-style-type: none"> 1. The Executive supports the proposal to enter into a Joint Venture with Welsh Government for the Gateway Site in order to draw down funding for the archaeological and site clearance work required to develop 6 serviced plots which will be sold to the private sector for further development. 2. The Executive supports the proposal to enter into a Joint Venture with Welsh Government for Phase 2 of Penrhos Industrial Estate, to develop 7 industrial units for letting, and to approve the release of £150k from general balances or unused earmarked reserves as the Council’s match funding contribution. The JV to be absorbed into the previous JV for Phase 1. 3. The authority to accept the JVs and to approve any conditions therein be delegated to the Head of Function (Resources) & Section 151 Officer in consultation with the relevant Portfolio Holders and Interim Head of Service (Regulation and Economic Development) and the Head of Legal Services. 4. To exclude call in of the decision due to the urgency required to secure the funding. 5. To sign the legal agreements and draw down the funding by 31st March 2021. 6. To ring-fence any income from sales from Gateway plots towards supporting and progressing future Economic Development priorities.

Appendix 5 – Leader

Date	Link to the Decision Record	Decision
August 2020	Record of an Executive Decision Taken by the Leader - 13 August, 2020 [721 kb PDF]	The fees of all Leisure Direct Debit Members will be charged at the off peak rate of £19.50 owing to a phased reopening resulting in a reduced offer for our customers.
August 2020	Record of an Executive Decision Taken by the Leader - 21 August, 2020 [816 kb PDF]	<ul style="list-style-type: none"> • That the Council agrees to enter into the Inter Authority Agreement (IAA) for the regional TTP Project along with the 5 other north Wales Local Authorities once the terms have been agreed; • That delegated authority be given to the Chief Executive (following consultation with Finance, HR and Legal as she may determine is appropriate) to agree the terms of the IAA and for it to be executed on behalf of the Council; • That, as the TTP Project must start in early September, this decision is an urgent one and should not be subject to call-in.
April 2021	06 April 2021 - Record of an Executive Decision taken by The Leader [718 kb PDF]	<ol style="list-style-type: none"> 1. To release a specific sum of money from the Council's General Reserve to fund preliminary works regarding the defect; 2. To authorise specified officers to undertake works to identify the reasons for the defect and to make arrangements for remedial works; 3. To authorise specified officers to consider action to recover the full cost of repairs from any liable party.