

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>MEETING:</b>	COUNTY COUNCIL
<b>DATE:</b>	12 <sup>th</sup> MAY 2011
<b>TITLE OF REPORT :</b>	NEW STANDARDS COMMITTEE – 2011
<b>REPORT BY :</b>	THE MONITORING OFFICER
<b>CONTACT OFFICER :</b>	MEIRION JONES (ext 2563)
<b>PURPOSE OF REPORT :</b>	TO ESTABLISH A SELECTION PANEL

### **BACKGROUND**

1. Under Part III of the Local Government Act 2000 (as amended by the Local Government Act 2006) the Council must have a Standards Committee consisting of no fewer than five and no more than nine Members.
2. At least one Member must be a Town or Community Councillor, collectively nominated by the Town and Community Councils.
3. This Council in revising the structure of the Standards Committee removed County Councillors from the Standards Committee but following the Direction of the Minister they were reinstated. The Standards Committee currently consists of five independent / lay members, one Town / Community Council member and three County Councillors.
4. The five current independent / lay Members and the Town / Community Council Member of the Standards Committee will all cease to hold office on the 17<sup>th</sup> of December 2011. It will be necessary for new appointments to take effect from the 18<sup>th</sup> December 2011.
5. While the Town / Community Council Member must be nominated by the Town and Community Councils, the Independent Members must be appointed by the Council.
6. All current Independent Members of the Standards Committee hold office for a term of four years. All current independent / lay members on the Standards Committee, with the exception of the Chairperson, Jeff Cotterell, are eligible to apply again for one further term should they decide to choose to be considered with all the other applicants.
7. Regulations require that Independent Members shall only be appointed after compliance with the statutory selection process. That process begins with the establishment of a Selection Panel. In accordance with the Regulations, the Selection Panel must consist of three County Councillors (political balance is irrelevant), one independent person and one Town/Community Councillor.

8. The Panel will draw up criteria for the selection of new Independent Members. The vacancies will be published in advertisements inviting written applications from members of the public wishing to be considered for membership of the Standards Committee. An information pack and application form will be provided to those expressing an interest. The Selection Panel will then be asked to score the applications, compile a short list of candidates and conduct interviews. Following this process the Panel will make recommendations to the Council and the Council will be asked to confirm the appointments.

## **RECOMMENDATIONS**

1. The term of office of any new Independent Member/s of the Standards Committee shall expire on the 17<sup>th</sup> December 2015.
2. A Selection Panel be established to recommend to the Council those whom it considers should be appointed as Independent Members of the Standards Committee from the 18<sup>th</sup> December 2011.
3. The three County Councillors to serve on the Selection Panel shall, today, be nominated and appointed by the Council.
4. The Town/Community Councillor to serve on the Selection Panel shall be nominated by "One Voice Wales".
5. The selection of the independent person to serve on the Selection Panel, following a process of advertising and written applications, shall be delegated to the Chief Executive, the Corporate Director (Finance) and the Monitoring Officer jointly, and in consultation with the Human Resources Services Manager..
6. The Selection Panel shall receive the following delegated powers from the Council:-
  - to decide the criteria required for Independent Members of the Standards Committee;
  - to advertise for individuals who meet the criteria and are interested in becoming Independent Members of the Standards Committee;
  - from among those applicants to short list, interview and nominate appropriate candidates.

## RECRUITMENT OF THE NEW STANDARDS COMMITTEE FROM DECEMBER 2011

### DRAFT TIMETABLE

1.	To appoint a Selection Committee which consists of 3 County Councillors – approved by Council 1 Town/Community Councillor – it is intended to obtain a proposal by “One Voice Wales” 1 Independent person – selected after advertising.	12/05/2011  current
2.	It was necessary to take a report to the full Council to obtain the necessary resolutions. <b>(ENCLOSURE 1)</b>	12/05/2011
3.	Letter to Town and Community Councils, having first contacted “One Voice Wales” <b>(ENCLOSURE 2)</b>	June 2011
4.	Newspaper advert for Independent Person on Selection Panel <b>(ENCLOSURE 3)</b>	Mid June 2011  Closing date Mid July 2011
5.	Letter to those who responded to the advert <b>(ENCLOSURE 4a)</b> and the background information <b>(ENCLOSURE 4b)</b> and draft Application form <b>(ENCLOSURE 4c)</b> (CRB Policy to be considered)	As required in response – Mid July 2011
6.	Initial letter to the 3 County Councillors <b>(ENCLOSURE 5)</b>	July 2011
7.	Meeting – selection process for Independent Person on Selection Panel	Shortly after advert closing date – Mid July 2011
8.	Letter of invitation to become an Independent Person on Selection Panel following the selection process	End July 2011
9.	One Voice Wales to confirm nominee of Town/Community Councillor for Selection Panel	End July 2011
10.	First meeting of the Selection Panel	August 2011
11.	Newspaper advert for Independent Members of the Standards Committee <b>(ENCLOSURE 6)</b>	Early September 2011  Closing date Mid October 2011

12.	Letter to those who have responded to the advert ( <b>ENCLOSURE 7a</b> ) and “background information for applicant” ( <b>ENCLOSURE 7b</b> ) and draft application form including 4 appendices ( <b>ENCLOSURE 7c</b> )	As required in response - Mid October 2011
13.	Letter to all 5 members of the Selection Panel “in readiness for the short listing meeting .....” ( <b>ENCLOSURE 8</b> )	Mid October 2011
14.	Reference form for completion by 2 Referees ( <b>ENCLOSURE 9a</b> ) and letter to the Referees ( <b>ENCLOSURE 9b</b> )	Late October 2011
15.	Shortlisting meeting for Independent Members of the Standards Committee.	Early November 2011
16.	Interviews for Independent Members of the Standards Committee	Mid November 2011
17.	Letter of invitation to become an Independent Member of the Standards Committee following the selection process ( <b>ENCLOSURE 10</b> )	Mid/late November 2011
18.	Report to the County Council at the conclusion of the selection process ( <b>ENCLOSURE 11</b> )	8/12/2011
19.	Letter to confirm the County Council’s decision to make the appointments to the Standards Committee ( <b>ENCLOSURE 12</b> )	Mid December 2011
20.	Newspaper advert to confirm the appointments to the Standards Committee of the 5 Independent Members and the 2 Town/Community Councillors and the 2 County Councillors ( <b>ENCLOSURE 13</b> )	January 2012

**ADRAN Y CYFARWYDDWR GWASANAETHAU  
CYFREITHIOL A PHWYLLGORAU  
DEPARTMENT OF THE DIRECTOR OF LEGAL  
AND COMMITTEE SERVICES**

**LYNN BALL LL.B., (Hons.)Cyfreithiwr/Solicitor  
CYFARWYDDWR GWASANAETHAU  
CYFREITHIOL A PHWYLLGORAU/SWYDDOG  
MONITRO / DIRECTOR OF LEGAL AND  
COMMITTEE SERVICES / MONITORING OFFICER**

Clercod yr holl Gynghorau Tref a Chymuned  
The Clerks of all 40 Town and Community  
Councils

**CYNGOR SIR YNYS MON /  
ISLE OF ANGLESEY COUNTY COUNCIL  
Swyddfa'r Sir / Council Offices  
LLANGFNI  
Ynys Môn / Anglesey  
LL77 7TW**

**DX: 701771 - LLANGFNI**

**ffôn / tel: (01248) 752586  
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**E-Bost – E-mail: LBXCS@anglesey.gov.uk**

**Ein Cyf – Our Ref. LB/CAH/CC-013763-LB  
Eich Cyf – Your Ref.**

Annwyl Syr/Fadam

Dear Sir/Madam

**PWYLLGOR SAFONAU CYNGOR SIR ISLE OF ANGLESEY COUNTY COUNCIL'S  
YNYS MÔN STANDARDS COMMITTEE**

Hoffwn ddwyn eich sylw at ddau fater yng  
nghyswllt Pwyllgor Safonau'r Cyngor :-

I would like to draw to your attention two  
issues in relation to the Council's Standards  
Committee:-

1. Fel y gwyddoch mae'n rhaid i'r Cyngor Sir, yn gyfreithiol, gynnal Pwyllgor Safonau gyda chyfrifoldebau statudol yng nghyswllt ymddygiad Cynghorwyr Sir a Chynghorwyr Tref a Chymuned. O'r herwydd rhaid sicrhau bod ar y Pwyllgor Safonau un cynrychiolydd i'r Cynghorau Tref/Cymuned ond bod swyddogaeth yr unigolyn hwnnw wedi ei chyfyngu i wrando ar haeriadau yn erbyn Cynghorydd Tref/Cymuned pan fo haeriadau o'r fath yn cael eu trosglwyddo i'r Pwyllgor Safonau gan Ombwdsmon Gwasanaethau Cyhoeddus Cymru.
1. As you know, the County Council is legally required to operate a Standards Committee which has statutory responsibilities in relation to the conduct of County Councillors and Town and Community Councillors. Consequently, the Standards Committee must include one Town/Community Council representative, whose role is restricted to hearing allegations against Town/Community Councillors, following referral to the Standards Committee by the Public Services Ombudsman for Wales.

Nodyn – Bwriedir gofyn i'r Cyngor Sir newid y rhif o gynrychiolwyr Cyngorau Tref/Cymuned o 1 i 2

Note – It is intended to ask the County Council to change the number of representatives of Town and Community Councils from 1 to 2.

Ar hyn o bryd Cynghorydd Raymond Evans, Cyngor Cymuned Llanfihangel Esceifiog yw'r cynrychiolydd i'r Cyngorau Tref a Chymuned ar y Pwyllgor Safonau. Daw ei gyfnod i ben ar 17 Rhagfyr 2011.

Councillor Raymond Evans, of Llanfihangel Esceifiog Community Council, is currently the Town and Community Council representative on the Standards Committee. His term of office, though, is due to end on the 17<sup>th</sup> December 2011.

Dan yr amgylchiadau rhaid penodi 1/2 cynrychiolydd newydd am y cyfnod fydd yn cychwyn am 18 Rhagfyr 2011 ac yn parhau am 4 blynedd neu hyd oni fydd yr aelod a ddewisir yn peidio â bod yn Gyngorydd Tref/Cymuned - pa ddyddiad bynnag sy'n digwydd cyntaf. Nodwch os gwelwch yn dda nad yw Cyngorwyr Sir cyfredol, na gweithwyr cyfredol Cyngor Sir Ynys Môn yn gymwys i'w henwebu.

In the circumstances 1/2 new representatives need to be appointed, for a term beginning on the 18<sup>th</sup> December 2011. The term will last for four years, or until the member ceases to hold office as a Community/Town Councillor, whichever occurs first. Please note that neither current County Councillors, nor current employees, of the Isle of Anglesey County Council are eligible to be nominated.

Felly rydwyf wedi ysgrifennu at holl Gyngorau Tref a Chymuned yr Ynys yn gofyn iddynt wneud trefniadau i ddewis, ar y cyd, 1/2 berson i gynrychioli'r Cyngorau Tref a Chymuned ar y Pwyllgor Safonau o 18 Rhagfyr 2011 ymlaen.

I have therefore written to all of the Island's Town and Community Councils requesting that they now make arrangements to select 1/2 jointly agreed nominee(s) to represent all the Town and Community Councils on the Standards Committee, from 18<sup>th</sup> December 2011.

Efallai y byddwch yn cytuno i ofyn i gorff allanol megis "Unllais Cymru" gynnal y broses o ddewis a dethol. Ond pa broses bynnag a ddewisir rhaid sicrhau cyfle rhesymol a chyfartal i'r holl Gyngorau Tref a Chymuned gyflwyno enwau, gyda'u caniatâd os mai dýna yw eu dymuniad, a phleidleisio ar yr enwau hynny. Pe penderfynid gwneud hynny trwy gael cyfarfod, yn hytrach na phleidleisio trwy'r post, yna gall y Cyngor Sir, â chroeso, ryddhau Siambr y Cyngor i'r pwrpas hwnnw.

You may, of course, agree to ask a third party facilitator, such as "One Voice Wales", to put in place a selection process. Whatever process is adopted should include a reasonable and equal opportunity for all Town and Community Councils to put forward nominees (with their consent), if they wish to do so, and to vote on those who have been nominated. If it is decided to do this by means of a meeting, rather than through postal balloting, then the County Council will be pleased to make the Council Chamber available for that purpose.

Ond beth bynnag fydd eich dewis bydd raid rhoi gwybod i'r Cyngor Sir beth yw enwau'r 1/2 unigolyn y cytunwyd arno ar y cyd erbyn ..... a hynny gan y bydd raid i'r Cyngor llawn, yn ffurfiol, gadarnhau'r enwebiadau yn ei gyfarfod ar ..... Os gwelwch yn dda gyrrwch fanylion am yr 1/2 unigolyn y cytunwyd arnynt yn ysgrifenedig ataf i.

2. Ond hefyd mae'r aelodau annibynnol sydd ar y Pwyllgor Safonau (y rhai hynny nad ydynt yn Gynghorwyr) yn peidio â bod yn aelodau ar 17 Rhagfyr 2011 ac mae'r Cyngor Sir wedi cychwyn ar y broses o ddethol. I ddethol mae'n rhaid, dan y gyfraith, sefydlu Panel Dethol. Hefyd ar y Panel rhaid sicrhau un cynrychiolydd i'r Cynghorau Tref/Cymuned.

Yn ei gyfarfod diwethaf cytunodd y Cyngor Sir y buasai "Unllais Cymru" yn enwebu un Cynghorydd Tref/Cymuned i wasanaethu ar y Panel Dethol. Os ydyw eich Cyngor chi yn aelod o "Unllais Cymru" efallai y bydd y corff hwnnw yn cysylltu gyda chwi ynghylch yr enwebiad. Yng nghyswllt y broses hon mae dau bwynt yr hoffwn eu gwneud :-

- Mae'r Cyngor Sir yn ymwybodol nad yw'r holl Gynghorau Tref a Chymuned yn aelodau o "Unllais Cymru" ac o'r herwydd ni fydd pob Cyngor yn cael y cyfle i enwebu aelod i fod ar y Panel Dethol. Ond ar ôl ystyried rhai ystyriaethau megis cydbwysedd cyfrannol, oedi a chostau, cafodd y llwybr hwn ei argymhell fel un rhesymol a chafodd ei dderbyn gan y Cyngor Sir.
- Rhaid cofio bod y Panel Dethol yn fater cwbl ar wahân i'r cais i enwebu 1/2 aelod i gynrychioli'r Cynghorau Tref a Chymuned yn uniongyrchol ar y Pwyllgor Safonau. Swyddogaeth y Panel Dethol fydd llunio rhestr fer, cyfweld a dethol

However you decide to proceed, the County Council must be informed of the identity of your jointly agreed 1/2 nominee(s) by..... as the nominations must be formally confirmed by the full Council at its meeting on the ..... Details of the 1/2 agreed nominees should be sent to me in writing please.

2. Additionally, as the independent members of the Standards Committee (those who are not Councillors) will also cease to hold office on the 17<sup>th</sup> December 2011 the County Council is now commencing a process of selection. To do this, it is required by law to establish a Selection Panel. The Panel must also include one Town/Community Council representative.

At its last meeting, the County Council agreed that "One Voice Wales" would nominate the Town/Community Councillor to serve on the Selection Panel. If your Council is a member of "One Voice Wales" you may be approached about this nomination. There are two points to be made with regard to this process:-

- The County Council acknowledges that not all Town and Community Councils are affiliated to "One Voice Wales" and therefore not all Town and Community Councils will have an opportunity to nominate a member to take part in the work of the Selection Panel. However, for reasons of proportionality, delay and expense this was recommended as a reasonable solution and was accepted as such by the County Council.
- The work of the Selection Panel should not be confused with the separate request to nominate 1/2 agreed member(s), from among all the Town and Community Councils, direct to the Standards Committee itself. The role of

aelodau lleyg i'r Pwyllgor Safonau a daw'r gwaith hwnnw, gwaith sylweddol, i ben yn ..... Ond bydd bod yn aelod o'r Pwyllgor Safonau yn ymrwymiad cyfnod hir a hynny'n golygu derbyn hyfforddiant sylweddol.

the Selection Panel will be to shortlist, interview and select lay members for the Standards Committee and the work involved, although substantial, will come to an end in ..... Membership of the Standards Committee, though, will be a long term commitment involving a significant degree of training.

Petaech yn dymuno cael rhagor o oleuni ar y materion yn y llythyr hwn mae croeso i chwi gysylltu gyda mi ar 01248 752586 neu gyda fy nghyd-weithiwr Mr. Meirion Jones ar 01248 752563.

If you require any clarification concerning the matters raised in this letter please do not hesitate to telephone me on 01248 752586 or my colleague Mr Meirion Jones on 01248 752563.

Llawer o ddiolch.

Many thanks.

Yr eiddoch yn gywir / Yours sincerely

Lynn Ball

Cyfarwyddwr Gwasanaethau Cyfreithiol a Phwyllgorau/Swyddog Monitro  
Director of Legal and Committee Services/Monitoring Officer





## PWYLLGOR SAFONAU – PANEL DETHOL

Erbyn 17 Rhagfyr 2011 mae Cyngor Sir Ynys Môn yn bwriadu penodi pump o aelodau annibynnol o'r cyhoedd i fod ar ei Bwyllgor Safonau.

Ond yn gyntaf bydd raid i'r Cyngor sefydlu Panel Dethol ac arno dri chynghorydd sir, un cynghorydd tref/cymuned ac un aelod annibynnol o'r cyhoedd.

### Felly rydym yn gwadd y cyhoedd :-

- Sy'n dymuno bod yn aelod annibynnol o'r Panel Dethol;
- Sydd yn bodloni'r gofynion perthnasol a hynny'n cynnwys profiad o recriwtio a dewis a hefyd sydd gyda gwybodaeth am faterion cyfleon cyfartal;
- Sydd yn annibynnol yn wleidyddol a heb unrhyw gyswllt gyda'r Cyngor;
- Sydd ar gael i fynychu rhyw 6 o gyfarfodydd gyda'r nos yn Swyddfeydd y Cyngor, Llangefni rhwng .....2011

Ni fydd tâl am y gwaith ond telir rhai costau yn ôl cynllun y Cyngor Sir.

Gallwch gael ffurflen gais a manylion am y broses trwy gysylltu â Miss Lynn Ball, Cyfarwyddwraig y Gyfraith a Gwasanaethau Pwyllgorau a'r Swyddog Monitro, Swyddfeydd y Cyngor, Llangefni, Ynys Môn LL77 7TW. Ffôn 01248 752568.

**Bydd raid dychwelyd y ffurflenni wedi eu llenwi i'r Cyngor erbyn ..... 2011.**

Polisi'r Cyngor yw hyrwyddo ac integreiddio cyfleon cyfartal ym mhob agwedd ar ei waith ac felly mae'n gwadd ac yn annog ymgeiswyr o'r grwpiau hynny sydd, ar hyn o bryd, wedi eu tangynrychioli - ac yn cynnwys merched, lleiafrifoedd ethnig a phobl gydag anableddau. Yn y broses defnyddir egwyddorion cystadleuaeth deg ac agored a phenodir yn ôl gallu a rhinweddau'r unigolyn yn seiliedig ar gais ysgrifenedig yn unig. Ni fydd cyfweiliadau yn cael eu cynnal.

**Bydd yr ymgeisydd llwyddiannus yn cael ei ddewis ..... 2011 a rhoddir gwybod am hynny i'r holl ymgeiswyr eraill cyn gynted ag y bo'n bosib ar ôl y dyddiad hwn.**

## STANDARDS COMMITTEE – SELECTION PANEL

The Isle of Anglesey County Council intends to appoint five independent members of the public to its Standards Committee by the 17<sup>th</sup> December 2011.

To do so the Council must establish a Selection Panel of three county councillors, one town or community councillor and one independent member of the public.

### Applications are therefore invited from members of the public who :-

- wish to be appointed as the independent member of the Selection Panel;
- meet the relevant criteria, including current experience of recruitment and selection and knowledge of equal opportunities issues;
- are politically independent and have no connection to the Council;
- are available to attend around 6 evening meetings at the Council Offices in Llangefni between .....2011

The appointment will not be remunerated but certain expenses will be payable in accordance with the County Council's Scheme.

An application form and further details may be obtained from Miss Lynn Ball, Director of Legal and Committee Services and Monitoring Officer, County Council Offices, Llangefni, Isle of Anglesey LL77 7TW. Phone No. 01248 752568.

**Completed forms must be received by the Council no later than ..... 2011.**

The policy of the County Council is to promote and integrate equality of opportunity into all aspects of its work. The Council therefore welcomes and encourages applications from groups currently under represented, including women, ethnic minorities and people with disability. The principles of fair and open competition will apply and the appointment will be made on merit as demonstrated by the written application alone. No interviews will be conducted.

**Selection is due to take place on the ..... 2011. All candidates will be notified in writing as soon as possible thereafter.**

01248/752586

Ein Cyf/Our Ref:  
Eich Cyf/Your ref:

E-Bost / E-mail : LBXCS@anglesey.gov.uk

Annwyl

**Cais am aelodaeth leyg o Banel Dethol y Phwyllgor Safonau**

Diolch i chwi am ddangos diddordeb.

Ynghlwm yr ydym yn amgau :-

1. Gwybodaeth gefndirol i ymgeiswyr.
2. Ffurflen Gais.
3. Amlen barod.

Fel bod modd i ni ystyried eich enw i fod yn aelod lleyg o'r Panel Dethol sicrhewch y bydd eich Ffurflen Gais wedi ei chwblhau yn cael ei derbyn gan y Cyngor erbyn .....

Y bwriad yw dethol aelod, gan ddefnyddio ffurflenni cais ysgrifennedig yn unig, ar .....  
..... Bydd yr holl ymgeiswyr yn cael gwybod am y penderfyniad yn ysgrifenedig cyn gynted ag y bo'n bosib ar ol y dyddiad hwnnw.

Yr eiddoch yn gywir

Dear

**Re: Application for lay-membership of the Standards Committee Selection Panel.**

Thank you for your expression of interest.

Please find attached:-

1. Background Information for applicants.
2. Application Form.
3. Pre-paid envelope.

To be considered for the role of lay member of the Selection Panel, please ensure that your completed Application Form has been received by the Council no later than .....

It is intended that selection, relying upon written applications alone, will take place on the .....  
..... All candidates will be notified of the outcome, in writing, as soon as possible after that date.

Yours sincerely,

Lynn Ball

Cyfarwyddwr Gwasanaethau Cyfreidthiol a Phwyllgorau/Swyddog Monitro  
Director of Legal and Committee Services/Monitoring Officer

## **BACKGROUND INFORMATION FOR APPLICANTS**

- The County Council is legally required to operate a Standards Committee.
- The work of the Standards Committee extends to all County Councillors and Town/Community Councillors representing the electorate of Anglesey.
- The main functions of the Standards Committee are :-
  - To act on reports received from the Public Services Ombudsman for Wales concerning any allegation that a Councillor has breached the Code of Conduct. The Standards Committee may be asked to conduct a Hearing and, if appropriate, it will issue a sanction against any Councillor whom it finds has breached the Code of Conduct. The maximum sanction available to the Standards Committee is suspension from being a Councillor for six months.
  - To consider applications from Councillors for dispensations. If granted, a dispensation allows a Councillor to take part in discussion and voting on an item or items from which he/she would otherwise be precluded by reason of a provision in the Code of Conduct. These applications are decided on a case by case basis, depending upon whether the evidence presented establishes one of the statutory grounds which permit the Standards Committee to grant such dispensations. In essence, these are circumstances in which the Standards Committee is satisfied that the public interest has been shown to override a prohibition in the Code.
  - To ensure that Councillors are offered adequate training with regard to the Code of Conduct.
- Anglesey's Standards Committee consists of five independent members (i.e. members of the public and not Councillors) and one Town/Community Councillor who contributes to proceedings only when they relate to a Town or Community Councillor and 3 County Councillors. The Chair of the Standards Committee must be appointed from among the independent members.
- The term of office of each of the current independent members will come to an end on the 17<sup>th</sup> December 2011. Current members are entitled to re-apply and to be considered in the same way as other applicants.
- In order to choose a new Standards Committee the regulations require the Council to establish a Selection Panel to devise criteria, advertise, short-list and select, by interview, the five new independent members. The Selection Panel will recommend its choices to the full Council, which must formally appoint the members of the new Standards Committee with effect from 18<sup>th</sup> December 2011. Their term of office will be four years.
- The Selection Panel will begin this process at its first meeting, which is likely to be fixed early in ..... The meetings will commence at 6pm and will be conducted in private in one of the Council's Committee Rooms at the headquarters building in Llangefni. Translation facilities will be provided. It is expected that there will be six meetings between ..... and .....
- The Selection Panel will consist of five members, including three County Councillors, who are already appointed. They are Councillors W. John Chorlton, Bob Parry and Bryan Owen. In addition there will be one Town/Community Councillor, who is yet to be appointed, and one member of the public/lay-member.

- The work of the Selection Panel will be supported by two Senior Council Officers, one representing the Legal Service, and one representing Human Resources. These Officers will be on hand throughout the process to advise and assist. They will prepare most of the documentation on the instructions of the Selection Panel.
- The lay-member appointed to the Selection Panel will not be remunerated but expenses will be payable in accordance with the County Council's Scheme. (Copy attached).
- The successful applicant will be selected on merit as demonstrated by the written application alone; such application to have reached the Council by no later than 5pm on ..... No late applications will be considered.
- The successful applicant will be selected by four Council Officers, to whom authority has been delegated by full Council. Those Officers are the Managing Director, the Director of Finance, the Director of Legal and Committee Services/Monitoring Officer and the Head of Corporate Services. It is anticipated that they will meet to make their selection on the ..... and confirm the position to all candidates as soon as possible after that date.
- The successful applicant will then be asked for details of availability so that the first meeting of the Selection Panel may be fixed early in September. An Information Pack will be sent out to all members of the Selection Panel in advance of the first meeting.
- The Application Form enclosed sets out the criteria against which applicants will be considered. There are statutory prohibitions which may disqualify some potential applicants. Details of these are given in **Part 2.1** of the Application Form. You are advised to give particular consideration to those matters before submitting your application.

DRAFT



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

Official Use Only (Keep Clear)  
(SC)

## Standards Committee

### Application for Lay Membership of the Selection Panel

Applicants are asked to please complete all boxes on this form.

#### Part 1: PERSONAL INFORMATION

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address :

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

"e" mail address: \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_

Evening Tel No: \_\_\_\_\_

Mobile Tel No: \_\_\_\_\_

**Part 2 : DISQUALIFICATION**

**2.1 Automatic Disqualification**

**Statutory regulations automatically disqualify any applicant who is:**

- currently a Councillor of the Isle of Anglesey County Council
- currently a co-opted Councillor of the Isle of Anglesey County Council
- currently an employee of the Isle of Anglesey County Council
- currently a Councillor in any other County Council, County Borough Council, National Park Authority or Fire Authority
- currently a Town/Community Councillor
  
- a former Councillor of the Isle of Anglesey County Council
- a former co-opted Councillor of the Isle of Anglesey County Council
- a former employee of the Isle of Anglesey County Council
- a former Councillor in any other County Council, County Borough Council, National Park Authority or Fire Authority
- a former Town/Community Councillor
  
- the spouse of a current Councillor of the Isle of Anglesey County Council
- the spouse of a current employee of the Isle of Anglesey County Council
- the spouse of a current Councillor in any other County Council, County Borough Council, National Park Authority or Fire Authority
- the spouse of a current Town/Community Councillor

**To enable the Council to consider your application please confirm your eligibility by signing the statement in the box below**

<p><b>I confirm that I do not fall into any of the categories listed above</b></p> <p><b>Signature of applicant .....</b></p>
--

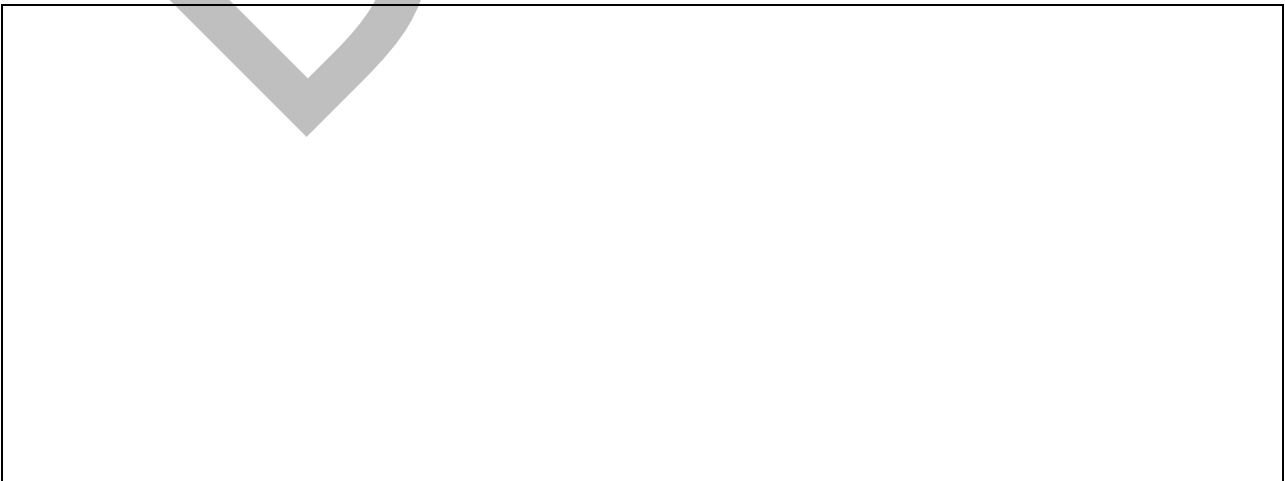
**2.2 Discretionary Disqualification**

**Please respond to all questions in Part 2.2. The responses to the questions in this section may lead to applicants being disqualified. This will depend on the nature and degree of the applicant's dealings with the Council/political activity.**

**2.2.1** Please give details of anyone with whom you are closely associated or related (e.g. close friend, partner, son/daughter, parent, brother/sister or other close relative) who is currently or was formerly a Councillor or employee of either the Isle of Anglesey County Council or an Anglesey Town or Community Council. **If you have no such connection then please say so.**

A large empty rectangular box with a black border, intended for the applicant to provide details of anyone closely associated or related to them who is or was a Councillor or employee of the Isle of Anglesey County Council or an Anglesey Town or Community Council. A large, light grey watermark reading 'DRAFT' is diagonally overlaid across the page, including this box.

**2.2.2** Please give details of the type and amount of any commercial/business dealings you have transacted with the Isle of Anglesey County Council over the last 4 years. **If you have not transacted any business with the County Council over the last 4 years then please say so.**

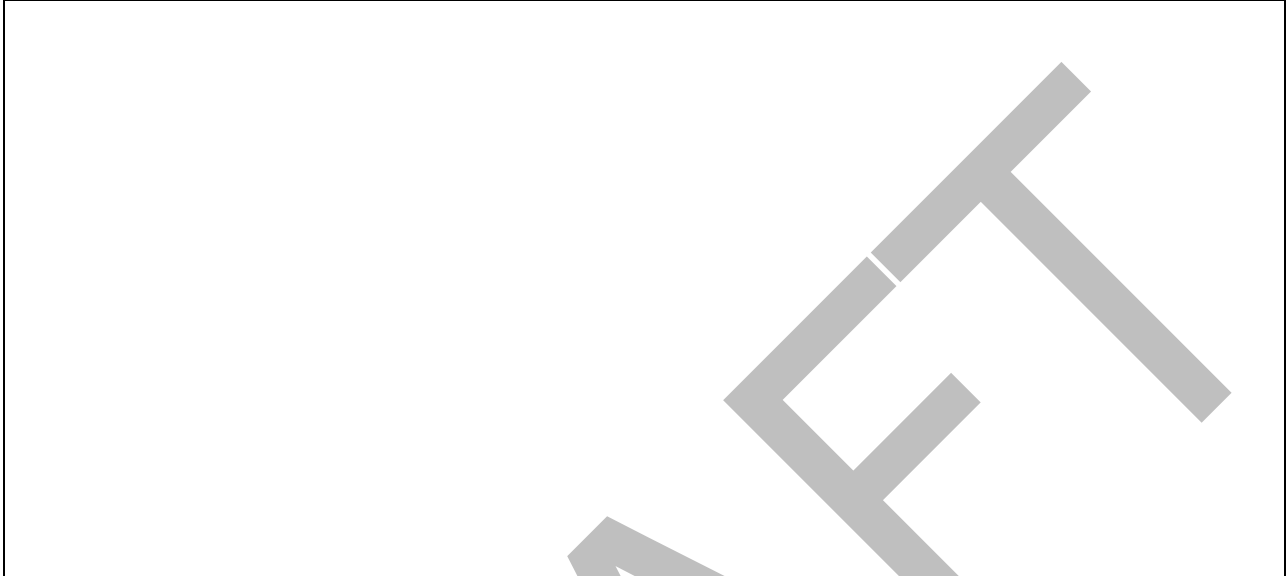
A large empty rectangular box with a black border, intended for the applicant to provide details of any commercial or business dealings transacted with the Isle of Anglesey County Council over the last 4 years. A large, light grey watermark reading 'DRAFT' is diagonally overlaid across the page, including this box.

**2.2.3** If you rely upon the Isle of Anglesey County Council for any part of your income then please give details. **If there is no such reliance then please say so.**

**2.2.4** Please give details of any other connection with the Isle of Anglesey County Council, its Councillors or employees however remote or insignificant. (Please disregard the fact that you may be the recipient of any service provided by the Council to all or many other members of the public). **If you have no such connection then please say so.**



**2.2.5** Please give details of any current or previous membership, including any official positions held, in any political party or any pressure group. If you have ever stood for political office (e.g. as a Councillor or MP etc) then please provide details. **If you can demonstrate political neutrality/independence then please say so.**



DRAFT

**Part 3: CRITERIA**

**3.1 Relevant Experience**

Please provide details of any education, training, experience or skills relevant to the work of the Selection Panel. The Council is particularly interested in hearing from applicants who have current or recent experience of recruitment, interviewing and selection, including an appreciation of equal opportunities issues and an understanding of confidentiality. Such expertise would be welcomed whether gained through employment or otherwise.

- 3.1.1.** Please provide details of relevant experience, as described in paragraph 3.1 above, gained through employment in the private sector, public sector, or both.

DRAFT

**3.1.2** Please provide details of relevant experience, as described in paragraph 3.1 above, gained other than through employment e.g. as a school governor, in a voluntary, charitable or religious organisation or in some other context.

DRAFT

**3.2 Personal Independence and Objectivity**

As well as contributing to the selection process, the lay member of the Panel will be asked to satisfy themselves as to the integrity of the appointment process and, if appropriate, to challenge any concerns. Applicants are asked to please give details of any role they undertake/have undertaken which requires/required personal independence and objectivity. This might involve membership of a tribunal or panel, or experience of dealing with complaints, grievances, disputes or the conduct of inquiries or investigations. This may have been in a professional or voluntary context.



**3.3 Contribution to the Community**

Please provide details of your involvement in any current or recent contribution to the life of your community. This might involve providing services to the public through employment (other than with the County Council), membership of a school governing body, a voluntary, charitable or religious organisation or in some other context.



**Part 4 : ADDITIONAL INFORMATION**

If there is any other information which you think the Council should take into consideration then please give details below

A large rectangular box with a thin black border, intended for providing additional information. The box is mostly empty, but it features a large, light gray watermark of the word "DRAFT" oriented diagonally from the bottom-left to the top-right.

**Part 5 : DECLARATION**

Please sign and date the declaration below.

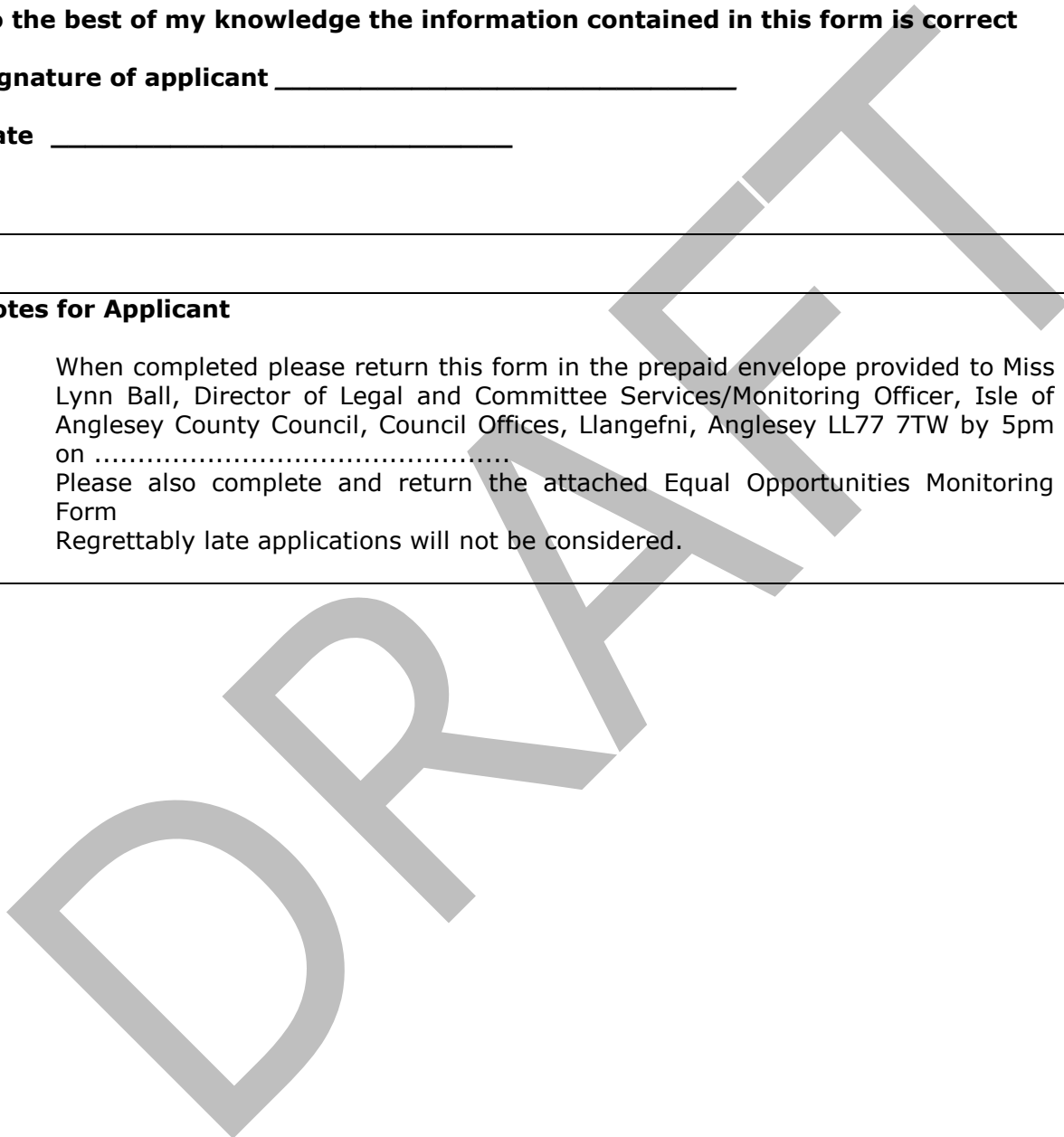
**To the best of my knowledge the information contained in this form is correct**

**Signature of applicant** \_\_\_\_\_

**Date** \_\_\_\_\_

**Notes for Applicant**

- i. When completed please return this form in the prepaid envelope provided to Miss Lynn Ball, Director of Legal and Committee Services/Monitoring Officer, Isle of Anglesey County Council, Council Offices, Llangefni, Anglesey LL77 7TW by 5pm on .....
- ii. Please also complete and return the attached Equal Opportunities Monitoring Form
- iii. Regrettably late applications will not be considered.







Cynghorwyr Bob Parry, John Chorlton a Bryan Owen  
Councillors Bob Parry, John Chorlton and Bryan Owen

01248/752586

Ein Cyf/Our Ref:  
Eich Cyf/Your ref:

E-Bost / E-mail : LBXCS@anglesey.gov.uk

Annwyl Cynghorydd [            ]

Dear Councillor [            ]

**Y PWYLLGOR SAFONAU – PANEL DETHOL  
I BENODI AELODAU ANNIBYNNOL  
NEWYDD**

**STANDARDS COMMITTEE - SELECTION  
PANEL TO APPOINT NEW INDEPENDENT  
MEMBERS**

Rydych chi wedi cytuno i fod ar y Panel a sefydlwyd gan y Cyngor i ddewis pum aelod annibynnol i'r Pwyllgor Safonau newydd. Bydd raid i'r Cyngor llawn gymeradwyo'r penodiadau a rhaid i hynny ddigwydd erbyn .....

As you know, you have agreed to be appointed to the Panel established by the Council to select five independent members to the new Standards Committee. The appointments have to be approved by the full Council and must take effect by the .....

Yn ychwanegol at aelodau etholedig bydd ar y Panel Dethol aelod o'r cyhoedd. Rhoddwyd hawliau dirprwyol i ddewis yr aelod hwnnw o'r cyhoedd gan y Cyngor llawn i grŵp o bedwar swyddog (y Rheolwr-gyfarwyddwr, Cyfarwyddwr Corfforaethol - Cyllid, Cyfarwyddwr Gwasanaethau Cyfreithiol a Phwyllgorau a hefyd i Bennaeth y Gwasanaethau Corfforaethol). Bydd y grŵp hwn o swyddogion yn cyfarfod i wneud y penderfyniad ar .....

In addition to elected members, the Selection Panel will also include a member of the public. Delegated authority to select that member of the public was given by the full Council to a group of four officers (the Managing Director, the Corporate Director - Finance, the Director of Legal and Committee Services and the Head of Corporate Services). That group of Officers is due to meet and make the selection on the .....

Mae'r hysbyseb briodol wedi ymddangos yn y wasg leol, a chafodd y rheini a fynegodd ddiddordeb wybodaeth gefndirol a ffurflen gais. Mae copïau ohonynt ar gael ynghlwm gyda'r llythyr hwn.

The relevant advertisement has been placed in the local press, with those having expressed an interest being sent Background Information and an Application Form. Copies of both are attached.

Cyn gynted ag y bo'n bosib, ar ôl.....  
CC-013763-LB/112227

I will write to you again as soon as possible

....., byddaf yn ysgrifennu atoch i ddweud pwy yw'r person a benodwyd i'r Panel Dethol.

Mae trefniadau hefyd yn eu lle i dderbyn enwebiad Cynghorydd Cymuned/Tref i fod yn aelod o'r Pwyllgor Dethol.

Ar ôl y dyddiad hwn bydd Mrs Jan Adams, y Clerc i'r Panel Dethol, yn cysylltu gyda chwi gyda gwybodaeth am ddyddiad y cyfarfod cyntaf ac am y tro cytunwyd y bydd hwnnw ar .....

Os bydd gennych unrhyw gwestiwn ynghylch y llythyr hwn neu ynghylch yr atodiadau mae croeso i chwi fy ffonio.

Yr eiddoch yn gywir

after the ..... to confirm the identity of the person appointed to the Selection Panel.

Arrangements are also in hand to obtain a nomination of one Town/Community Councillor to be a member of the Selection Committee.

Thereafter, Mrs Jan Adams, who is acting as Clerk to the Selection Panel, will contact you again to confirm the date of the first meeting which has been provisionally agreed for the .....

If there are any matters arising from this letter or enclosures please do not hesitate to telephone me.

Yours sincerely

Lynn Ball

Cyfarwyddwr Gwasanaethau Cyfreithiol a Phwyllgorau/Swyddog Monitro  
Director of Legal and Committee Services/Monitoring Officer

## PENODIADAU I'R PWYLLGOR SAFONAU

Mae Cyngor Sir Ynys Môn yn bwriadu penodi pum aelod o'r cyhoedd (a elwir yn "aelodau annibynnol") ar ei Bwyllgor Safonau 17 Rhagfyr 2011.

Prif swyddogaeth y Pwyllgor Safonau yw derbyn adroddiadau Ombwdsmon Gwasanaethau Cyhoeddus Cymru ynghylch unrhyw haerid bod Cynghorydd Sir neu Gynghorydd Tref/Cymuned wedi torri'r Côd Ymddygiad. Ond yn ychwanegol at bum aelod annibynnol bydd ar y Pwyllgor Safonau un Cynghorydd Tref/Cymuned a'r Cadeirydd yn cael ei ethol o blith yr aelodau annibynnol.

### Yn awr rydym yn gwadd ceisiadau gan y cyhoedd sydd :-

- Heb unrhyw gysylltiad â'r Cyngor Sir nac a Chyngor Tref/Cymuned, nac â gwleidyddiaeth leol;
- Sydd yn gymwys i fod ar gofrestr etholwyr Ynys Môn;
- Sy'n medru dangos fod ganddynt lefel uchel o annibyniaeth ac o onestrwydd personol;
- Sydd â rhywfaint o brofiad sy'n berthnasol i waith y Pwyllgor Safonau;
- Sy'n weithgar yn cyfrannu'n bositif yn eu cymuned.

Bydd y Pwyllgor Safonau yn cyfarfod yn Swyddfeydd y Cyngor Sir yn Llangefni ar ôl oriau gweithio.

Yn y lle cyntaf byddwn yn penodi am gyfnod o bedair blynedd ac ni fydd yr ymgeiswyr llwyddiannus yn cael tâl ond gellir talu rhai costau yn ôl cynllun y Cyngor Sir.

Mae ffurflenni cais a rhagor o fanylion ar gael trwy gysylltu â Miss Lynn Ball, Cyfarwyddwraig Cyfreithiol a Gwasanaethau Pwyllgor a Swyddog Monitro yn yr Adain Gyfreithiol, Swyddfeydd y Cyngor Sir, Llangefni, Ynys Môn LL77 7TW. Rhif ffôn 01248 752568.

### Bydd raid dychwelyd ffurflenni wedi eu llenwi erbyn ..... 2011.

Mae'n bolisi gan y Cyngor Sir i hyrwyddo ac integreiddio cyfleon cyfartal ym mhob agwedd o'i waith. O'r herwydd mae'r Cyngor yn gwadd ceisiadau oddi wrth grwpiau sydd, ar hyn o bryd, yn cael eu tangynrychioli a hynny'n cynnwys merched, a pobl ifanc, phobl gydag anableddau a phobl o leiafrifoedd ethnig. Byddwn yn defnyddio egwyddorion cystadleuaeth deg ac agored ac yn penodi yn ôl rhinweddau'r unigolyn.

## APPOINTMENTS TO THE STANDARDS COMMITTEE

The Isle of Anglesey County Council intends to appoint five members of the public (called "independent members") to its Standards Committee by the 17<sup>th</sup> December 2011.

The main function of the Standards Committee is to act on reports received from the Public Services Ombudsman for Wales concerning any allegation that a County Councillor or a Town/Community Councillor has breached the Code of Conduct. In addition to the five independent members, the Standards Committee will include one Town/Community Councillor but will elect its Chairperson from among its independent members.

### Applications are therefore invited from members of the public who :-

- have no connection with the County Council, or any Town/Community Council, or local politics;
- are eligible to be included on the register of electors in Anglesey;
- can demonstrate a high level of personal independence and integrity;
- who have some experience relevant to the work of the Standards Committee;
- are actively involved in making a positive contribution to their community.

The Standards Committee will meet at the County Council's Offices in Llangefni, outside working hours.

Appointments will be for an initial period of four years. Successful applicants will not be remunerated but certain expenses will be payable in accordance with the County Council's Scheme.

Application forms and further details may be obtained from Miss Lynn Ball, Director of Legal and Committee Services and Monitoring Officer at The Legal Section, County Council Offices, Llangefni, Isle of Anglesey LL77 7TW. Telephone No. 01248 752568.

### Completed forms must be returned by no later than ..... 2011.

The policy of the County Council is to promote and integrate equality of opportunity into all aspects of its work. The Council therefore welcomes and encourages applications from groups currently under represented, including women, young people, people with a disability and people from ethnic minorities. The principles of fair and open competition will apply and appointment will be made on merit.

Annwyl

**PWYLLGOR SAFONAU CYNGOR SIR  
YNYS MÔN – CAIS AM AELODAU  
ANNIBYNNOL**

Diolch i chi am eich ymholiad. Gweler ynghlwm os gwelwch yn dda y canlynol :-

1. Gwybodaeth gefndirol yn cynnwys :-
  - y Côt Ymddygiad a fabwysiadwyd gan Gyngor Sir Ynys Môn sydd hefyd yn berthnasol i Aelodau'r Pwyllgor Safonau.
  - Rhestr o Lwfansau – bydd y Cyngor Sir yn ad-dalu i Aelodau Annibynnol gostau galwadau ffôn, teithio ac unrhyw dreuliau allan-o-boced eraill a hynny'n unol â threfniadau arferol y Cyngor.
2. Ffurflen gais yn cynnwys
  - Atodiad 1  
Adrannau 80 ac 81 Deddf Llywodraeth Leol 1989
  - Atodiad 2  
Niwtraliaeth/Annibyniaeth Wleidyddol
  - Atodiad 3  
Profiad Perthnasol
  - Atodiad 4  
Cyfraniad i'r Gymuned

Dear

**ISLE OF ANGLESEY COUNTY COUNCIL'S  
STANDARDS COMMITTEE –  
APPLICATION FOR INDEPENDENT  
MEMBERS**

Thank you for your enquiry. Please find attached the following:

1. Background information including:-
  - the Code of Conduct adopted by the Isle of Anglesey County Council and also applicable to Members of the Standards Committee.
  - Schedule of Allowances – the County Council will reimburse independent Members for the cost of telephone calls, travel and any other out of pocket expenses in accordance with the Council's normal procedures.
2. Application form including
  - Appendix 1  
s80 and 81 of the Local Government Act 1989
  - Appendix 2  
Political  
Neutrality/Independence
  - Appendix 3  
Relevant Experience
  - Appendix 4  
Contribution to the Community

3. Amlen gyda'r Post wedi'i dalu

Ar ôl ei llenwi, anfonwch y ffurflen yn ôl os gwelwch yn dda yn yr amlen bwrpasol at Miss Lynn Ball, Cyfarwyddwraig y Gwasanaethau Cyfreithiol a Phwyllgorau/Swyddog Monitro, Cyngor Sir Ynys Môn, Swyddfeydd y Cyngor, Llangefni LL77 7TW erbyn 5pm ar ..... 2011.

Yn anffodus, ni fydd modd ystyried ceisiadau hwyr.

Llawer o ddiolch.

Yr eiddoch yn gywir

3. Prepaid envelope

When completed please return the form in the prepaid envelope provided to Miss Lynn Ball, Director of Legal and Committee Services/Monitoring Officer, Isle of Anglesey County Council, Council Offices, Llangefni, Anglesey LL77 7TW by 5pm on..... 2011.

Regrettably late applications cannot be considered.

Many thanks.

Yours sincerely

Lynn Ball

Cyfarwyddwr Gwasanaethau Cyfreithiol a Phwyllgorau/Swyddog Monitro  
Director of Legal and Committee Services/Monitoring Officer

## **GWYBODAETH GEFNDIROL I YMGEISWYR** **BACKGROUND INFORMATION FOR APPLICANTS**

- Dan gyfraith gwlad mae'n rhaid i'r Cyngor Sir sefydlu Pwyllgor Safonau.
- Mae gwaith y Pwyllgor Safonau yn cyffwrdd â'r holl Gynghorwyr Sir a Chynghorwyr Tref/Cymuned sy'n gynrychiolwyr i etholwyr Ynys Môn.
- Y rhain yw prif ddyletswyddau'r Pwyllgor Safonau :-
  - Gweithredu ar adroddiadau Ombwdsmon Gwasanaethau Cyhoeddus Cymru yng nghyswllt unrhyw haerid fod Cynghorydd wedi torri'r Côt Ymddygiad. Efallai y gofynnir i'r Pwyllgor Safonau gynnal Gwrandawriad ac, os ydyw'n briodol, benderfynu ar gosb i Gynghorydd ar ôl sefydlu bod hwnnw wedi torri'r Côt Ymddygiad. Y gosb fwyaf y gall y Pwyllgor Safonau ei defnyddio yw atal unigolyn rhag bod yn Gynghorydd am gyfnod o chwe mis.
  - Ystyried ceisiadau am ganiatâd arbennig gan Gynghorwyr. Os ydyw'r caniatâd arbennig yn cael ei roddi yna gall y Cynghorydd gyfranogi mewn trafodaeth a phleidleisio ar eitem neu eitemau na châi, fel arall ac oherwydd darpariaeth yn y Côt Ymddygiad, gyfrannu yn ei chylch/cylch. Penderfynir ar geisiadau o'r fath fesul un gan ddibynnu ar a ydyw'r dystiolaeth a gyflwynwyd yn sefydlu rheswm statudol sy'n caniatáu i'r Pwyllgor Safonau roddi caniatâd arbennig o'r fath. Dan yr amgylchiadau hyn rhaid i'r Pwyllgor Safonau fodloni'i hun bod y budd cyhoeddus yn ystyriaeth bwysicach nag unrhyw waharddiad yn y Côt.
  - Sicrhau fod y Cynghorwyr yn cael hyfforddiant digonol yng nghyswllt y Côt Ymddygiad.
- The County Council is legally required to operate a Standards Committee.
- The work of the Standards Committee extends to all County Councillors and Town/Community Councillors representing the electorate of Anglesey.
- The main functions of the Standards Committee are :-
  - To act on reports received from the Public Services Ombudsman for Wales concerning any allegation that a Councillor has breached the Code of Conduct. The Standards Committee may be asked to conduct a Hearing and, if appropriate, it will issue a sanction against any Councillor whom it finds has breached the Code of Conduct. The maximum sanction available to the Standards Committee is suspension from being a Councillor for six months.
  - To consider applications from Councillors for dispensations. If granted, a dispensation allows a Councillor to take part in discussion and voting on an item or items from which he/she would otherwise be precluded by reason of a provision in the Code of Conduct. These applications are decided on a case by case basis, depending upon whether the evidence presented establishes one of the statutory grounds which permit the Standards Committee to grant such dispensations. In essence, these are circumstances in which the Standards Committee is satisfied that the public interest has been shown to override a prohibition in the Code.
  - To ensure that Councillors are offered adequate training with regard to the Code of Conduct.

- Ar Bwyllgor Safonau Ynys Môn mae pump o aelodau annibynnol (h.y aelodau o'r cyhoedd, nid Cynghorwyr), 3 Cynghorydd Sirol a 1/2 Cynghorydd Tref/Cymuned a'r olaf yn cyfrannu yn y drafodaeth pan fo'r pwnc yn ymwneud â Chynghorydd Tref neu Gymuned. Rhaid dewis un o blith yr aelodau annibynnol i fod yn Gadeirydd y Pwyllgor Safonau.
- Daw cyfnodau yr holl aelodau annibynnol presennol i ben ar ..... Ond mae gan yr aelodau hynny hawl i ailymgeisio yn yr un ffordd ag ymgeiswyr eraill.
- I bwrpas dewis Pwyllgor Safonau newydd mae'n rhaid i'r Cyngor, dan y rheoliadau, sefydlu Panel Dethol i benderfynu ar feini prawf, hysbysebu, paratoi rhestr fer a dethol, trwy gyfweiliad y pum aelod annibynnol newydd. Ar Y Panel Dethol mae pum aelod – tri Chynghorydd Sir, sef y Cynghorwyr W J Chorlton, Bob Parry and Bryan Owen. Hefyd mae arno un Gynghorydd Tref/Cymuned, sef ..... ac un aelod lleig, sef ..... Bydd argymhelliad y Panel Dethol yn cael ei gyflwyno i'r Cyngor llawn a bydd raid i hwnnw benodi'n ffurfiol yr aelodau o'r Pwyllgor Safonau newydd a fydd yn dod i rym ar ..... Bydd tymor yr aelodau newydd mewn swydd yn parhau am bedair blynedd.
- Bydd cyfarfodydd y Pwyllgor Safonau yn cael eu cynnal ym Mhencadlys y Cyngor yn Llangefni ac fel arfer yn ystod oriau gwaith yn ystod yr wythnos waith ar adeg sy'n gyfleus i'r aelodau. Bydd y gwrandawliadau yn gyhoeddus ond yn breifat y trafodir y penderfyniad a wedyn cyhoeddir hwnnw i'r cyhoedd. Yn breifat hefyd y darperir sesiynau hyfforddiant. Darperir lluniaeth. Unwaith yn unig bob 12 mis y mae'n rhaid i'r Pwyllgor Safonau gyfarfod ond oherwydd anghenion hyfforddiant Pwyllgor newydd mae'n debyg y bydd mwy o lawer o gyfarfodydd ar y dechrau. Yn yr 18 mis diwethaf mae'r Pwyllgor wedi cyfarfod yn rheolaidd
- Anglesey's Standards Committee consists of five independent members (i.e. members of the public and not Councillors), 3 County Councillors and 1/2 Town/Community Councillor(s) who contribute to proceedings only when they relate to a Town or Community Councillor. The Chair of the Standards Committee must be appointed from among the independent members.
- The term of office of each of the current independent members will come to an end on the ..... Current members are entitled to re-apply and to be considered in the same way as other applicants.
- In order to choose a new Standards Committee, in compliance with the regulations, the Council has established a Selection Panel to devise the criteria, advertise, short-list and select, by interview, the five new independent members. The Selection Panel consists of five members, including three County Councillors, who are Councillors W J Chorlton, Bob Parry and Bryan Owen. In addition there will be one Town/Community Councillor, who is Councillor ..... of ..... Ward and one lay member who is ..... The Selection Panel will recommend its selection to the full Council, which must formally appoint the members of the new Standards Committee with effect from the ..... Their term of office will be four years.
- Meetings of the Standards Committee will take place at the Council's Headquarters at Llangefni and will take place usually during the working day on week days and at the convenience of the members. Hearings will be conducted in public but deliberations and decision making will take place in private session and the outcome will be announced in public. Training sessions will also take place in private. Refreshments are provided. The Standards Committee is only required to meet once in every period of 12 months but, in view of the training needs of a new Committee, it is likely that there will be significantly more meetings at the outset.

bron bob mis. Yn ystod y flwyddyn i ddod o mis Mawrth 2011 ymalen bwriedir cael 4 cyfarfod ffurfiol a 4 cyfarfod anffurfiol. Wedyn dibynna nifer y cyfarfodydd ar nifer yr adroddiadau a ddaw o Swyddfa'r Ombwdsmon ac ar y nifer o geisiadau am ganiatâd arbennig.

In the last 18 months the Committee has met regularly almost monthly. During the year from March 2011 onwards it is proposed that there will be 4 formal meetings and 4 informal meetings. Thereafter, the number of meetings will depend upon the number of reports referred from the Ombudsman and the number of applications for dispensations.

- Bydd y Pwyllgor Safonau yn derbyn cefnogaeth Swyddog Monitro'r Cyngor, y Dirprwy Swyddog Monitro a Chyfreithiwr y Swyddog Monitro. Adain Gwasanaethau Pwyllgor y Cyngor fydd yn delio gyda materion gweinyddol. Bydd y swyddogion hyn wrth law bob amser i gynnig cyngor a chymorth a nhw fydd yn paratoi y rhan fwyaf o'r dogfennau yn ôl cyfarwyddyd y Pwyllgor Safonau / Ombwdsmon Gwasanaethau Cyhoeddus. Mae'n debyg y bydd raid cynnal cyswllt rheolaidd rhwng y Swyddog Monitro a Chadeirydd y Pwyllgor Safonau.
- Ni fydd aelodau'r Pwyllgor Safonau yn derbyn tâl ond cânt hawlio treuliau yn unol â Chynllun y Cyngor Sir (copi ynghlwm).
- Bydd yr ymgeiswyr llwyddiannus yn cael eu dewis yn ôl haeddiant a rhagoriaeth. Y Panel Dethol fydd yn dadansoddi'r holl geisiadau ysgrifenedig a rhaid i'r rheini gyrraedd erbyn ..... ar ddydd ..... Ni fydd ceisiadau hwyr yn cael sylw. Os ydyw'n briodol bydd y Panel Dethol yn paratoi rhestr fer o ymgeiswyr i'r Panel eu cyfweld trwy wahoddiad. Bydd yr holl ymgeiswyr yn cael gwybod am y sefyllfa ar ôl llunio rhestr fer a chânt wybod beth fydd y canlyniad cyn gynted ag y bo'n bosib ar ôl cwblhau'r holl gyfweiliadau.
- Ar y Ffurflen Gais rhestrir y meini prawf hynny a ddefnyddir wrth ystyried yr ymgeiswyr ond dan y gofynion statudol mae'n bosib y bydd rhai ymgeiswyr posib yn cael eu gwahardd rhag ymgeisio. Mae'r darpariaethau hyn yn ymddangos yn rhan 2.1 y Ffurflen Gais. Cyn cyflwyno'ch cais gofynnir i chwi roddi
- The work of the Standards Committee will be supported by the Council's Monitoring Officer, Deputy Monitoring Officer and Solicitor to the Monitoring Officer. Administrative matters will be dealt with by the Council's Committee Services Section. These officers will be on hand throughout the process to advise and assist. They will be responsible for preparing most of the documentation on the instructions of the Standards Committee/Public Services Ombudsman. It is likely that there will need to be regular contact between the Monitoring Officer and the Chairperson of the Standards Committee.
- Members of the Standards Committee will not be remunerated but expenses will be payable in accordance with the County Council Scheme (copy attached).
- The successful applicants will be selected on merit. The Selection Panel will analyse all written applications which have been received by the deadline at ..... on ..... No late applications will be considered. If appropriate, the Selection Panel will produce a short list of candidates to be invited for interview by the Panel. All applicants will be notified of the position following the short listing and those attending for interview will be advised of the outcome as soon as possible after all interviews have been conducted.
- The Application Form identifies the criteria against which applicants will be considered. There are statutory prohibitions which will disqualify some potential applicants. Details of these are given in part 2.1 of the Application Form. You are asked to give particular consideration to those matters before



syllw arbennig i'r materion hyn.

- Mae gan y Cyngor bolisi dwyieithog llawn a bydd gwasanaethau cyfieithu ar gael fel bod siaradwyr Cymraeg a Saesneg yn medru chwarae rhan lawn ym mhob agwedd ar waith y Pwyllgor Safonau.
  - Bydd y Swyddog Monitro yn trefnu cwrs hyfforddiant i'r Pwyllgor Safonau newydd ond nodir yma bod y Côd Ymddygiad statudol newydd ar hyn o bryd yn ei ffurf ddrafft. Mae'n debyg y daw hwn i rym union cyn yr etholiadau sir nesaf ym mis ..... Oni fyddwn yn dal i ddisgwyl adroddiadau gan yr Ombwdsmon yna mae'n debyg y bydd yr hyfforddiant yn cael ei gyfyngu i'r Côd newydd a hynny er mwyn osgoi dryswch a dyblygu gwaith.
  - Mae'r Pwyllgor Safonau yn gorff statudol sy'n annibynnol ar y Cyngor ac yn derbyn ei gyfarwyddiadau yn uniongyrchol gan Ombwdsmon Gwasanaethau Cyhoeddus Cymru.
  - Mae'n rhaid i bob Cyngor Sir/Tref/ Cymuned fabwysiadu Côd Ymddygiad statudol a gallant ychwanegu gofynion ato. Hefyd rhaid i bob Cynghorydd lofnodi ymrwymiad i gydymffurfio gyda'r Côd - oni fyddant yn gwneud hynny cânt eu gwahardd yn awtomatig. Ynghlwm mae copi o'r Côd sy'n berthnasol i holl Gynghorwyr Sir Ynys Môn.
  - Unwaith y bydd y Cynghorwyr wedi llofnodi ymrwymiad i gydymffurfio gyda'r Côd mae'r Ombwdsmon wedyn yn gyfrifol am ymhöli i unrhyw gwyn ysgrifenedig yn honni fod Cynghorydd wedi torri'r Côd. Gall yr Ombwdsmon ymchwilio ei hun i'r honiad neu ofyn i Swyddog Monitro'r Cyngor gynnal ymholiadau cyn cyflwyno'r mater i'r Pwyllgor Safonau. Yn y lle cyntaf y Pwyllgor Safonau sy'n penderfynu a oes achos i'w ateb ai peidio. Os ydyw'r Pwyllgor yn credu bod achos i'w ateb bydd yn mynd ati i restru'r mater ar gyfer gwrandawriad; bydd y Cynghorydd sy'n cael ei gyhuddo o dorri'r Côd â'r hawl i gyflwyno sylwadau, unai ei hun neu trwy ei gynghorydd cyfreithiol, ac i ateb unrhyw gwestiynau a fo gan y
- submitting your application.
- The Council operates a full bilingual policy and there will be translation services available to enable both Welsh and English speakers to participate fully in all aspects of the Standards Committee's work.
  - The Monitoring Officer will arrange an induction course for the new Standards Committee but it should be noted that a new statutory Code of Conduct is currently in draft format. This is likely to come into effect just before the next local elections in ..... If there are no outstanding reports from the Ombudsman it is likely that that training will be restricted to the new Code to avoid confusion and duplication.
  - The Standards Committee is a statutory body which is independent of the Council receiving instructions direct from the Public Services Ombudsman for Wales.
  - All County/Town/Community Councils are required to adopt a statutory Code of Conduct to which they may add additional requirements. All Councillors are required to sign an undertaking to abide by the Code. Failure to do so would result in automatic disqualification. A copy of the Code which applies to all Anglesey County Councillors is attached.
  - After Councillors have signed an undertaking to abide by the Code, the Ombudsman then becomes responsible for investigating any written complaints alleging a breach of the Code by any Councillor. The Ombudsman may investigate the allegation himself or request the Council's Monitoring Officer to investigate, before bringing the matter before the Standards Committee. In the first instance the Standards Committee determines whether or not there is a case to answer. If the Committee considers there is a case to answer it will list the matter for a hearing; whereby the Councillor accused of having breached the Code will be entitled to make representations, either himself or through

Pwyllgor.

- Wedyn bydd y Pwyllgor Safonau yn penderfynu a ydyw'r Côt Ymddygiad wedi'i dorri ai peidio - os ydyw bydd yn penderfynu pa gosb sy'n briodol. Mae'r cosbau'n amrywio - yn y naill begwn gall fod yn gerydd cyhoeddus a'r Pwyllgor dan amgylchiadau o'r fath yn mynegi anghymeradwyaeth ynghylch yr ymddygiad ac yn y pegwn arall gall atal Cynghorydd rhag bod yn Gynghorydd am gyfnod hyd at chwe mis. Os ydyw'r Pwyllgor Safonau yn penderfynu ar gosb mae hawl apelio ar gael - i Banel Dyfarnu Cymru. Mae'n rhaid cyhoeddi penderfyniadau'r Pwyllgor Safonau yn y wasg leol.
- Yn hytrach na throsglwyddo materion i'r Pwyllgor Safonau gall yr Ombudsmon, dan amgylchiadau priodol, gyfeirio'r materion i Banel Dyfarnu Cenedlaethol Cymru. Os ydyw Tribiwnlys Achosion y Panel Dyfarnu o'r farn bod y Côt wedi'i dorri yna gall gweinyddu cosb a'r gosb lymaf yw wahardd unigolyn rhag bod yn Gynghorydd am gyfnod o bum mlynedd.

his legal advisor, and to answer any questions which the Committee may have.

- The Standards Committee will then determine whether or not the Code of Conduct has been breached and, if so, decide what, if any, sanction is required. The sanctions available range from a public censure, whereby the Committee expresses its disapproval of the conduct complained of, up to suspension from being a Councillor for a maximum of six months. If the Standards Committee applies a sanction, there is a right of appeal available to the Adjudication Panel for Wales. It is required that decisions of the Standards Committee shall be published in the local press.
- As an alternative to referring matters to the Standards Committee, the Ombudsman may, when he considers it appropriate, refer matters to the National Adjudication Panel for Wales. If a Case Tribunal of the Adjudication Panel concludes that the Code has been breached then the maximum sanction available is five years disqualification from being a Councillor.



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

Official Use Only (Keep Clear)  
(SC)

## Pwyllgor Safonau / Standards Committee

**Cais i fod yn Aelod  
Annibynnol ar y Pwyllgor  
Safonau**

**Gofynnir i ymgeiswyr gwblhau pob blwch  
ar y ffurflen**

**Application to be an  
Independent Member of the  
Standards Committee**

**Applicants are asked to please  
complete all boxes on this form.**

### **Rhan 1 : GWYBODAETH BERSONOL / Part 1: PERSONAL INFORMATION**

Teitl/Title: \_\_\_\_\_ Enw Cyntaf/First Name: \_\_\_\_\_

Cyfenw/Surname: \_\_\_\_\_

Cyfeiriad / Address : \_\_\_\_\_

\_\_\_\_\_ Côt Post / Post Code: \_\_\_\_\_

Cyfeiriad "e" bost : \_\_\_\_\_ "e" mail address

Rhif ffôn yn ystod y dydd : \_\_\_\_\_ Daytime Tel No

Rhif ffôn gyda'r nos : \_\_\_\_\_ Evening Tel No

Rhif ffôn symudol : \_\_\_\_\_ Mobile Tel No:

Dyddiad Geni : \_\_\_\_\_ Date of Birth:

Gwaith : \_\_\_\_\_ Occupation:

Enw a chyfeiriad eich \_\_\_\_\_ Name and address of your  
Cyflogwr presennol neu'r un diweddaraf current or most recent employer

\_\_\_\_\_

\_\_\_\_\_

## Rhan 2 : GWAHARDDIAD / Part 2 : DISQUALIFICATION

### 2.1 Gwaharddiad Awtomatig

**Mae rheoliadau statudol yn gwahardd yn awtomatig unrhyw ymgeisydd sydd :**

- Yn gynghorydd neu wedi bod yn gynghorydd ar Gyngor Sir Ynys Môn
- Yn gweithio neu wedi gweithio i Gyngor Sir Ynys Môn
- Yn briod/bartner i gynghorydd sydd ar Gyngor Sir Ynys Môn neu i weithiwr sy'n gweithio i'r Cyngor
- Yn aelod o Gyngor Tref neu Gymuned yn Ynys Môn
- Wedi ei wahardd rhag dal swydd dan Adran 80 Deddf Llywodraeth Leol 1972 (mae Adran 80 yn cael ei hatgynhyrchu'n llawn yma ac yn ymddangos yn Atodiad 1 ynghlwm wrth y ffurflen hon).
- Ddim yn gymwys i gofrestru fel etholwr yn Ynys Môn
- Yn aelod o Bwyllgor, Is-Bwyllgor, Cydbwyllgor neu Banel sy'n gysylltiedig â Chyngor Sir Ynys Môn.

**I alluogi'r Cyngor i ystyried eich cais nodwch eich cymhwyster drwy arwyddo'r datganiad yn y blwch isod**

**Rwyf yn cadarnhau nad wyf oddi fewn i unrhyw un o'r categorïau a restrir uchod**

### 2.1 Automatic Disqualification

**Statutory regulations automatically disqualify any applicant who is:**

- a current or former county councillor of the Isle of Anglesey County Council
- a current or former employee of the Isle of Anglesey County Council
- the spouse/partner of a current councillor or employee of the Isle of Anglesey County Council
- a member of any Town or Community Council on Anglesey
- precluded from holding office under Section 80 of the Local Government Act 1972. (Section 80 is reproduced in full and attached at Appendix 1 to this form)
- not eligible to be registered as an elector on the Isle of Anglesey
- a member of any Committee, Sub-committee, Joint Committee or Panel connected to the Isle of Anglesey County Council

**To enable the Council to consider your application please confirm your eligibility by signing the statement in the box below**

**I confirm that I do not fall into any of the categories listed above**

**Llofnod yr ymgeisydd / Signature of applicant**

.....

## 2.2 Gwaharddiad Dewisol

Byddwch cystal â chwblhau pob cwestiwn yn Rhan 2.2. Fe all atebion i'r cwestiynau yn yr adran hon arwain i ymgeiswyr gael eu gwahardd. Dibynna hyn ar natur a graddfa ymwneud yr ymgeisydd â'r Cyngor/gweithgaredd gwleidyddol

**2.2.1** Gofynnir i chi, os gwelwch yn dda, i roi manylion o unrhyw berson rydych mewn cysylltiad agos â hwy neu'n perthyn i chi (e.e. ffrind agos, partner, mab/merch, rhiant, brawd/chwaer, neu berthynas agos arall) sydd ar hyn o bryd neu a fu yn Gyngorydd neu weithiwr i Gyngor Sir Ynys Môn neu Cyngor Tref/Cymuned ym Môn. **Os nad oes cysylltiad o'r fath dylech ddweud hyn.**

**2.2.2** Gofynnir i chi os gwelwch yn dda roi manylion o'r nifer a'r math o weithgareddau busnes/masnachol rydych wedi'i gynnal gyda'r Cyngor Sir Ynys Môn yn ystod y 4 blynedd diwethaf. Cyflwynwch y wybodaeth pa un a oedd y busnes wedi'i gynnal gennych fel unigolyn neu fel cyfarwyddwr cwmni. **Os nad ydych wedi gwneud unrhyw fusnes gyda'r Cyngor Sir yn ystod y 4 blynedd diwethaf dylech ddweud hyn.**

## 2.2 Discretionary Disqualification

Please respond to all questions in Part 2.2. The responses to the questions in this section may lead to applicants being disqualified. This will depend on the nature and degree of the applicant's dealings with the Council/political activity.

**2.2.1** Please give details of anyone with whom you are closely associated or related (e.g. close friend, partner, son/daughter, parent, brother/sister or other close relative) who is currently or was formerly a councillor or employee of either the Isle of Anglesey County Council or an Anglesey Town or Community Council. **If you have no such connection then please say so.**

**2.2.2** Please give details of the type and amount of any commercial/business dealings you have transacted with the Isle of Anglesey County Council over the last 4 years. Please provide this information whether or not those business dealings were in your capacity as an individual or as a director of a company. **If you have not transacted any business with the County Council over the last 4 years then please say so.**

2.2.3 Rhowch fanylion os ydych yn dibynnu ar Gyngor Sir Ynys Môn am unrhyw ran o'ch incwm. **Os nad oes unrhyw ddibyniaeth o'r fath dylech ddweud hyn.**

2.2.3 If you rely upon the Isle of Anglesey County Council for any part of your income then please give details. **If there is no such reliance then please say so.**

2.2.4 Gofynnir i chi os gwelwch yn dda roi manylion unrhyw gysylltiad arall sydd gennych gyda Chyngor Sir Ynys Môn, ei Gynghorwyr neu weithwyr pa mor ddibwys neu bell y gall fod. (Dylech ddiystyru'r ffaith eich bod efallai'n derbyn unrhyw wasanaeth y mae'r Cyngor yn ei ddarparu i'r holl gyhoedd neu i nifer dda ohonynt). **Os nad oes cysylltiad o'r fath gennych yna dylech ddweud hyn.**

2.2.4 Please give details of any other connection with the Isle of Anglesey County Council, its Councillors or employees however remote or insignificant. (Please disregard the fact that you may be the recipient of any service provided by the Council to all or many other members of the public). **If you have no such connection then please say so.**

**2.2.5** Rhaid i aelodau annibynnol y Pwyllgor Safonau fedru dangos niwtraliaeth wleidyddol. Efallai y bydd rhai gweithgareddau yn eich gwahardd. Cyngorir chi i ddarllen Atodiad 2 y ffurflen hon cyn ateb y cwestiwn hwn. **Dylech ddweud os gallwch ddangos eich bod yn wleidyddol annibynnol / niwtral.**

**2.2.5** The independent members of the Standards Committee must be able to demonstrate political neutrality. Certain activities may disqualify. You are advised to read Appendix 2 to this form before completing your reply to this question. **If you can demonstrate political neutrality/independence then please say so.**



### **Rhan 3 : MEINI PRAWF / Part 3 : CRITERIA**

#### **3.1 Profiad Perthnasol**

Gofynnir i chi, os gwelwch yn dda, roi manylion o unrhyw addysg, hyfforddiant, profiad neu sgiliau perthnasol i waith Pwyllgor Safonau. Mae'r Cyngor â diddordeb arbennig mewn clywed gan ymgeiswyr sydd â phrofiad cyfredol neu ddiweddar fel y disgrifir hynny yn Atodiad 3. Byddai'r arbenigedd hwnnw'n cael ei groesawu pa un a ydyw i'w briodoli i gyflogaeth neu fel arall.

**3.1.1** Gofynnir i chi, os gwelwch yn dda, roi manylion o brofiad perthnasol, fel y disgrifir hynny ym mharagraff 3.1 uchod ac yn Atodiad 3, wedi ei ennill trwy gyflogaeth yn y sector preifat, sector cyhoeddus, neu'r ddau.

#### **3.1 Relevant Experience**

Please provide details of any education, training, experience or skills relevant to the work of the Standards Committee. The Council is particularly interested in hearing from applicants who have current or recent experience as described in Appendix 3 to this form. Such expertise would be welcomed whether gained through employment or otherwise.

**3.1.1.** Please provide details of relevant experience, as described in paragraph 3.1 above, and Appendix 3, gained through employment in the private sector, public sector, or both.





**3.1.2** Gofynnir i chi, os gwelwch yn dda, roi manylion o brofiad perthnasol, fel y disgrifir hynny ym mharagraff 3.1 uchod, wedi ei ennill heb fod drwy gyflogaeth, e.e. fel llywodraethwr ysgol, mewn sefydliad gwirfoddol, elusennol neu grefyddol neu mewn cyswllt arall.

**3.1.2** Please provide details of relevant experience, as described in paragraph 3.1 above and Appendix 3, gained other than through employment e.g. as a school governor, in a voluntary, charitable or religious organisation or in some other context.



**3.2 Cyfraniad i'r Gymuned**

Gofynnir i chi, os gwelwch yn dda, roi manylion am eich cyfraniad cyfredol neu ddiweddar i fywyd eich Cymuned. Trowch at Atodiad 4 y ffurflen hon am ragor o gyfarwyddyd ac enghreifftiau. Gallai hyn fod yn rhywbeth megis darparu gwasanaethau i'r cyhoedd trwy gyflogaeth (ond nid gyda'r Cyngor Sir), aelodaeth o gorff llywodraethol ysgol, o sefydliad gwirfoddol, elusennol neu grefyddol neu mewn cyswllt arall.

**3.2 Contribution to the Community**

Please provide details of your involvement in any current or recent contribution to the life of your community. Please refer to Appendix 4 to this form for further guidance and examples. This might involve providing services to the public through employment (other than with the County Council), membership of a school governing body, a voluntary, charitable or religious organisation or in some other context.

DRAFT

**Rhan 4 : GWYBODAETH YCHWANEGOL / Part 4 : ADDITIONAL INFORMATION**

Os oes unrhyw wybodaeth bellach yr ydych yn meddwl y dylai y Cyngor gymryd i ystyriaeth, byddwch cystal â nodi'r manylion isod.

If there is any other information which you think the Council should take into consideration then please give details below



**Rhan 5 / Part 5 :**

Gofynnir i chi, os gwelwch yn dda, roi manylion am ddau unigolyn sy'n fodlon cyflwyno geirda ac yn arbennig yng nghyswllt y meini prawf uchod yn gyffredinol a hefyd yng nghyswllt eich gonestrwydd. Gorau oll petai un ohonynt yn unigolyn o bwys yn y gymuned. Ond oherwydd natur y penodiad gofynnir i chi beidio â chyflwyno enwau cynghorwyr na gweithwyr i'r Cyngor fel canolwyr.

Please provide details of two persons who would be willing to provide references with particular regard to the above criteria generally and also to your personal integrity. Preferably one of the references should be from a person of established standing in the community. However, owing to the nature of the appointment, the names of councillors or Council employees should not be put forward as referees.

Enw / Name	Enw/Name
Cyfeiriad / Address	Cyfeiriad / Address
E-bost/e-mail	E-bost/e-mail
Rhif ffôn / Tel. No. Ffôn symudol/Mobile No.	Rhif ffôn / Tel. No. Ffôn symudol/Mobile No.
Sut ydych chi'n adnabod y person hwn Capacity in which this person is known to you	Sut ydych chi'n adnabod y person hwn Capacity in which this person is known to you

**Rhan 6 : DATGANIAD / Part 6 : DECLARATION**

Gofynnir i chi, os gwelwch yn dda,  
lofnodi a dyddio'r datganiad isod.

Please sign and date the declaration below.

**Hyd y gwn i mae'r wybodaeth yn y ffurflen hon yn gywir /  
To the best of my knowledge the information contained in this form is correct**

**Llofnod yr ymgeisydd / Signature of applicant**

\_\_\_\_\_

**Dyddiad / Date**

\_\_\_\_\_

**Nodiadau i'r Ymgeisydd**

**Notes for Applicant**

- |  |   |
|--|---|
| <p>i. Pan fyddwch wedi ei chwblhau anfonwch y ffurflen hon yn yr amlen barod at Miss Lynn Ball, Cyfarwyddwraig Gwasanaethau Cyfreithiol a Phwyllgorau/ Swyddog Monitro, Cyngor Sir Ynys Môn, Swyddfeydd y Cyngor, Llangefni, Ynys Môn LL77 7TW erbyn 5pm ar .....</p> <p>ii. Gofynnir i chi hefyd, os gwelwch yn dda, gwblhau a dychwelyd y ffurflen Monitro Cyfle Cyfartal a atodwyd.</p> <p>iii. Gwaetha'r modd ni fydd ceisiadau hwyr yn cael eu hystyried.</p> | <p>i. When completed please return this form in the prepaid envelope provided to Miss Lynn Ball, Director of Legal and Committee Services/Monitoring Officer, Isle of Anglesey County Council, Council Offices, Llangefni, Anglesey LL77 7TW by 5pm .....</p> <p>ii. Please also complete and return the attached Equal Opportunities Monitoring Form</p> <p>iii. Regrettably late applications will not be considered.</p> |
|--|---|

**FFURFLEN MONITRO CYFLE CYFARTAL**

**EQUAL OPPORTUNITIES MONITORING FORM**

Mae Cyngor Sir Ynys Môn yn ymrwymedig i Gyfleon Cyfartal yn y Gwaith ac ni wahaniaethir ar sail rhyw, hil, anabledd, lliw, gwreiddiau ethnig na chenedl, statws priodasol, cyfrifoldeb tuag at berthnasau, crefydd nac oed (hyd at 65).

The Isle of Anglesey County is committed to Equal Opportunities in Employment and does not discriminate on the grounds of gender, race, disability, colour, ethnic or national origin, nationality, marital status, responsibility for dependents, religion or age (up to 65).

Bydd y Cyngor, o gael y wybodaeth isod, yn medru cadw golwg ar y polisi hwn a'i ddatblygiad.

Providing the following information will enable the Council to monitor the progress of this policy.

**CAIS I FOD YN AELOD LLEYG / APPLICATION TO BE A LAY MEMBER**

RHYW/SEX:

MENYW/FEMALE

GWRYW/MALE

STATWS PRIODASOL/MARITAL STATUS:

PRIOD/MARRIED:

GWEDDW/WIDOWED:

SENGL/SINGLE:

WEDU GWAHANU/SEPARATED:

YSGARU/DIVORCED:

OEDRAN/AGE:

18-25

26-35

36-45

46-55

56-65

65+

TARDDIAD ETHNIG/ETHNIC ORIGIN:

AFFRICA/AFRICAN

ASIA/ASIAN

CARIBI/CARIBBEAN

PRYDAIN/IWERDDON/BRITISH/IRISH

EWROPEAIDD/EUROPEAN

ARALL/OTHER

***Dychwelwch y ffurflen hon gyda'ch ffurflen gais os gwelwch yn dda/Please return this form with your completed application form – thank you.***

Aelodau'r Panel Dethol

- 3 Cynghorydd Sirol
- 1 Cynrychiolydd Cynghorau Tref/Cymuned
- 1 Person Lleyg

Members of the Selection Panel

- 3 County Councillors
- 1 Community/Town Councillor Representative
- 1 Lay Person

Annwyl

**Ynghylch: Panel Dethol y Pwyllgor Safonau**

Ar gyfer y cyfarfod a gynhelir i lunio rhestr fer am ..... ar ....., rydwyf yn amgáu yma gopïau o'r holl ffurflenni cais a ddaeth i law erbyn y dyddiad a'r amser cau.

Mae yma ..... ymgeisydd a threfnwyd mynegai i'r enwau y tu mewn i'r ffeil. Mae Dogfen 1 yn dabl sgorio ar gyfer gwahanol elfennau o'r ffurflen gais. Hefyd mae yma rai copïau ychwanegol a allai fod o gymorth i chwi baratoi asesiad rhagarweiniol o'r ymgeiswyr - cyn y cyfarfod.

Er mwyn arbed amser rydwyf yn y broses o gael geirda i'r ymgeiswyr i gyd. Rydwyf wedi cael rhai ymatebion yn barod ond penderfynais beidio â'u cynnwys, ar hyn o bryd, gan ofni y buasai datgelu gwybodaeth yn cael ei ddehongli fel mantais i'r ymgeiswyr hynny y cafwyd geirda iddynt.

Ar ôl cwblhau'r gwaith o lunio rhestr fer byddaf yn rhoi gwybod i'r holl ymgeiswyr am y canlyniad ac yn mynd ymlaen i drefnu ar

Dear

**Re: Standards Committee Selection Panel**

In readiness for the shortlisting meeting which is due to take place at ..... on ..... (.....), please find attached copies of all the completed application forms received before the deadline.

There are ..... applicants in all and an index of their names has been placed on the inside of the file. Document 1 is a scoring matrix reflecting the elements in the application forms. I have included some additional copies as they may be helpful to you in formulating your preliminary view of the applicants, in advance of the meeting.

In order to save time, I am in the process of taking up references for all applicants. Some responses have been received but I have decided not to include these, at this stage, as their disclosure may be interpreted as benefiting any applicant for whom references have been received.

Once the shortlisting process has been completed I shall notify all the applicants and arrangements will be made for interview. It

gyfer cynnal cyfweiliadau. Ar hyn o bryd mae'n ymddangos y bydd raid cynnal y cyfweiliadau dros o leiaf 2 ddiwrnod. Felly bydd raid trafod y dyddiadau yn y cyfarfod ar .....

seems likely that interviews will have to be conducted over a minimum of at least 2 days. Dates will need to be discussed at the meeting on the .....

Nodwch, os gwelwch yn dda, y bydd y cyfarfod yn cael ei gynnal yn .....

Please note that the meeting will take place in .....

Yr eiddoch yn gywir

Yours sincerely

Lynn Ball  
Cyfarwyddwr Gwasanaethau Cyfreithiol a Phwyllgorau/Swyddog Monitro  
Director of Legal and Committee Services/Monitoring Officer

cc Meirion Jones Solicitor to Monitoring Officer  
Robyn Jones Legal Services Manager/Deputy Monitoring Officer  
Jan Adams Committee Officer





**PWYLLGOR SAFONAU – GEIRDA  
STANDARDS COMMITTEE - REFERENCE**

1. **Enw'r ymgeisydd/Name of applicant .....**

2. **Ers pryd yr ydych yn adnabod yr ymgeisydd?/How long have you know the applicant?.....**

3. **Ym mha fodd yr ydych yn ei adnabod?/In what capacity is the applicant known to you?**

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4. Yma mae rhestr o'r math o brofiad fydd o gymorth i ymgeiswyr wasanaethu ar y Pwyllgor Safonau. Trwy ddefnyddio'r wybodaeth hon a hefyd trwy droi at wybodaeth gefndirol ynghylch y Pwyllgor Safonau, **eglwch sut y bydd profiad yr ymgeisydd hwn yn gymorth iddo wneud y gwaith fel aelod o'r Pwyllgor Safonau.** Efallai y bydd yr unigolyn wedi cael y profiad hwn yn sgil ei waith/ei weithgaredd proffesiynol neu oherwydd cyfraniadau gwirfoddol neu elusennol.

Attached is a list of the types of experience likely to equip applicants to serve on the Standards Committee. By reference to this, together with the Background Information about the Standards Committee, **please explain in what way/ways you consider the applicant's experience enables him/her to undertake a role as member of the Standards Committee.** This experience may have been derived through a professional/employment context or in a voluntary or charitable capacity.

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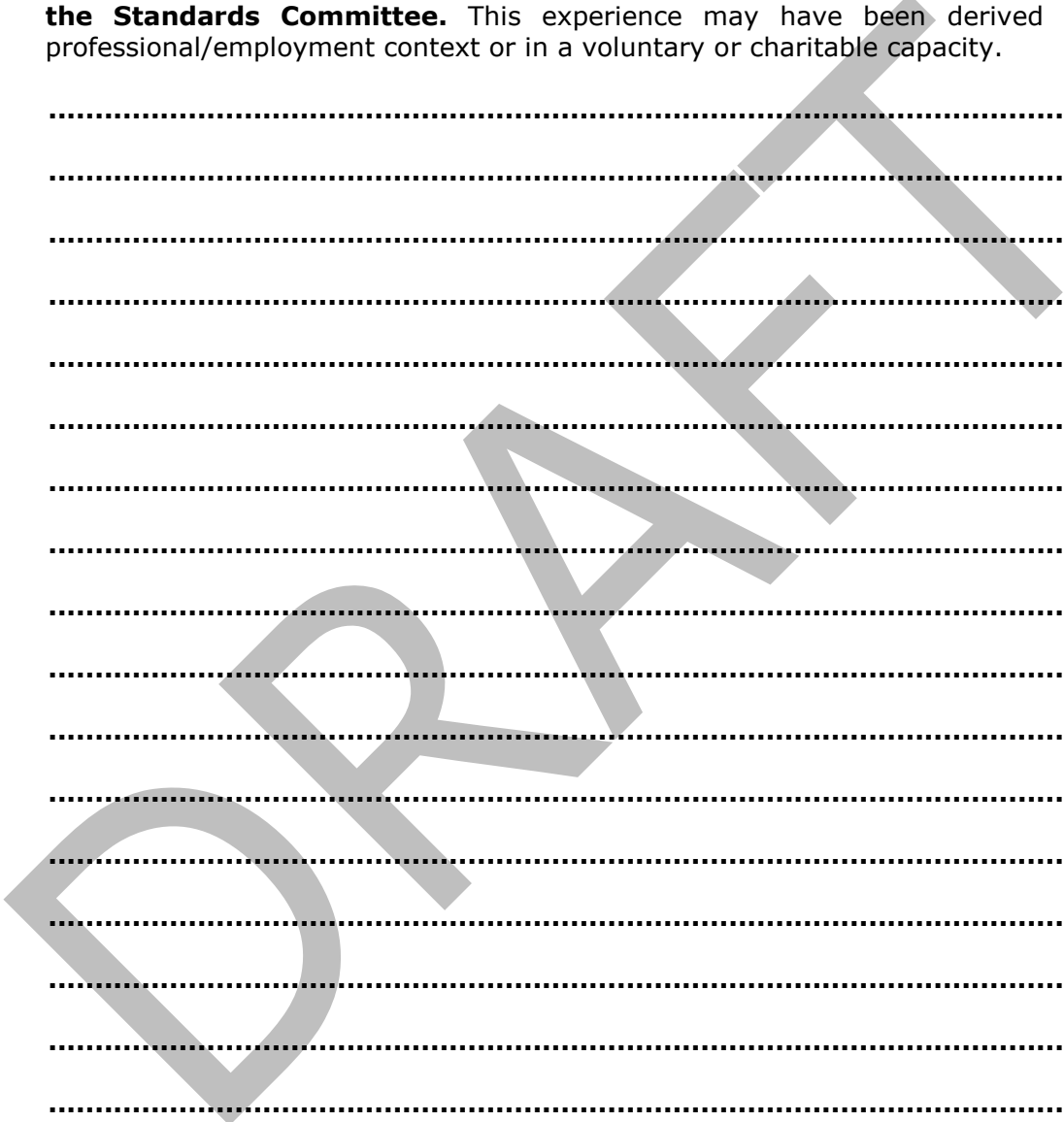
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5. Pan yw'r Pwyllgor Safonau yn cynnal gwrandawiadau rhaid iddo farnu ar ymddygiad Cynghorwyr ac o'r herwydd rhaid i aelodau'r Pwyllgor Safonau fod yn unigolion rhagorol. **Beth yw eich barn am gymeriad yr ymgeisydd o ran ei onestrwydd a'i uniondeb?**

When the Standards Committee conducts hearings it is required to adjudicate upon the behaviour of Councillors and, as such, the members of the Standards Committee must be seen to be above reproach. **What is your view of the applicant's character in terms of honesty and integrity?**

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6. Yn aml rhaid i'r Pwyllgor Safonau wneud penderfyniadau anodd a chynhennus y mae'r cyfryngau yn edrych arnynt yn ofalus ac weithiau gall penderfyniad arwain at apêl. **Beth yw eich barn am gymeriad yr ymgeisydd o ran ei gryfder a'i annibyniaeth?**

The work of the Standards Committee often involves difficult and controversial decisions, which are subject to media scrutiny and sometimes appeal. **What is your view of the applicant's character in terms of resilience and independence?**

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7. Rhan hanfodol o waith y Pwyllgor Safonau yw bod yr aelodau bob amser â meddwl agored ac yn gallu gwneud penderfyniadau yn wrthrychol yn seiliedig ar y ffeithiau. **Beth yw eich barn ar gymeriad yr ymgeisydd o ran ei allu i asesu materion mewn dull gofalus, gwrthrychol ac yn seiliedig ar y dystiolaeth?**

It is fundamental to the work of the Standards Committee that its members are open minded and that decisions are taken objectively, on their merits. **What is your view of the applicant's character in terms of his/her ability to asses issues in a measured and dispassionate way and in reliance upon the evidence?**

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8. **Beth yw eich barn ar allu'r ymgeisydd i ddysgu a datblygu sgiliau a gwybodaeth newydd trwy dderbyn hyfforddiant?**

**What is your opinion of the applicant's aptitude for acquiring/developing new skills and knowledge through training?**

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9. Efallai y bydd raid i'r Panel Dewis ystyried pa gyfraniad a wnaeth yr ymgeisydd i fywyd y gymuned – er nad yw hyn yn berthnasol mewn modd uniongyrchol i'r profiad a'r sgiliau sy'n angenrheidiol. Efallai y bydd yr unigolyn wedi rhoddi gwasanaeth i'r cyhoedd oherwydd ei waith neu oherwydd cyfraniad gwirfoddol/elusennol. Ynglwm mae rhestr o'r math o gyfraniad a fuasai o ddiddordeb i'r Panel Dewis. **Eglurwch os gwelwch yn dda ym mha fodd y mae'r ymgeisydd, yn eich tyb chwi, wedi cyfrannu at fywyd y gymuned?**

While not directly relevant to the experience and skills required, the Selection Panel may need to take into consideration the applicant's contribution to the life of the community. This may involve providing services to the public through employment or in a voluntary/charitable capacity. A list of the types of contribution which would be of interest to the Selection Panel is attached. **Please explain in what way or ways you consider the applicant has contributed to the life of the community?**

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10. Nodwch, os gwelwch yn dda, unrhyw amheuon sydd gennych ynghylch argymhell yr ymgeisydd ar gyfer y gwaith hwn.

**Please identify any reservations which you would have in recommending the applicant for this role**

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**PROFIAD PERTHNASOL  
RELEVANT EXPERIENCE**

<p>1. Aelodaeth o dribiwnlysoedd a sefydlwyd gan adrannau'r llywodraeth.</p> <p>2. Aelodaeth o banelau apelio statudol.</p> <p>3. Aelodaeth o banelau cwynion a/neu banelau apêl yn perthyn i gyrff proffesiynol cydnabyddedig.</p> <p>4. Profiad yn dilyn gwasanaeth sylweddol yn system gyfreithiol y sir.</p> <p>5. Profiad mewn swydd broffesiynol a hynny'n golygu gwneud ymholiadau i gwynion.</p> <p>6. Profiad o wasanaeth cyhoeddus mewn llywodraeth leol a'r tu allan i'r Cyngor Sir.</p> <p>7. Unrhyw brofiad arall a allai fod yn berthnasol i waith y Pwyllgor Safonau a hynny'n cynnwys dealltwriaeth o'r system Ddemocrataidd ac o gyfrifoldebau aelodau etholedig.</p> <p>8. Unrhyw brofiad perthnasol arall yn dangos y gallu i ddeall ac i asesu tystiolaeth a chyrraedd barn wrthrychol ac egluro honno trwy droi at y dystiolaeth.</p>	<p>1. Membership of tribunals established by government departments</p> <p>2. Membership of statutory appeal panels</p> <p>3. Membership of complaints panels and/or appeal panels of recognised professional bodies</p> <p>4. Experience of considerable service within the justice system of the country</p> <p>5. Experience of a professional post which involves/involved enquiries into complaints</p> <p>6. Experience of public service within local government and outside the County Council</p> <p>7. Any other experience which may be relevant to the work of the Standards Committee and including understanding of the Democratic system and the responsibilities of elected members</p> <p>8. Any other relevant experience demonstrating the ability to understand and weigh up evidence and to come to an objective view explaining that view by reference to the evidence</p>
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**CYFRANIAD I'R GYMUNED  
CONTRIBUTION TO THE COMMUNITY**

<p>1. Aelod/swyddog o gorff cyhoeddus sy'n gwasanaethu cymuned Ynys Môn.</p>	<p>1. Member/officer of a public body which serves the Ynys Môn community</p>
<p>2. Aelod o gorff llywodraethol ysgol (ac eithrio cynrychiolwyr enwebedig yr Awdurdod Addysg).</p>	<p>2. Membership of the governing body of a school (with the exception of nominated representatives of the Education Authority)</p>
<p>3. Swyddog neu weithiwr i sefydliad elusennol cydnabyddedig neu i gorff elusennol.</p>	<p>3. Officer or employee of a recognised voluntary organisation or charitable body</p>
<p>4. Swyddog neu weithiwr i enwad crefyddol cydnabyddedig.</p>	<p>4. Officer or employee of a recognised religious denomination</p>
<p>5. Ymgeisydd sy'n cael ei gydnabod, ar lefel y sir neu ar lefel genedlaethol, oherwydd ei gyfraniad i'r gymuned.</p>	<p>5. An Applicant who has been acknowledged, at a county or national level, for his contribution to the community</p>
<p>6. Ymgeisydd sydd wedi dal swydd reoli uchel, y tu allan i'r Cyngor Sir ac yn darparu gwasanaeth i'r cyhoedd.</p>	<p>6. An Applicant who has held a senior management post, outside the County Council and providing a service for the public</p>
<p>7. Ymgeisydd sy'n cyflwyno tystiolaeth o bwys yng nghyswllt ei gyfraniad i'r gymuned mewn categori sy'n wahanol i'r rhai a restrir uchod.</p>	<p>7. An Applicant submitting material evidence of his/her contribution to the community in some other context which is not listed above</p>



## **GWYBODAETH GEFNDIROL I YMGEISWYR**

- Dan gyfraith gwlad mae yn rhaid i'r Cyngor Sir sefydlu Pwyllgor Safonau.
- Mae gwaith y Pwyllgor Safonau yn cyffwrdd â'r holl Gynghorwyr Sir a Chynghorwyr Tref/Cymuned sy'n gynrychiolwyr i etholwyr Ynys Môn.
- Y rhain yw prif ddyletswyddau y Pwyllgor Safonau :-
  - Gweithredu ar adroddiadau Ombwdsmon Gwasanaethau Cyhoeddus Cymru yng nghyswllt unrhyw haerid fod Cynghorydd wedi torri'r Côt Ymddygiad. Efallai y gofynnir i'r Pwyllgor Safonau gynnal Gwrandawriad ac, os ydyw'n briodol, penderfynu ar gosb i Gynghorydd ar ôl sefydlu bod hwnnw wedi torri'r Côt Ymddygiad. Y gosb fwyaf y gall y Pwyllgor Safonau ei defnyddio yw atal unigolyn rhag bod yn Gynghorydd am gyfnod o chwe mis.
  - Ystyried ceisiadau am ganiatâd arbennig gan Gynghorwyr. Os ydyw y caniatâd arbennig yn cael ei roddi yna gall y Cynghorydd gyfranogi mewn trafodaeth a phleidleisio ar eitem neu eitemau na chât fel arall, ac oherwydd darpariaeth yn y Côt Ymddygiad, gyfrannu yn ei chylch/cylch. Penderfynir ar geisiadau o'r fath fesul un gan ddibynnu ar a ydyw'r y dystiolaeth a gyflwynwyd yn sefydlu rheswm statudol sy'n caniatáu i'r Pwyllgor Safonau roddi caniatad arbennig o'r fath. Dan yr amgylchiadau hyn rhaid i'r Pwyllgor Safonau fodloni eu hun bod tystiolaeth wedi ei chyflwyno yn dangos bod y budd cyhoeddus yn ystyriaeth bwysicach nag unrhyw waharddiad yn y Côt.
  - Sicrhau fod y Cynghorwyr yn cael hyfforddiant digonol yng nghyswllt y Côt Ymddygiad.
- Ar Bwyllgor Safonau Ynys Môn mae pump o aelodau annibynnol (h.y aelodau o'r cyhoedd, nid Cynghorwyr), 3 Cynghorydd Sirol ac 1/2 Cynghorydd Tref/Cymuned a'r olaf yn cyfrannu yn y drafodaeth pan fo'r pwnc yn ymwneud â Chynghorydd Tref neu Gymuned. Rhaid dewis un o blith yr aelodau annibynnol i fod yn Gadeirydd y Pwyllgor Safonau.
- Daw cyfnodau yr holl aelodau annibynnol presenol i ben ar 17 Rhagfyr 2011. Ond mae gan yr aelodau hynny hawl i ailymgeisio yn yr un ffordd ag ymgeiswyr eraill.
- I bwrpas dewis Pwyllgor Safonau newydd mae'n rhaid i'r Cyngor, dan y rheoliadau, sefydlu Panel Dethol i benderfynu ar feini prawf, hysbysebu, paratoi rhestr fer a dethol, trwy gyfweiliad y pum aelod annibynnol newydd. Bydd y Panel Dethol yn cyflwyno'i argymhellion i'r Cyngor llawn a bydd raid i hwnnw benodi, yn ffurfiol, aelodau i'r Pwyllgor Safonau newydd i weithredu o 18 Rhagfyr 2011 ymlaen. Bydd y penodiad yn un am bedair blynedd.
- Bydd y Panel Dethol yn dechrau y broses yn ei gyfarfod cyntaf ac mae'n debyg y bydd hwnnw yn cael ei gynnal yn gynnar ym ..... Am ..... bydd y cyfarfodydd yn dechrau a chânt eu cynnal yn breifat ac yn un o Stafelloedd Pwyllgor y Cyngor, ym Mhencadlys y Cyngor yn Llangefni. Bydd cyfleusterau cyfieithu ar gael. Rhwng ..... a ..... disgwylir y bydd ..... chyfarfod i gyd.
- Ar y Panel dethol bydd pum aelod a rheini yn cynnwys tri Chynghorydd Sir sydd eisoes wedi eu penodi, sef y Cynghorwyr John Chorlton, Bob Parry and Bryan Owen. At y rhain bydd un Cynghorydd Tref/Cymuned sydd heb ei benodi eto ac un aelod o'r cyhoedd/aelod lleigg.
- I gefnogi gwaith Panel Dethol bydd dau o Uchel Swyddogion y Cyngor ar gael ac un ohonynt yn cynrychioli'r gwasanaeth cyfreithiol ar llall yn cynrychioli Adnoddau Dynol y

Cyngor. Bydd y Swyddogion hyn wrth law bob amser i gynnig cyngor a chymorth a nhw fydd yn paratoi y rhan fwyaf o'r dogfennau yn ol cyfarwyddyd y Panel Dethol.

- Ni fydd yr aelod llewyg a benodir i'r Panel Dethol yn derbyn tâll ond caiff hawlio treuliau yn unol â Chynllun y Cyngor Sir. (Atodir gopi)
- Bydd yr ymgeisydd llwyddiannus yn cael ei ddewis yn seiliedig ar yr wybodaeth yn y cais ysgrifenedig yn unig; bydd yn rhaid i'r cais gyrraedd y Cyngor erbyn ..... ar ddydd ..... Ni fydd ceisiadau hwyr yn cael sylw.
- Pedwar o swyddogion y Cyngor Sir, trwy awdurdod a roddir iddynt gan y Cyngor llawn, fydd yn dewis yr ymgeisydd. Y swyddogion hynny yw y Rheolwr-gyfarwyddwr, Cyfarwyddwr Cyllid, Cyfarwyddwr Gwasanethau Cyfreithiol a Phwyllgorau/Swyddog Monitro a Phennaeth y Gwasanaethau Corfforaethol. Disgwylir y byddant yn cyfarfod i wneud y penderfyniad ar ..... a rhoddir gwybod am hwnnw i'r holl ymgeiswyr cyn gynted ag y bo'n bosib ar ol y dyddiad hwn.
- Wedyn gofynnir i'r ymgeisydd llwyddiannus pa bryd y bydd ar gael fel bod modd cynnal y cyfarfod cyntaf o'r Panel Dethol yn gynnar ym ..... Cyn y cyfarfod cyntaf hwnnw bydd holl aelodau'r Panel Dethol yn derbyn Pecyn Gwybodaeth.
- Ar y ffurflen gais sydd ynghlwm rhestrir y meini prawf hynny a ddefnyddir wrth ystyried yr ymgeiswyr. Ond dan y gofynion statudol mae yn bosib y bydd rhai ymgeiswyr posib yn cael eu gwahardd rhag ymgeisio. Mae'r darpariaethau hyn yn ymddangos yn **rhan 2.1** y ffurflen gais. Cyn cyflwyno'ch cais gofynnir i chwi roddi sylw arbennig i'r materion hyn.

## **BACKGROUND INFORMATION FOR APPLICANTS**

- The County Council is legally required to operate a Standards Committee.
- The work of the Standards Committee extends to all County Councillors and Town/Community Councillors representing the electorate of Anglesey.
- The main functions of the Standards Committee are :-
  - To act on reports received from the Public Services Ombudsman for Wales concerning any allegation that a Councillor has breached the Code of Conduct. The Standards Committee may be asked to conduct a Hearing and, if appropriate, it will issue a sanction against any Councillor whom it finds has breached the Code of Conduct. The maximum sanction available to the Standards Committee is suspension from being a Councillor for six months.
  - To consider applications from Councillors for dispensations. If granted, a dispensation allows a Councillor to take part in discussion and voting on an item or items from which he/she would otherwise be precluded by reason of a provision in the Code of Conduct. These applications are decided on a case by case basis, depending upon whether the evidence presented establishes one of the statutory grounds which permit the Standards Committee to grant such dispensations. In essence, these are circumstances in which the Standards Committee is satisfied that the public interest has been shown to override a prohibition in the Code.
  - To ensure that Councillors are offered adequate training with regard to the Code of Conduct.
- Anglesey's Standards Committee consists of five independent members (i.e. members of the public and not Councillors), 3 County Councillors and 1/2 Town/Community Councillor who contribute to proceedings only when they relate to a Town or Community Councillor. The Chair of the Standards Committee must be appointed from among the independent members.
- The term of office of each of the current independent members will come to an end on the 17 December 2011. Current members are entitled to re-apply and to be considered in the same way as other applicants.
- In order to choose a new Standards Committee the regulations require the Council to establish a Selection Panel to devise criteria, advertise, short-list and select, by interview, the five new independent members. The Selection Panel will recommend its choices to the full Council, which must formally appoint the members of the new Standards Committee with effect from the 18 December 2011. Their term of office will be four years.
- The Selection Panel will begin this process at its first meeting, which is likely to be fixed early in ..... The meetings will commence at ..... and will be conducted in private in one of the Council's Committee Rooms at the headquarters building in Llangefni. Translation facilities will be provided. It is expected that there will be ..... meetings between ..... and .....
- The Selection Panel will consist of five members, including three County Councillors, who are already appointed. They are Councillors W John Chorlton, Bob Parry and Bryan Owen. In addition there will be one Town/Community Councillor, who is yet to be appointed, and one member of the public/lay-member.
- The work of the Selection Panel will be supported by two Senior Council Officers, one representing the Legal Service, and one representing Human Resources. These Officers

will be on hand throughout the process to advise and assist. They will prepare most of the documentation on the instructions of the Selection Panel.

- The lay-member appointed to the Selection Panel will not be remunerated but expenses will be payable in accordance with the County Council's Scheme. (Copy attached).
- The successful applicant will be selected on merit as demonstrated by the written application alone; such application to have reached the Council by no later than ..... on ..... the ..... No late applications will be considered.
- The successful applicant will be selected by four Council Officers, to whom authority has been delegated by full Council. Those Officers are the Managing Director, the Director of Finance, the Director of Legal and Committee Services/Monitoring Officer and the Head of Corporate Services. It is anticipated that they will meet to make their selection on the ..... and confirm the position to all candidates as soon as possible after that date.
- The successful applicant will then be asked for details of availability so that the first meeting of the Selection Panel may be fixed early in ..... An Information Pack will be sent out to all members of the Selection Panel in advance of the first meeting.
- The Application Form enclosed sets out the criteria against which applicants will be considered. There are statutory prohibitions which may disqualify some potential applicants. Details of these are given in **Part 2.1** of the Application Form. You are advised to give particular consideration to those matters before submitting your application.

DRAFT

Annwyl

**PWYLLGOR SAFONAU CYNGOR SIR YNYS  
MÔN**

Mae Cyngor Sir Ynys Môn yn y broses o recriwtio pump aelod annibynnol i wasanaethu ar ei Bwyllgor Safonau newydd.

Yng nghyswllt y broses hon daeth cais i law oddi wrth [ \*\* ]

Mae [ \*\* ] wedi cyflwyno eich enw chwi fel canolwr a all fod o gymorth i'r Panel Dewis benderfynu a ydyw [ \*\* ] yn addas ai peidio i'r swyddogaeth.

Yn awr hoffai'r Panel Dewis gael eich sylwadau chi ar gymeriad yr ymgeisydd, ei allu i fodloni gofynion perthnasol y penodiad, ac unrhyw wybodaeth arall y tybiwch ei bod yn ddefnyddiol.

Gyda hyn mewn golwg, rydwyf yn amgáu holiadur perthnasol i'r materion hyn. Hoffwn petaech yn llenwi'r holiadur a'i ddychwelyd i mi, yn yr amlen barod, cyn gynted ag y bo'n bosib.

Hefyd rydwyf yn amgáu Gwybodaeth Gefndirol a roddwyd i'r ymgeiswyr gan obeithio bod y deunydd yn rhoi syniad i chwi am waith y Pwyllgor Safonau fel bod modd amgyffred beth yw galwadau'r swydd.

Bydd cyfweiliadau yn cael eu cynnal ar ddydd ....., a'r apwyntiadau i'w gwneud ychydig wedyn. Felly, byddaf yn ddiolchgar derbyn y ffurflenni geirda cyn gynted â phosib.

Llawer o ddiolch i chwi am eich cymorth.

Yr eiddoch yn gywir

Dear

**ISLE OF ANGLESEY COUNTY COUNCIL'S  
STANDARDS COMMITTEE**

The Isle of Anglesey County Council is in the process of recruiting five independent members for its new Standards Committee.

In connection with that process an application has been received from [ \*\* ]

[ \*\* ] has provided me with your name as a referee who will be able to assist the Selection Panel in determining [ \*\* ] suitability for the role.

The Selection Panel requires information concerning your opinion of the applicant's character, and her ability to fulfil criteria relevant to the appointment, together with any other information you consider useful.

Accordingly, I attach a questionnaire addressing these matters. I would be grateful if you would please complete the questionnaire and return it to me as soon as possible in the prepaid envelope.

I have also enclosed copy of the Background Information provided to applicants as this should give you a "flavour" of the work of the Standards Committee and, therefore, some insights into the demands of the role.

Interviews are due to be conducted on ....., with the appointments to be made shortly thereafter. I would therefore be most obliged to receive the completed reference forms as soon as possible.

Many thanks for your assistance.

Yours sincerely

Lynn Ball  
Cyfarwyddwr Gwasanaethau Cyfreithiol a Phwyllgorau/Swyddog Monitro  
Director of Legal and Committee Services/Monitoring Officer

DRAFT

Dear

**ISLE OF ANGLESEY COUNTY COUNCIL'S STANDARDS COMMITTEE - .....  
TO .....**

Following your interview on the 20<sup>th</sup> ....., the Selection Panel is pleased to invite you to become an independent member of the County Council's new Standards Committee.

Subject to your acceptance, the appointment will need to be confirmed by the full County Council at its next meeting, which is due to take place on the .....

Thereafter, your new appointment will become effective from the ....., being the date when the tenure of the current Standards Committee comes to an end.

Your term of office will be for a period of four years.

As an independent member of the Standards Committee you will become a co-opted member of the County Council and, therefore, subject to the same Code of Conduct as all County, Town and Community Councillors. A further copy of the current Code, and a Form of Undertaking to abide by that Code, will be sent out to you shortly after the Council Meeting on the .....

Your appointment will also be advertised in the local press as soon as it has been confirmed by the County Council. It is expected to appear in the week commencing .....

The same invitation has also been extended to the following successful applicants:-

.....

As you know, in addition to the five Independent Members, there will also be 3 County Councillors and 1/2 Town/Community Councillor representative(s) on the Standards Committee, whose nomination will also have to be confirmed by the full Council on the ..... The person who has been nominated is Community Councillor ..... of ..... Community Council.

If you are prepared to accept this invitation then please sign and date the duplicate letter attached and return it to me as soon as possible in the pre-paid envelope.

Many thanks.

Regards

Lynn Ball  
Cyfarwyddwr Gwasanaethau Cyfreithiol a Phwyllgorau/Swyddog Monitro  
Director of Legal and Committee Services/Monitoring Officer

Dear

**ISLE OF ANGLESEY COUNTY COUNCIL STANDARDS COMMITTEE**

I am pleased to advise you that, at the Meeting of the full Council on the ....., your appointment to the Standards Committee was formally confirmed. As you know, the term of office is for a period of four years, beginning on the ..... Confirmation of your appointment will be published in the local press in the middle of .....

At present the Standards Committee has no outstanding referrals from the Ombudsman, although there are several complaints currently under investigation, the outcomes of which are awaited. Subject thereto, I would expect to arrange an informal meeting of the new Standards Committee in ....., with a view to including a training session on dispensations, as these are not affected by the long awaited new Code of Conduct. It might also be useful for the Committee to familiarise itself with the Council Chamber and the way in which hearings are conducted.

I shall ask Mrs Jan Adams (Committee Clerk) to contact you for details of your availability at, or around, the end .....

In the meantime, have an enjoyable Christmas.

Yours sincerely

Lynn Ball  
Cyfarwyddwr Gwasanaethau Cyfreithiol a Phwyllgorau/Swyddog Monitro  
Director of Legal and Committee Services/Monitoring Officer





## PWYLLGOR SAFONAU

Yn dilyn hysbysebion a gyhoeddwyd yn yr wythnos yn dechrau ....., mae Cyngor Sir Ynys Môn yn falch o gadarnhau penodi'r aelodau canlynol o'r cyhoedd (elwir yn "Aelodau Annibynnol") i'w Bwyllgor Safonau :

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Bydd yr Aelodau Annibynnol hyn yn dal y swydd hyd .....

Yn ychwanegol i hyn, mae'r Pwyllgor Safonau yn cynnwys 3 Cynghorydd Sirol a 1/2 cynrychiolydd Cynghorau Tref/ Cymuned sef y Cynghorydd Cymuned .....o Ward .....

Prif swyddogaeth y Pwyllgor Safonau yw gweithredu ar Adroddiadau dderbynnir gan Ombwdsmon y Gwasanaethau Cyhoeddus yng Nghymru ynglŷn ag unrhyw haerid bod Cynghorydd Sir neu Cynghorydd Tref/ Cymuned wedi torri'r Côd Ymarfer.

## STANDARDS COMMITTEE

Following advertisements published in the week commencing the ....., the Isle of Anglesey County Council is pleased to confirm the appointment of the following members of the public (known as "Independent Members") to its Standards Committee:

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These Independent Members will hold office until the .....

In addition, the Standards Committee includes 3 County Councillors and 1/2 Town / Community Councillor representative(s) who is Community Councillor ..... of the ..... Ward.

The main function of the Standards Committee is to act on Reports received from the Public Services Ombudsman for Wales concerning any allegation that a County Councillor or a Town/Community Councillor has breached the Code of Conduct.

Lynn Ball

Cyfarwyddwr Gwasanaethau Cyfreithiol a Phwyllgorau/Swyddog Monitro  
Director of Legal and Committee Services/Monitoring Officer