



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

GWYS A RHAGLEN

SUMMONS AND AGENDA

ar gyfer

for a

**CYFARFOD O
GYNGOR SIR
YNYS MÔN**

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

a gynhelir yn

to be held at the

**SIAMBR Y CYNGOR
SWYDDFA'R SIR
LLANGEFNI**

**COUNCIL CHAMBER
COUNCIL OFFICES
LLANGEFNI**

DYDD IAU, 23 MAI 2013

THURSDAY, 23 MAY 2013

→ am 11.00 o'r gloch ←

→ at 11.00 am ←

A G E N D A

[NOTE : Chairing of Meeting – Councillor R.LI. Jones is eligible to Chair the meeting in accordance with Part 1, Section 3(2) (Chairman) of the Local Government Act, 1972. The Chair has no vote but does have a casting vote].

1 ANNUAL IMPROVEMENT REPORT 2013 - ISLE OF ANGLESEY COUNTY COUNCIL

To submit a presentation by a representative of the Wales Audit Office.
(Copy of Wales Audit Office report attached)

Members will be provided with a short question and answer session.

2 MINUTES

To submit for confirmation, the minutes of the meetings of the County Council held on the following dates:-

- 5th March, 2013
- 16th April, 2013 (Extraordinary)

3 DECLARATION OF INTEREST

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

4 TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIRPERSON OR THE CHIEF EXECUTIVE

5 MINUTES FOR INFORMATION - IMPROVEMENT AND SUSTAINABILITY BOARD

To submit for information, the minutes of the meetings of the Anglesey Improvement and Sustainability Board held on the following dates:-

- 28th February, 2013
- 25th April, 2013

6 PRESENTATION OF PETITIONS

In accordance with Paragraph 4.1.11 of the Constitution, to submit a petition by the Chief Executive on behalf of Councillor Aled Morris Jones, calling upon the Isle of Anglesey County Council to release a sum of £250,000 from their reserves now, to fund urgent repairs to Anglesey's roads.

7 CHANGES TO THE COUNCIL'S CONSTITUTION - CHANGES TO THE PLANNING PROCEDURE RULES AHEAD OF MULTI-MEMBER WARDS FOLLOWING THE 2013 ELECTIONS

To report that the Executive upon consideration of the above at their meeting on 22nd April, 2013, had resolved as follows:-

"To recommend to the County Council that it amends the Council's Constitution as indicated in the report and to authorise officers to make any consequential amendments to the Constitution".

To submit a report by the Deputy Monitoring Officer/Planning Solicitor as submitted to the Executive on 22nd April, 2013.

8 CHANGES TO THE CONSTITUTION - CREATION OF A PROTOCOL FOR SOCIAL MEDIA IN MEETINGS

To report that the Executive upon consideration of the above at their meeting on 22 April, 2013 had resolved to recommend as follows :-

“To recommend to full Council that the Social Media Protocol be adopted and incorporated within the Constitution and that authority be given to Officers to make any consequential amendments to the Constitution.”.

To submit a report by the Corporate Information Officer as submitted to the Executive on 22nd April, 2013.

9 CHANGES TO THE CONSTITUTION - FREQUENCY OF SCRUTINY COMMITTEES

To report that the Executive upon consideration of the above at their meeting on 22 April, 2013 had resolved to recommend to the County Council as follows:-

· *“That the two new Scrutiny Committees shall be called the Corporate Scrutiny Committee and the Partnership and Regeneration Scrutiny Committee;*

· *That Ordinary meetings of each Scrutiny Committee to be held six times in each Municipal Year;*

· *That authority be given to officers to make any consequential amendments to the Constitution”.*

To submit a report by the Monitoring Officer as submitted to the Executive on 22nd April, 2013.

10 TO ADOPT A NEW DBS POLICY IN PLACE OF THE CURRENT CRB POLICY

To report that the Executive upon consideration of the above at their meeting on 22nd April, 2013, had resolved to recommend to the County Council as follows:-

· *“That it adopts the updated DBS Policy (formerly the Corporate Criminal Records Policy) with delegated authority to the Monitoring Officer to amend the draft as regards naming of Scrutiny Committees and reconciling (if possible) the period when the DBS checks can remain valid; and that it be published on the Council’s webpage.*

· *That arrangements be made to convene training workshops for Members”.*

To submit a report by the Senior Solicitor (Childrens’ Services) as submitted to the Executive on 22nd April, 2013.

11 TO ADOPT A LOCAL RESOLUTION PROTOCOL IN PLACE OF THE CURRENT SELF-REGULATION PROTOCOL

To submit a report by Mr Michael Wilson, Chair of the Standards Committee.

12 STANDARDS COMMITTEE ANNUAL REPORT 2012-13

To submit a report by Mr Michael Wilson, Chair of the Standards Committee.

13 DEMOCRATIC SERVICES - ANNUAL REPORT 2012/2013

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

14 SCRUTINY ANNUAL REPORT 2012/2013

To submit a report by the Vice-Chair of the Corporate Scrutiny Committee.

15 MEMBER TRAINING AND DEVELOPMENT 2013-14

To submit the report by the Head of Democratic Services.

16 MOTIONS RECEIVED PURSUANT TO RULE 4.1.2.2.12 OF THE CONSTITUTION

• To submit the following Notice of Motion by Councillors Aled Morris Jones, Richard O. Jones and W.T.Hughes:-

“We, call upon the Isle of Anglesey County Council to consider placing a commemorative plaque on Neuadd Cemaes, which was the main residence of Brigadier General Sir Owen Thomas, KT.MP.DL.JP.

Sir Owen Thomas was a Philanthropist, Farmer, Entrepreneur, Justice of the Peace, Member of the Gorsedd, Member of the General Staff and supporter of the Ysgol Sul and the First Independent Labour Member of the House of Commons from Ynys Mon.”

To give consideration to the above.

• To submit the following Notice of Motion by Councillor Aled Morris Jones, seconded by Councillor G.O. Jones and also signed by Councillors R.A. Dew, Jim Evans, D.R. Hughes, K.P. Hughes, T. Victor Hughes, W.T. Hughes, H.E. Jones, P.S. Rogers, J.A. Rowlands and Ieuan Williams:-

“We, request that Isle of Anglesey County Council grant the Freedom of the County to the Royal Navy.

This is in recognition of keeping sea lanes safe around our coast. This granting of the Freedom should be seen as one event to communicate the centenaries of the Great War between 1914 and 1918.

We are mindful of our naval heroes, William Williams VC, Amlwch and Admiral Sir Max Horton. The Freedom would confer on the Royal Navy the right to march with flags flying, drums beating and bayonet fixed.”

To give consideration to the above.



Annual Improvement Report

Isle of Anglesey County Council

Issued: March 2013

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About the Auditor General for Wales

The Auditor General is independent of government and is appointed by Her Majesty the Queen. He leads the Wales Audit Office and is held accountable by the Public Accounts Committee of the National Assembly for the Wales Audit Office's work.

The Auditor General is the external auditor of the Welsh Government and its sponsored and related public bodies, the Assembly Commission and National Health Service bodies in Wales. He also appoints the external auditors of Welsh local government bodies, including unitary authorities, police, probation, fire and rescue authorities, national parks and community councils. The Auditor General's appointed auditors are responsible for the annual audit of nearly £5.5 billion of funding that is passed by the Welsh Government to local government in the form of general and specific grants. Local government, in turn, raises a further £2.1 billion through council tax and business rates.

As well as carrying out financial audit, the Auditor General's role is to examine how public bodies manage and spend public money, including achieving value in the delivery of public services. The Wales Audit Office aims to make public money count, by promoting improvement, so that people in Wales benefit from accountable, well-managed public services that offer the best possible value for money. It is also committed to identifying and spreading good practice across the Welsh public sector.

This Annual Improvement Report has been prepared on behalf of the Auditor General for Wales by Huw Lloyd Jones and Andy Bruce under the direction of Alan Morris.

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Summary report

- 1 Each year, the Auditor General must report on how well Welsh councils, fire and rescue authorities, and national parks are planning for improvement and delivering their services. Drawing on the work of the relevant Welsh inspectorates, as well as work undertaken on his behalf by the Wales Audit Office, this report presents a picture of improvement over the last year. The report is in three main sections, which cover the Council's delivery and evaluation of services in relation to 2011-12, and its planning of improvement for 2012-13.
 - the Council is responding constructively to the findings of the Estyn inspection in 2012;
 - housing benefit services are generally improving;
 - the Council is one of only two in Wales to deliver the Welsh Housing Quality Standard by the target date and arrangements for responsive repairs to housing are improving;
 - the Council's arrangements for the management of its information asset limit the Council's ability to improve; and
 - the Council is developing its partnership working arrangements, beginning to engage with the public more effectively and is addressing economic, social and environmental issues.
- 2 The Auditor General has concluded the Isle of Anglesey County Council (the Council) is making good progress in delivering improvements and has responded constructively to advice from the Commissioners and regulators, but the momentum of change needs to continue in order to ensure sustainable improvement.
- 3 We found that the Council is making progress in delivering improvement in most of its priorities but needs to focus on weaker services to improve outcomes for the public:
 - the Council continues to make good progress in addressing the Commissioners' corporate governance themes and has reached a critical turning point with intervention being scaled back;
 - good progress is being made in bringing about improvement in the performance of children's services and responding to the findings of the Care and Social Services Inspectorate for Wales (CSSIW) inspection in 2011;
- 4 We also found that the Council's approach to reporting and evaluating performance is improving, and the Senior Leadership Team is adding to the Council's capacity and capability to deliver further improvement:
 - the Council's annual self-evaluation report is balanced but there is scope to include more qualitative information to provide a rounded evidence base to enable it to assess its performance;
 - governance and monitoring arrangements are improving while scrutiny and audit committees are performing well, with both elected and lay members providing valuable challenge and input;

- the Council is learning to be more self-critical in its evaluation of delivering services and outcomes for citizens; and
- the Senior Leadership Team is providing strong and visible leadership, and has added significantly to the Council's capacity and capability to deliver further improvement.

5 Finally, the report sets out our views on how well the Council is planning for, and making arrangements to support, improvement. We concluded that: the Council has a comprehensive plan for improvement which will be challenging to achieve, but which has realistic prospects to bring significant improvements to services and the people of Anglesey. We found that:

- the Council has discharged its improvement planning duties under the Local Government (Wales) Measure 2009 (the Measure) and has acted in accordance with Welsh Government guidance;
- the Council continues to make steady progress in addressing the proposals for improvement identified in previous assessments;
- the Council has clear and robust financial plans but faces a number of financial challenges with continuing austerity measures; and
- the Council has developed an organisational development plan to support long-term improvement and modernise the way the Council works.

Recommendations

- 6 We make no further recommendations in this *Annual Improvement Report*. The Council has set for itself a challenging agenda. The Auditor General and his staff will monitor the Council's progress in implementing this agenda during the forthcoming year.

Detailed report

Introduction

- 7 Under the Measure, the Auditor General must report each year on how well Welsh councils, fire and rescue authorities, and national parks are planning for improvement and delivering their services. **Appendix 1** provides more information about the Auditor General's powers and duties under the Measure. With help from Welsh inspectorates, Estyn (for education) and the CSSIW, we have brought together a picture of what each council or authority in Wales is trying to achieve and how it is going about it. This report also sets out the progress the Council has made since the Auditor General published his last *Annual Improvement Report*, drawing on the Council's own self-assessment.
- 8 We do not undertake a comprehensive annual review of all Council arrangements or services. The conclusions in this report are based on our cumulative and shared knowledge, and the findings of prioritised work undertaken this year.
- 9 Given the wide range of services provided and the challenges facing the Council, it would be unusual if we did not find things that can be improved. The Auditor General is able to:
- recommend to Ministers of the Welsh Government that they intervene in some way;
 - conduct a special inspection and publish the report with detailed recommendations;
 - make formal recommendations for improvement – if a formal recommendation is made the Council must respond to that recommendation publicly within 30 days; and
 - make proposals for improvement – if we make proposals to the Council, we would expect them to do something about them and we will follow up what happens.
- 10 We want to find out if this report gives you the information you need and whether it is easy to understand. You can let us know your views by e-mailing us at info@wao.gov.uk or writing to us at 24, Cathedral Road, Cardiff CF11 9LJ.

The Council is making good progress in delivering improvements and has responded constructively to advice from the Commissioners and regulators, but the momentum of change needs to continue in order to ensure sustainable improvement

The Council is making progress in delivering improvement in most of its priorities but needs to focus on weaker services to improve outcomes for the public

The Council continues to make good progress in addressing the Commissioners' corporate governance themes and has reached a critical turning point with intervention being scaled back

11 Following a recommendation by the Auditor General in March 2011, the Minister for Social Justice and Local Government appointed five Commissioners who replaced the Council's Executive. This scale of intervention was unique, reflecting the seriousness of the Council's historical problems. The Commissioners subsequently developed a work programme to help lead to a sustainable improvement in the Council's corporate governance. The work programme includes the development of 10 corporate governance improvement themes against which the Commissioners regularly assess the Council's progress. The themes are comprehensive in their coverage of the critical issues that the Council needs to tackle in order to establish a long-term sustainable recovery.

12 In last year's *Annual Improvement Report*, we recommended that Welsh Ministers should:

- promote the gradual transfer of decision-making power from the Commissioners to the shadow Executive; and
- as the transfer of decision-making power proceeds, redefine the role of Commissioners so that they monitor the Council's progress, while retaining the power to intervene as necessary.

13 In his *Improvement Assessment Letter* in September 2012, the Auditor General agreed with the Commissioners that conditions were in place for the Minister to consider a return to democratic control with specific safeguards in place.

14 In October 2012, the Minister for Local Government and Communities returned all of the powers formerly exercised by the Commissioners back to the Council and its Executive. The decision was based on the progress made by the Council and findings from our work undertaken this year. However, in order to safeguard the improvements the Council has achieved, the Minister directed that three of the five Commissioners should be retained until 31 May 2013, known as the 'improvement and sustainability' phase of intervention. The remaining Commissioners will monitor and report progress to Ministers and offer ongoing guidance, mentoring and support to the Council and officers. Commissioners also retain the power to confirm or override any Council decision which goes against the advice of statutory officers.

15 The Commissioners now formally review progress through the monthly meetings of the Improvement and Sustainability Board. The sixth Commissioners' progress report issued in February 2013 shows good progress made by the Council against all 10 corporate governance improvement themes.

Good progress is being made in bringing about improvement in the performance of children's services and responding to the findings of the CSSIW inspection in 2011

16 The CSSIW published its review and evaluation of the performance of social services during 2011-12 in October 2012. The report describes positive change and improvement though some risks remain.

17 The CSSIW reported that 2011-12 was a year of significant change for the Isle of Anglesey Social Services department. In particular, there was intense corporate activity in response to concerns about children's services, especially in relation to safeguarding. A new interim director was appointed at the end of January 2012 and a permanent appointment took up post in August 2012. The Council also appointed a new Head of Children's Services.

18 However, the Council faces continuing challenges in terms of its ability to recruit and retain social workers and service managers. The Council recognises that, across all services, it needs to restructure its workforce and to make progress with job evaluation and reaching a Single Status agreement. This work has the potential to help resolve the current difficulties in social services.

19 The Council faces a challenging financial situation. It has agreed the principles needed to modernise adult services, but the difficult decisions required and the management of the risks associated with this work will need significant corporate oversight and support. In this respect, the increasing implementation and embedding of corporate initiatives such as risk management, performance management and quality assurance has the potential to support improvement in social services.

20 The Council has responded positively to the areas for development identified last year by the CSSIW, particularly in relation to children's services. The Council has introduced strengthened guidance, increased staffing and brought in additional expertise. There have also been significant efforts to improve performance and quality management.

21 Progress has been satisfactory, and, during 2011-12, the Council has moved from a low-performing authority to performing well against a number of performance indicators. The CSSIW's full report is available at <http://wales.gov.uk/docs/cssiw/publications/121031angleseyen.pdf>.

The Council is responding constructively to the findings of the Estyn inspection in 2012

22 Estyn and the Wales Audit office inspected the Council's Local Authority Education Services for Children and Young People in May 2012. The inspection found that the services were unsatisfactory and that they had unsatisfactory capacity to improve. The report recommends that the Council should:

- raise standards in all key stages and make sure that all learners who can do so achieve functional literacy by the end of key stage 2;
- plan more effectively with relevant professionals to improve school attendance rates;
- establish sound business-planning , project-planning and risk-assessment processes to professionalise the operational delivery of education services;
- plan better efficiencies in the allocation of resources for the lifelong learning service;
- secure more thoroughness and consistency in requirements for self-evaluation, both operationally and strategically;

- take action to reduce surplus places; and
- formalise and strengthen performance management systems and challenge the performance of schools and officers.

23 Some of the issues arising are a legacy of poor corporate governance in recent years. However, the Council is reacting constructively and responsibly, and has implemented an action plan to improve the quality of its education services. A Recovery Board was subsequently appointed by the Minister for Children, Education, Lifelong Learning and Skills to provide support and external challenge.

24 Arrangements are in place for the Recovery Board to liaise with the Commissioners in order to ensure consistency with corporate improvement, and the Welsh Government has seconded an officer to the Council to facilitate the challenge and support process.

25 Since then, the Recovery Board has reviewed detailed strategic and operational information and received regular progress reports. A series of focus groups were also held to gather further information and evidence, and provide a clear direction of what is needed to improve. The focus groups included a range of stakeholders including secondary and primary school head teachers, education officers, school improvement officers, school governors and the scrutiny committee.

26 The meetings and focus groups were productive and provided the Recovery Board with a means to support the Council's improvement and respond effectively to Estyn's recommendations. The Recovery Board has identified the following actions to help support the Council's action plan:

- organising a self-improving system of workshops to stimulate and deepen collaboration between head teachers in Anglesey;
- conduct a strategic overview of the whole school estate to help school reorganisation and reduce excess places; and
- providing a mentor to support the Director of Lifelong Learning.

27 The performance of both primary and secondary schools in 2012 improved significantly on the results of the previous year and relative to other councils in Wales. The latest available data on attendance in schools also shows an improvement. The Executive has, since regaining its decision-making powers, taken difficult but necessary decisions to reshape primary school provision. If implemented, these decisions will help to provide a modern and sustainable primary education system and help to reduce surplus capacity. The Recovery Board has reported being optimistic about the potential for the Council to make significant improvement.

Housing benefit services are generally improving

28 In common with other Welsh councils, the rate of increase in the number of claimants for housing benefit during 2011-12 slowed compared with the period April 2009 to May 2011. There were 7,510 claimants in May 2012, three per cent more than in March 2011.

29 The Council has continued to speed up its processing of new claims and changes of circumstances. The average time taken to process new claims reduced from an average of 22 days in 2010-11 to 21 days in 2011-12 and is now close to the Welsh average of 20 days. The time taken to process changes of circumstance notifications has also reduced to nine days for 2011-12 but remains longer than the Welsh average of seven days.

30 Whilst speed of processing is important, there are a number of other measures which help to give a full picture of how well the Council is processing benefit applications. As the Department for Work and Pensions (DWP) does not publish this data, we have collected it directly for the councils via the service performance profiles. Analysis of these measures for 2011-12 suggests that an effective and customer-focused housing benefit service is in place:

- The percentage of new housing benefit claims decided within 14 days improved to 94 per cent in 2011-12, better than the Welsh average of 91 per cent.

- The percentage of new claims outstanding for more than 50 days fell to three per cent in 2011-12. This reduction shows the service has reduced its backlog and that it delivers a prompt service to the majority of claimants.
- The Council also improved the speed with which it deals with appeals. All seven of those received in 2011-12 were submitted to the Appeals service within three months and the average time taken to deal with appeals fell from 103 days in 2010-11 to 74 days in 2011-12.
- 95 per cent of housing benefit claims were calculated correctly in 2011-12, slightly fewer than the previous year.
- The Council recovered a smaller percentage of housing benefit overpayments during 2011-12 than in 2010-11. However, the percentage of overpayments written off during 2011-12 was lower than in 2010-11. The Council told us that it realised that the inclusion of recovery action in the duties of processing staff was contributing to the decline in performance during 2011-12 and that some specialism was required. A specialist staff member now deals with overpayment cases before they are sent to the Recovery Team.
- The Council maintained its performance in detecting and investigating suspected instances of fraudulent claims for housing benefit.

31 The introduction of ATLAS (Automated Transfers to Local Authority Systems) has created additional workload for all Welsh councils. ATLAS enables the automatic transfer of award data for a range of DWP benefits and HM Revenue and Customs (HMRC) tax credits direct to local authority systems. Information is transferred where there is a new award or a change of award and the DWP/HMRC customer is in receipt of housing benefit/council tax benefit. Whilst ATLAS should reduce overpayments over time, councils may experience extra work in the short term. The Council confirmed that the introduction of ATLAS did initially impose additional workload on staff, but during 2012, it implemented automated arrangements using the Northgate IT system. ATLAS changes now work effectively with little disruption to normal processing functions. It will be important that the Council continues to act on the data transferred via the ATLAS system, as there is potential for any 'unactioned' changes to be considered as local authority error within the 2012-13 subsidy regime.

The Council is one of only two in Wales to deliver the Welsh Housing Quality Standard by the target date and arrangements for responsive repairs to housing are improving

- 32 The Welsh Housing Quality Standard is a standard the Welsh Government expects all social housing to meet by March 2013. The standard addresses not just the physical conditions of properties, but also integrates social, environmental and economic concerns.
- 33 The modernisation scheme has seen significant home improvements for tenants living in nearly 4,000 council-owned properties on Anglesey with the majority receiving new kitchens, bathrooms and wiring. The standard was met before the deadline in December 2012. The Council has performed well by being one of only two councils in Wales and the only council in North Wales to achieve the standard by December 2012.
- 34 The Wales Audit Office has recently conducted a review of homelessness in Anglesey and I will report the findings from the review later this year and in my *Improvement Assessment Letter* later in 2013.
- 35 Providing responsive repairs is an important function for Council tenants. Examples include repairing a cracked window, unblocking a drain or remedying a plumbing or electrical fault. Taking account of the Council's own concerns, we evaluated in 2012 how effectively the Council's maintenance service for responsive repairs were being delivered.
- 36 Our work found that the Council's arrangements have been in place for a number of years and were based on a client/contractor split. The Council's Housing Services team, based at Llangefni, acts as the client and the Council's Building Maintenance Unit, based at Gaerwen, acts as the contractor. The statutory requirements for councils to subject services to Compulsory Competitive Tendering (CCT) were replaced with a duty to secure best value many years ago. There is no requirement, therefore, for the Council to organise service delivery based on a client/contractor split.
- 37 The arrangements for the Council's Building Maintenance Unit were based on meeting CCT requirements that are now out of date. Our review identified a number of weaknesses in the framework, such as difficulties in assessing the effectiveness of the service and whether value for money was being achieved. The Council responded constructively by conducting a service review with support from an external consultant. In October 2012, the Council created an action plan that is monitored every month by the Head of Service and senior officers. The Council is introducing more effective ways to manage the service including adopting a cost centre approach, introducing a condensed schedule of rates and a new letting standard. New technology is being rolled out which will support mobile working for housing services and performance targets have been adopted.

The Council's arrangements for the management of its information asset limit the Council's ability to improve

38 With increasing financial pressure on the public sector, there is a need to maximise and exploit the information held to deliver and plan for quality services effectively, taking decisions with all the available information to support and protect vulnerable people.

39 The Wales Audit Office identified that many local authorities are grappling with using information effectively to support service transformation and efficiency savings. As a result, we undertook reviews of information management at all councils in Wales during 2011-12.

40 Our review of the Council's arrangements, issued in March 2012, concluded that: the Council's current arrangements for the management of its information asset is weak and limit the Council's ability to improve. We came to this conclusion because:

- the Council lacks an information strategy, and ownership, accountability and responsibilities for information are unassigned; and
- the Council has broadly sound technical information security and good performance in relation to both data protection and freedom of information access requests, but a lack of knowledge about its information asset means it cannot fully understand areas that represent the highest risk and therefore cannot focus its efforts on the areas that need the most improvement.

41 In September 2012, Internal Audit conducted a review of data security as part of its internal audit plan for 2011-12. The report highlighted a number of similar weaknesses for the management of data.

42 The Council is responding positively and has set up a project group and action plan to address the weaknesses. The project group will report on progress to the Deputy Chief Executive.

The Council is developing its partnership working arrangements, beginning to engage with the public more effectively and is addressing economic, social and environmental issues

43 The Council is making progress through a number of collaborative initiatives, although some are not yet fully developed. The new corporate arrangements are enabling the Chief Executive to concentrate more on developing regional leadership and collaboration. Examples include working with Gwynedd County Council on the development of:

- A joint Local Development Plan
- A joint Local Service Board
- An Integrated Family Support Service
- Joint Planning Policy Unit

44 The Council is also involved in regional collaboration in North Wales, including the development of a commissioning hub for specialist residential placements for children. Further examples of pan-North Wales' partnership work include the development of

- a regional residual waste treatment project, minerals and waste planning partnership and regional transport management structure.
- 45 The Council made progress during the year as it embarked on a re-engagement exercise with the public. The Council conducted public drop-in sessions entitled *Our Council, Your Contribution* and a residents' survey of over 1,000 people, and used the feedback to reset the Council's priorities for 2012-13 and to shape its plan for 2012-2015. Citizens are being encouraged to continue to contact the Council to help establish improvement objectives for 2013-14. Furthermore, the Council established a panel of 400 residents who are willing to be consulted on a range of issues.
- 46 In addition, the Council's website has improved, is increasingly accessible, informative and consultative. The Council is also taking a number of other initiatives to raise its profile by more effectively using social media and the local community radio station, *Môn FM*.
- 47 During 2012, there was uncertainty around the development of the Wylfa B nuclear power station. A new development has emerged, however, with an overseas consortium purchasing the plant for future development. Meanwhile, promising signs of the potential for economic regeneration are emerging from government-backed initiatives like Enterprise Zone status and the *Energy Island Programme*.
- 48 Collection and disposal of waste has a significant impact on the environment and councils in Wales have a statutory responsibility to collect and dispose of municipal waste. This includes regular household collections, recycling collections, collection of bulky items and waste received at civic amenity sites. The Welsh Government has set a target for councils of 52 per cent of household waste to be recycled by 2012-13, with the possibility of fines imposed for those who do not meet the target. The Council is making good progress towards meeting its national waste targets and exceeded the national target by three per cent. However, the data for this indicator could not be considered to be reliable due to the Council being unable to segregate beach waste from more general waste as defined by the national indicator.
- 49 Councils in Wales are required to clean up small-scale fly tipping or the illegal dumping of waste on public land within five days of it being reported. The Council's performance for clearing incidents of fly tipping has improved from last year, although it remains in the lower quartile when compared to other Welsh authorities.

The Council's approach to reporting and evaluating performance is improving, and the Senior Leadership Team is adding to the Council's capacity and capability to deliver further improvement

The Council's annual self-evaluation report is balanced but there is scope to include more qualitative information to provide a rounded evidence base to enable it to assess its performance

50 In the January 2013 *Improvement Assessment Letter*, we reported that the Council has complied in full with its improvement reporting duties under the Measure; but the content and structure of the Council's Performance Report (Report) could include more qualitative information to provide a more rounded evidence base.

51 The Report includes all the required elements. In particular, the Report explains how its contents contribute to the Council's statutory duty to make arrangements to secure continuous improvement and be accountable. It also sets out the Council's performance against all statutory performance indicators and provides a balanced assessment of its performance. The Report provides an honest appraisal of performance and gives no impression that the Council is overstating its strengths or underestimating its weaknesses. In addition, our sample of the Council's performance indicators this year suggests that the quality of the data contained in the Report is generally robust. However, the Report lacks sufficient information to support the Council's evaluation against some of its improvement objectives.

Governance and monitoring arrangements are improving while scrutiny and audit committees are performing well, with both elected and lay members providing valuable challenge and input

52 The auditor appointed by the Auditor General recently gave his opinion on the Council's accounts and concluded that the financial statements were generally satisfactory. This is the first time in the last three years that this process has been completed in accordance with all statutory timescales. [Appendix 3](#) gives more detail.

53 Since their appointment, the Commissioners have worked hard to develop the skills of councillors and to draw on their local knowledge before making decisions. The shadow Executive, in particular, responded well and took a mature approach over difficult issues, working well with Commissioners, the Chief Executive, Senior Leadership Team and officers on key developments. This progress has been maintained since the Executive regained its decision-making powers in October 2012.

54 The Executive and monitoring arrangements are now established and the audit committee and scrutiny meetings are being conducted in a professional manner. The quality of reports and level of debate in Council meetings have generally been of a good standard and a number of issues, critical to the ongoing recovery, have progressed through the democratic process. From observations of meetings, both elected and lay members of committees are providing valuable input to the governance process.

55 The Welsh Language Commissioner has indicated scrutiny arrangements are more robust for Welsh language issues. There has been improvement since the formation of the Language Task Group and the Corporate Scrutiny Committee was tasked with keeping an overview of Welsh language matters. The implementation of the *Welsh Language Scheme* is also supported by departmental action plans, and the Council collects and records information relating to the Welsh language skills of the workforce. The work of implementing the language skills strategy and of improving corporate information on workforce language skills is also continuing. The Council failed to provide information about language requirements in contracts with third parties. However, there is a commitment in place to review procurement practices in relation to the Welsh language during the coming year. The Council has a process for assessing the impact of policies on equalities and this includes consideration of the Welsh language. The Commissioner has advised that monitoring processes of the assessments will need to be improved further during 2013.

56 The Council has amended its Constitution to improve the way in which it operates. The changes should help to prevent some of the issues which previously resulted in political instability and add a degree of sustainability to the Council in future.

57 In my September letter, I referred to the fact that the Council had accepted the Boundary Commission proposals to reconfigure ward boundaries and create multi-member wards for the elections in May 2013. As a result, the Council's membership will fall from 40 to

30 councillors. In response, the Council has adopted a more forward-thinking approach by developing a revised democratic governance and accountability framework to reflect the 30-member Council which will be returned after the election in May 2013.

The Council is learning to be more self-critical in its evaluation of delivering services and outcomes for citizens

58 With the support of the Commissioners over the past 18 months, members and senior officers are providing greater leadership around a number of difficult issues. Examples are issues relating to budgets and potential cuts in services. Whilst there have been political differences of opinion, the atmosphere in the Council has generally been constructive and conducive to good order and discipline, resulting in sound and reasonable decisions being made. There has been no indication of any return to the destructive behaviours of the past and little in terms of adverse publicity in the local media. This represents a significant step forward for the Council in terms of rebuilding its reputation and the trust of its citizens.

59 The Council's track record in self-evaluation during the past year has been an inconsistent one, with external assessments providing a picture of varying reliability in the Council's self-evaluation of its performance during 2011-12. In May 2012, Estyn and the Wales Audit Office concluded that the Council's education services were unsatisfactory and that they had unsatisfactory prospects for improvement. In reaching these conclusions, they judged that:

- business-planning and risk-assessment processes have not been robust enough to identify and address the slow pace of progress in education services and schools; and
- self-evaluation processes have been patchy and progress against recommendations made in previous inspections has been limited.

60 In contrast, the CSSIW has judged that the Council's annual evaluation of its social services was balanced and supported by reports from both adult and children's services. The evidence supporting the self-evaluation was wide-ranging and helpful in assessing the Council's performance.

61 Over the past 12 months, members and officers have attended externally facilitated developmental workshops. The feedback and learning from the workshops has helped develop a new methodology for self-assessment underpinned by better performance management.

62 The Commissioners are working with the Senior Leadership Team, the Welsh Local Government Association and a team of change management consultants to develop a Sustainability Assessment Framework, which will form the basis of future assessment, and reporting. Once complete, the framework will enable the Council to gather and, through a process of self-assessment, provide the evidence that it needs to demonstrate its achievements and bring greater objectivity to the continuous improvement process.

The Senior Leadership Team is providing strong and visible leadership and has added significantly to the Council's capacity and capability to deliver further improvement

63 In my September letter, I reported the Council had recruited three new and experienced officers to its Senior Leadership Team. With the support and guidance of the Commissioners, the new team is providing strong and visible leadership, and has added significantly to the Council's capacity and capability to deliver further improvement in both corporate and service-specific functions.

64 The restructure of the Senior Leadership Team is making best use of the individuals within it. For example, the Deputy Chief Executive is increasingly taking responsibility for the operational direction and control of the Council, and for establishing robust programme management arrangements. This role helps to free up the Chief Executive's time to focus on important strategic issues, and to liaise effectively with the Executive and lead members.

65 The new arrangements are also allowing the Chief Executive to engage more in the development of regional leadership and collaboration. An example is the Council's response to the Minister's request that Anglesey takes a leading role in tackling human trafficking and work with cross-sector agencies across North Wales.

- 66 During the past 12 months, the interim Head of Resources provided sound leadership in helping the Council to address the significant financial challenges it faces and in beginning to reform the Finance and ICT services. For example, the staffing structure in the Finance department is being developed to provide additional capacity to support services as well as providing the required corporate finance services. To further aid capacity, the Council has now appointed a permanent Head of Resources, Head of ICT, and recruited a Programme Manager to coordinate service improvement.

The Council has a comprehensive plan for improvement which will be challenging to achieve, but which has realistic prospects to bring significant improvements to services and the people of Anglesey

The Council has discharged its improvement planning duties under the Local Government (Wales) Measure 2009 and has acted in accordance with Welsh Government guidance

67 The Council plan identifies four improvement objectives for 2012-13 and explains clearly why the improvement objectives were chosen. The plan is more outcome-based than before and better reflects the needs of citizens. The Council conducted a citizens' survey earlier this year and used the feedback to reset the Council's priorities for 2012-13 and to shape its plan for 2012-2015. Citizens are being encouraged to continue to contact the Council to help establish improvement objectives for 2013-14. The plan is available in an abbreviated summary version, which the Council is promoting.

68 There remains scope for the Council to further improve the quality of its plan. For example, each improvement objective has a description of what success will look like, but some are not sufficiently clear about how they will be measured or, in some cases, what the standard is. Actions are set out in the plan, but some are not clear enough about what the Council intends to do.

The Council continues to make steady progress in addressing the proposals for improvement identified in previous assessments

69 The Council is making steady progress in responding to the proposals for improvement that have been made in our previous reports. We have assessed that:

- the Council is making good progress in addressing the Commissioners' 10 corporate governance improvement themes;
- the Council's clarity of direction is improving and there has been reasonable progress in addressing the proposals for improvement identified in my last *Annual Improvement Report*;
- the restructuring of senior management adds significantly to the Council's capacity and its capability to deliver further improvement in both corporate and service-specific functions;
- the Council is dealing more maturely than before with controversial issues and has taken steps to ensure that the improvement is sustainable;
- the Council has improved its engagement with the public and is beginning to address democratic renewal;
- the Council has responded constructively and responsibly to the recent highly critical inspection of its education services by Estyn and the Wales Audit Office; and

- an enhanced performance management system has been designed with the assistance of external consultants and is being used to manage the education service action plan.

The Council has clear and robust financial plans but faces a number of financial challenges with continuing austerity measures

- 70 The Council's draft *Statement of Accounts* were certified by the Interim s151¹ officer by the deadline of 30 June 2012 and presented to the Audit Committee in July 2012. The final *Statement of Accounts* were audited and approved by 30 September 2012. This is the first time in the last three years that this process has been completed in accordance with all statutory timescales. Further information can be found in [Appendix 3](#).
- 71 The Council has well-established medium-term financial planning arrangements which involve extensive consultation and challenge. The current medium-term revenue budget strategy 2013-2016 shows savings of £2.9 million to be achieved in 2013-14 and funding gaps of £3.1 million and £4.0 million in 2014-15 and 2015-16 respectively.
- 72 The Council's budget has been set alongside the corporate plan and improvement priorities, and includes not only savings but also investment in priority areas such as the *Energy Island initiative*. However, there is a recognition that for some services the scale of the financial challenge will require them to be delivered differently.
- 73 The Executive has identified Education, Adult Social Care, Leisure and Libraries for service redesign and reconfiguration during 2013-14 in order to deliver efficiency savings.
- 74 Recent investment in new systems and the better use of technology is expected to deliver savings in the future. One of the major uncertainties in previous budgets has been caused by the continuing delay in implementing job evaluation. A timetable has now been agreed for the implementation of job evaluation by April 2014. The medium-term revenue budget strategy includes the anticipated costs of implementation which will be funded in part by reserves which have been set aside over a number of years to meet this cost.
- 75 The Council anticipates drawing upon £0.5 million from general reserves to meet a projected overspend for the 2012-13 financial year. Strong budgetary control processes need to be maintained in order to ensure that there are no further calls on general reserves which are projected to stand at £4.4 million at the end of the 2012-13 financial year.

¹ Section 151 of the Local Government Act 1972 requires every local authority to make arrangements for the proper administration of its financial affairs and requires one officer to be nominated to take responsibility for the administration of those affairs. The Section 151 officer has a number of statutory duties, including the duty to report any unlawful financial activity involving the authority or failure to set or keep to a balanced budget.

The Council has developed an organisational development plan to support long-term improvement and modernise the way the Council works

- 76 With the support of the Commissioners and external consultancy, the Council has developed a comprehensive organisational development plan as the basis of its strategic development and improvement over the next three years. The plan, known as *The road map to a new Anglesey*, has received Council approval and full ownership from the Senior Leadership Team and Executive. The organisational development plan brings together the Council's priorities for improvement and incorporates an action plan.
- 77 To support the organisational development plan, the Council has created a Programme Management Office, coordinated by a Programme Manager. This office will act as a main mechanism for the delivery of the plan, transformational change programme, and delivery of the work being undertaken across the range of projects and improvement plans.
- 78 Implementation of the organisational development plan has commenced and the first phase comprises two 90-day agendas which set out what the Council intends to deliver as a minimum by the end of April 2013. To help support the implementation of the plan, a programme management framework comprising three delivery boards and a series of officer-led projects have been established to deliver the organisational development plan. The boards are the:
- Commissioners' Improvement and Sustainability Board
 - Education Recovery Board appointed by the Minister for Children, Education, Lifelong Learning and Skills
 - Children's Service Improvement Board
- 79 The Council's organisational development plan is key to the improvement and sustainability phase of the intervention process and in addressing significant issues, such as: gaps in corporate capacity and capability; the financial challenge; partnership development; and improvements in education and social services.
- 80 The Council's plan has the potential to bring real benefits to the citizens of Anglesey. The Senior Leadership Team has recognised the importance of engaging staff throughout the organisation in delivering the organisational development plan and, in doing so, developing new skills and capabilities, establishing new systems and processes, and transforming previous culture.
- 81 Throughout much of last year, we have emphasised that continued improvement and long-term sustainability of the Council would be dependent on the outcome of the elections in May. The new Councillors will need to demonstrate they can exercise their powers effectively for the benefit of the people of Anglesey, by supporting and acting responsibly to planning and decision-making and not returning to the behaviours that brought about intervention.

Appendices

Appendix 1 Status of this report

The Local Government (Wales) Measure 2009 (the Measure) requires the Auditor General to undertake an annual improvement assessment, and to publish an annual improvement report, for each improvement authority in Wales. This requirement covers local councils, national parks, and fire and rescue authorities.

This report has been produced by the Wales Audit Office on behalf of the Auditor General to discharge his duties under section 24 of the Measure. The report also discharges his duties under section 19 to issue a report certifying that he has carried out an improvement assessment under section 18 and stating whether, as a result of his improvement plan audit under section 17, he believes that the authority has discharged its improvement planning duties under section 15.

Improvement authorities are under a general duty to 'make arrangements to secure continuous improvement in the exercise of [their] functions'. Improvement authorities are defined as local councils, national parks, and fire and rescue authorities.

The annual improvement assessment is the main piece of work that enables the Auditor General to fulfil his duties. The improvement assessment is informed by a forward-looking assessment of an authority's likelihood to comply with its duty to make arrangements to secure continuous improvement. It also includes a retrospective assessment of whether an authority has achieved its planned improvements in order to inform a view as to the authority's track record of improvement. This report also summarises the Auditor General's conclusions on the authority's self-assessment of its performance.

The Auditor General may also in some circumstances carry out special inspections (under section 21), which will be reported to the relevant authorities and Ministers, and which he may publish (under section 22). This published Annual Improvement Report summarises audit and assessment reports including any special inspections (under section 24).

An important ancillary activity for the Wales Audit Office is the co-ordination of assessment and regulatory work (required by section 23), which takes into consideration the overall programme of work of all relevant regulators at an improvement authority. The Auditor General may also take account of information shared by relevant regulators (under section 33) in his assessments.

Appendix 2

Useful information about Anglesey and the Isle of Anglesey County Council

The Council

The Council spends approximately £156.7 million per year (2012-13). This equates to about £2,241 per resident. In the same year, the Council also spent £21.6 million on capital items.

The average band D council tax in 2011-12 for Anglesey was £1,094.41 per year. This has increased by 4.14 per cent to £1,139.68 per year for 2012-13. 73.3 per cent of the Council's housing is in council tax bands A to D.

The Council is made up of 40 elected members who represent the community and make decisions about priorities and use of resources. The political make-up of the Council is as follows:

- 19 Original Independent
- 8 Plaid Cymru
- 5 Labour
- 3 Llais i Fôn
- 5 not affiliated

Since 1 April 2011 five Commissioners, appointed by the Minister for Social Justice and Local Government, exercised the Council's Executive function. The Commissioners were:

- Alex Aldridge, OBE
- Byron Davies, OBE
- Margaret Foster, OBE
- Mick Giannasi
- Gareth Jones

Since October 2012, three Commissioners remain in the second phase of intervention known as the 'improvement and sustainability' phase. These are: Alex Aldridge, OBE; Byron Davies OBE; and Mick Giannasi.

The Council's Chief Executive is Richard Parry Jones. He is supported by a Deputy Chief Executive, Bethan Jones, and three corporate directors: Director of Lifelong Learning – Dr Gwynne Jones; Director of Community – Gwen Carrington; and Director of Sustainable Development – Arthur Owen.

Other information

The Assembly Member for Anglesey is:

- Ieuan Wyn Jones, Ynys Môn, Plaid Cymru

The Member of Parliament for Anglesey is:

- Albert Owen, Ynys Môn, Labour

For more information see the Council's own website at www.anglesey.gov.uk or contact the Council at:

Isle of Anglesey County Council
Council Offices
Llangefni
Anglesey
LL77 7TW

Appendix 3

Appointed Auditor's Annual Audit Letter

This letter summarises the key messages arising from my statutory responsibilities under the Public Audit (Wales) Act 2004 as the Appointed Auditor and my reporting responsibilities under the Code of Audit Practice.

The Council complied with its responsibilities relating to financial reporting and use of resources

It is the Council's responsibility to:

- put systems of internal control in place to ensure the regularity and lawfulness of transactions and to ensure that its assets are secure;
- maintain proper accounting records;
- prepare a Statement of Accounts in accordance with relevant requirements; and
- establish and keep under review appropriate arrangements to secure economy, efficiency and effectiveness in its use of resources.

The Public Audit (Wales) Act 2004 requires me to:

- provide an audit opinion on the accounting statements;
- review the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources; and
- issue a certificate confirming that I have completed the audit of the accounts.

Local authorities in Wales prepare their accounting statements in accordance with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom. This Code is based on International Financial Reporting Standards. On 28 September 2012 I issued an unqualified audit opinion on the accounting statements confirming that they present a true and fair view of the Council's financial position and transactions. My report is contained within the Statement of Accounts. The key matters arising from the accounts audit were reported to members of the Audit Committee in my Audit of Financial Statements report on the 25 September 2012.

The Council has made a significant amount of progress in addressing issues with producing the statement of accounts and meeting the accounts publication deadline of 30 September. The Council deserves recognition and praise for the way in which it has approached the improvements required and we would like to take this opportunity to express our appreciation for the assistance we received from officers at the Council during the course of the audit. As welcome as this is, I would additionally like to stress the importance of ensuring these improvements are sustained. At the current time senior accountancy posts continue to be filled by temporary staff. It is essential that sufficient and appropriate resources are dedicated to the production of the statutory accounts going forward in accordance with required timetables.

My consideration of the Council's arrangements to secure economy, efficiency and effectiveness has been based on the audit work undertaken on the accounts as well as placing reliance on the work completed as part of the Improvement Assessment under the Local Government (Wales) Measure (2009). Overall, I am satisfied that the Council has appropriate arrangements in place. The Auditor General will highlight areas where the effectiveness of these arrangements has yet to be demonstrated or where improvements could be made when he publishes his Annual Improvement Report. I would like to highlight the following specific areas in this letter:

- The financial outlook for the Council remains very challenging and financial planning and monitoring arrangements are in place to identify the funding gap and facilitate the savings required. Difficult decisions will be required in the short term to secure the savings required.
- The Council has made progress during the year in the development of risk management processes and it is important that this is sustained.
- The external auditor has reported for a number of years that robust business continuity and disaster recovery plans are not in place and this continues to be the case.
- 50% of the grant claims certified by PwC in respect of 2010/11 were subject to a qualification letter (48% in 2009/10). 10% of the grant claims were submitted by the Council after the submission deadline, compared with 66% for 2009/10.
- We continue to be able to place reliance on the work of Internal Audit.

I have not issued a certificate of completion because I am considering an objection from a local elector.

The financial audit fee for 2011-12 is currently expected to be higher than the agreed fee set out in the Annual Audit Outline because of the additional work required to deal with the objection to the accounts.

Yours sincerely

Lynn Hine (PwC LLP)

For and on behalf of the Appointed Auditor

29 November 2012

Local electors and others have a right to look at the Council's accounts. When the Council has finalised its accounts for the previous financial year, usually around June or July, it must advertise that they are available for people to look at. You can get copies of the accounts from the Council; you can also inspect all books, deeds, contracts, bills, vouchers and receipts relating to them for 20 working days after they are made available. You can ask the auditor questions about the accounts for the year that they are auditing. For example, you can simply tell the auditor if you think that something is wrong with the accounts or about waste and inefficiency in the way the Council runs its services. For more information see the Wales Audit Office leaflet, *Council accounts: your rights*, on our website at www.wao.gov.uk or by writing to us at the address on the back of this report.

Appendix 4

Isle of Anglesey County Council's improvement objectives and self-assessment

The Council's improvement objectives

The Council is required by the Welsh Government to make plans to improve its functions and the services it provides. Each year it must publish these plans along with specific 'improvement objectives' that set out the key things that the Council intends to do to improve. The Council must do this as soon as possible after 1 April each year.

The Council published its improvement objectives for 2012-13 in its *Corporate Business Plan 2012-15*, which can be found on the Council's website at www.anglesey.gov.uk. They are:

Improvement objectives for 2011-12

The Council published its improvement objectives for 2011-12 in its corporate business plan, which can be found on the Council's website at www.anglesey.gov.uk. The improvement objectives are grouped under four broad headings:

- Becoming More Business-like
- The Affordable Priorities Programme
- The Realisation of our Outcome Agreement
- Democratic Renewal

Improvement objectives for 2012-13

The Council published its improvement objectives for 2012-13 in its *Corporate Business Plan 2012-15*, which can be found on the Council's website at www.anglesey.gov.uk. The improvement objectives are grouped under four broad headings:

- Improve Children Services
- Regenerating our Communities
- Improve Corporate Governance
- Realisation of our Outcome Agreements

The Council's self-assessment of performance

The Council's self-assessment of its performance during 2011-12 *Improvement Plan - Performance Review of 2011-12* can be found on the Council's website at <http://www.anglesey.gov.uk/council-and-democracy/governance-and-performance-/corporate-business-plan/improvement-plan-2011-2012/>.

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Meeting of the Isle of Anglesey County Council 05.03.2013

MEETING OF THE ISLE OF ANGLESEY COUNTY COUNCIL

Minutes of the meeting held on 5th March, 2013

PRESENT:

Councillor R.L.I.Jones - Chairman
Councillor E.G.Davies - Vice-Chair

Councillors W.J.Chorlton, Lewis Davies; R.A.Dew; Jim Evans;
K.Evans; Ff.M.Hughes; K.P.Hughes; R.L.I.Hughes;
T.L.I.Hughes; W.I.Hughes; W.T.Hughes; Vaughan Hughes; Aled
M Jones; Eric Jones; G.O.Jones; H.Eifion Jones; O.Glyn
Jones; Raymond Jones; R.Dylan Jones; T.H.Jones;
C.McGregor; A.Mummery; Bryan Owen; J.V.Owen; R.L.Owen;
Bob Parry OBE; G.O. Parry MBE; J.Arwel Roberts; Eric Roberts;
P.S. Rogers; E.Schofield; Ieuan Williams; S.Williams.

IN ATTENDANCE:

Chief Executive
Deputy Chief Executive
Director of Sustainable Development
Director of Lifelong Learning
Director of Community
Head of Function (Resources)
Senior Financial Advisor
Head of Function (Legal and Administration)
Head of Service (Policy)
Head of Service (Finance)
Head of Human Resources (Item 18 only)
Committee Services Manager.
Communications Officer.

APOLOGIES:

Councillors D.R.Hughes, T.Lloyd Hughes, Rhian Medi,
G.W.Roberts,OBE.

1. MINUTES

Submitted and confirmed as a true record, the minutes of the meetings of the County Council held on the following dates :-

- 6th December, 2012
- 14th December, 2012 (Extraordinary)
- 24th January, 2013 (Extraordinary)

2. DECLARATION OF INTEREST

Councillors Eric Jones and Selwyn Williams declared an interest in Item 7 of these minutes (Single Integrated Plan), remained at the meeting but did not take part in any discussion or voting thereon. (*Both members of the Citizens Advice Bureau*)

Councillors W.J.Chorlton, W.T.Hughes, R.L.I.Jones, A.W.Mummery, G.O.Parry,MBE, R.G.Parry, OBE, J.A.Roberts and E.Schofield declared an interest in Item 17 of these minutes (Pay Policy Statement), remained at the meeting but did not take part in any discussion or voting thereon. (*Relatives working for the Authority*)

The Strategic Leadership Team together with the Heads of Function for Resources and for Legal and Administration declared an interest in Item 17 of these minutes (Pay Policy Statement), remained at the meeting but did not take part in any discussion thereon. (*Mentioned in the report*)

3. TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIRPERSON, LEADER OF THE COUNCIL, EXECUTIVE OR THE HEAD OF PAID SERVICES

The Chair congratulated Mr.Martin Roberts of the Finance Department who had been selected as one of only three Welsh representatives to join the next UEFA CORE (Centre of Refereeing Excellence) project. There would be specialised training during the course, which would be held at UEFA's headquarters in Geneva, Switzerland, between 27th August and 5th September, 2013. The UEFA CORE project aimed to identify young match officials with the potential to be included on the International List within 18 months to 2 years.

Congratulations were also extended to the Council staff involved in the Brick Shed Gallery project. The gallery was a multipurpose space designed to exhibit local artwork and provide a gateway to explaining Holyhead Country Breakwater and Holy Island's rich history. It recently marked the culmination of months of work by Council staff and local partners to turn the former brick shed into an open-air resource which could be used by community groups, schools and individuals who visit the Breakwater Country Park. Project partners included this Authority's Countryside and AONB Service, Oriol Ynys Mon and Holyhead Maritime Museum as well as the BRAND and the Ymweld a Mon team.

The Chair thanked all those who attended a successful Chairman's Charity evening at the Trearddur Bay Hotel on February 22nd and to the staff who helped make it sure a great evening.

The Chair referred to a lady who was famed for being Holyhead's oldest resident and who marked her 106th birthday during the summer. Gladys Roach, who was now a great-great grandmother, had spent most of her life in the Town. She went to Manchester at the age of 14 to work as a parlour maid, before returning to Holyhead five years later. Mrs.Roach will be appearing on the S4C programme O'r Galon tomorrow night at 9:00pm.

Best wishes for a full and speedy recovery were extended to Councillor G.Winston Roberts, OBE following his recent hospitalisation.

On behalf of the Council, the Chair expressed his sincerest condolences to the family and friends of Philip Pilbeam who was killed at a road traffic accident at Llanfaethlu during the early hours of Saturday morning.

Members and Officers stood in silent tribute as a mark of their respect.

- - - - -

The Chief Executive took the opportunity of reminding members of the key dates within the Election timetable leading up to polling day on 2nd May, 2013. The Election Count would take place on 3rd May at the Plas Arthur Leisure Centre, Llangefni, to be followed by the count for Town and Community Councils.

The Chief Executive also informed the Council that an extraordinary meeting of the County Council would be held on 16th April, 2013 to deal with matters that required decision before the Election. There would also be an opportunity at that meeting for the Council to pay tribute to those Councillors who had declared their intention to retire as Councillors prior to the Council elections and there would also be a confidential matter relating to the proposed restructuring of the Heads of Service posts.

4. MINUTES FOR INFORMATION – IMPROVEMENT AND SUSTAINABILITY BOARD

Submitted for information, the minutes of the meetings of the Improvement and Sustainability Board held on the following dates:-

- 1st October, 2012
- 29th November, 2012
- 20th December, 2012
- 31st January, 2013

RESOLVED to note the contents of the minutes of the meetings of the Improvement and Sustainability Board.

5. PRESENTATION OF PETITIONS

None received

6. MEDIUM TERM BUDGET STRATEGY, BUDGET, COUNCIL TAX, TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS 2013/14

6.1 Councillor W.J.Chorlton, Portfolio Holder for Finance presented the Executive's proposals for a medium term revenue budget strategy, interim capital plan and revenue and capital budgets for 2013/14.

Councillor Chorlton in his address mentioned that in the past it had been the custom for officers to speak on items 6.4 and 6.5 but as these matters had been discussed on so many occasions it was felt that the officers need only reply to any questions thereon. In his opinion, this was the most important meeting the Council had held in recent times as it demonstrated how far the Council had come since the intervention. It showed that the Council had moved on and was now able to deal with such matters in a transparent and businesslike manner.

This year's budget was the most transparent budget that he as a Councillor had been involved in since he joined the Council. Consultation had taken place with numerous stakeholders and interested parties and adverts had been taken out to alert the general public. Two workshops had also been held with members of the Authority where a frank and open discussion had taken place. ***(Details of the consultation on the budget proposals were referred to at Agenda item 6.3 of the papers before Council today)***

He drew particular attention to the Highways budget. He stated that discussions would commence early in the next financial year upon their spending strategy, since the Executive were of the opinion that they were already spending above the average of most other Councils pro rata. He was aware that some of the members were of the opinion that Highways had to save in the region of 21% but this figure was incorrect since they had been asked to save 7.2%, the same figure as for all other services.

A sum of £500k had been put into reserves as it was felt that it was important that the Council took due notice of the Auditor General's remarks on Council reserves. In setting a Council Tax of 86p per week (5%), this Council was still the 6th lowest authority in Wales and £2:59 per person per week less than neighbouring Gwynedd on a Band D property.

He was very aware that members would rather set a lower rate but that would simply put off what was required next year and make life extremely difficult for the new Council to maintain services at the current level.

He thanked the Finance Department for their work in preparing the budget under difficult financial circumstances.

Reported – That the Executive’s final budget proposals for 2013-14 were contained as follows:-

- *Table A – Medium Term Revenue Budget Strategy*
- *Table B – Revenue Budget 2013-14 and change from 2012-13*
- *Table C – Capital Budget 2013-14*
- *Table CH – Prudential and Treasury Indicators*

The following details were provided within the Executive’s report with regard to following the details of the Budget Procedure Rules:-

- if the Council had adopted a budget strategy, whether the proposed annual budget conformed to that strategy, and details of any departures;
- the proposed Council Tax for the year;
- any proposed transfers to or from financial reserves;
- a summary of proposed expenditure by service;
- details of significant changes to service delivery implied by the budget;
- the extent to which the proposals took account of reports of Committees;
- the extent to which the proposals took account of any consultation that had been undertaken;
- details of any other significant differences between the initial and final proposals
- the Executive’s proposals for virement provisions during the year;
- proposals for borrowing;
- any other statutory matters to be decided by the full Council.

Some of the Members present queried the reasoning behind increasing general reserves by £500k and the cuts proposed to the highway maintenance budget. Concerns were also raised regarding the condition of the highway infrastructure following the extreme weather conditions over the last couple of years. The condition of some of the rural roads on the Island were pretty dire and urgent remedial action was required. The additional sum of £500k set aside for general reserves could have been used towards alleviating those highway issues.

The Portfolio Holder responded to the observations made and assured Council that the Executive would give consideration to the level of general balances in the next financial year. He also hoped that the Welsh Government would be able to assist as they had done in the past with additional funding towards road maintenance.

6.2 IMPROVEMENT PRIORITIES 2013-14

Reported by the Head of Service (Policy) – That there was a requirement under the Local Government (Wales) Measure for the Council to identify its improvement priorities annually and publish them as soon as practically possible after 1st April. The delivery of these priorities would be the responsibility of the SLT and accountable to the Scrutiny and Executive functions of the Council.

RESOLVED as part of the Budget proposals, to endorse and adopt the Improvement Priorities for 2013-14 and that authority be given to the Chief Executive to finalise those priorities by 1st April, 2013, following the annual business planning cycle.

6.4 Submitted - A report by the Senior Financial Advisor / Head of Function (Resources) and S.151 Officer dealing with statutory matters relating to the budget.

Reported – That in order to adopt its budget for the year 2013-14 and to determine the level of Council Tax for the year, the County Council was required to adopt a formal resolution which dealt in some detail with all connected matters. The Executive had recommended a proposed Council Tax increase of 5% which equated to a Band D property of £939.15.

As it considered the Executive's proposed budget, the Council should also consider and take account of the report from the Interim S.151 Officer since it dealt with statutory matters and other matters required to complete the advice on the budget. The draft budget resolution was intended to give effect to the Executive's proposals and take account of this advice.

The report before Council today dealt with the Robustness of Estimates (Para 2), Adequacy of Reserves (Para 3), Achieving the Budget (Para 4), Prudential Code and Treasury Management (Para 5) and the formal levies (Para 6).

It also noted that having regard to the Budget Strategy, to economic projections and to the reported position on robustness of estimates and adequacy of reserves, the S.151 Officer's recommendation was that the increase in Council Tax for 2013-14 should be no lower than 5% and that the target level of general balances should be no lower than £5m.

The Treasury Management Strategy for 2013-14 as submitted to the Audit Committee and Executive (as amended) was included this year in the Annex to this report and it was proposed and seconded that the Treasury Management Strategy and allied documents for 2013-14 be accepted.

6.5 Considered - The formal resolution as enclosed in the report of the Senior Financial Advisor / Head of Function (Resources).

The Portfolio Holder, Councillor W.J.Chorlton took the opportunity of expressing his appreciation to the Finance Service for their work in preparing the budget. He also thanked Mrs. Gill Lewis, Senior Financial Advisor who would be leaving the employ of the Authority this Wednesday. She was presented with a cut glass memento together with a bouquet of flowers.

Following consideration of the papers as a single package and the observations made at today's meeting, a vote was taken on the matter and the budget proposed by the Executive for 2013-14 was carried by 26 votes to 5.

DRAFT COUNCIL TAX RESOLUTION

1. RESOLVED

- (a) Pursuant to the recommendations of the Executive, to adopt the Medium Term Revenue Budget Strategy at Table A, as a Budget Strategy within the meaning given by the Constitution, and to affirm that it becomes part of the budget framework with the exception of figures described as current.
- (b) Pursuant to the recommendations of the Executive to adopt a revenue budget for 2013/14 as shown at Table B.
- (c) Pursuant to the recommendations of the Executive to adopt a capital budget as shown at Table C.
- (ch) To delegate to the Head of Function (Resources) the power to make adjustments between headings in Table B in order to give effect to the Council's decisions on restructuring, and the decisions on centralisation of ICT and fleet budgets.
- (d) To delegate to the Executive Committee for the financial year 2013/14 the powers to transfer budgets between headings as follows:
 - (i) unlimited powers to spend each budget heading in Table B against the name of each service, on the service to which it relates;
 - (ii) powers to allocate sums from specific contingencies and cost of change contingency in Table B;
 - (iii) powers to vire from the severance contingency in Table B to the extent that the transactions reflect actual costs of achieving staff savings;
 - (iv) powers to vire from the Improvement and Education Recovery Board contingency budget for the purpose of performance improvement, for addressing high risks identified in the Improvement Plan, for delivering on outcome agreements and for systems to modernise the authority and facilitate performance management and for the Education Recovery Board;
 - (v) powers to vire from the Leisure Improvement Reserve in support of proposals which maintain or enhance the leisure service's assets or develop strategic sporting facilities;
 - (vi) powers to vire from new or increased sources of income.
- (dd) To delegate to the Executive Committee in respect of the financial year 2013/14 and on the advice of the Head of Function (Resources), the power to release up to £300k from general balances to deal with priorities arising during the year.
- (e) To delegate to the Executive Committee in respect of the period to 31 March 2016, the following powers:
 - (i) powers to make new commitments from future years' revenue budgets up to amount identified under New Priorities in the Medium Term Revenue Budget Strategy;
 - (ii) the power and the duty to make plans for achievement of revenue budget savings implied by the Medium Term Revenue Budget Strategy;
 - (iii) powers to transfer budgets between capital projects in Table C and to commit resources in following years and consistent with the budget framework.
- (f) To set the prudential indicators which are estimates for 2013/14 and onwards as shown at Table Ch and to confirm the limits on borrowing and investments identified as items 10,11 and 14 to 17.
- (ff) To approve the Treasury Management Strategy for the year.
- (g) To adopt the revised CIPFA Treasury Management Code of Practice 2011.
- (ng) To confirm that items 1(b) to (ff) become part of the budget framework.

2. **RESOLVED** to adopt and affirm for the purposes of the financial year 2013/14 the decision of the County Council on 10 March 1998 to set the discount level applicable to the prescribed Class A and prescribed Class B of dwellings under Section 12 of the Local Government Finance Act 1992 (as amended), as described by the Council Tax (Prescribed Classes of Dwellings) (Wales) Regulations 1998, as follows:

Prescribed Class A Nil Discount
 Prescribed Class B Nil Discount

3. **RESOLVED** to adopt and affirm for the purposes of the financial year 2013/14 the decision of the County Council on 6 March 2007 to set the discount level applicable to the prescribed Class C of dwellings under Section 12 of the Local Government Finance Act 1992 (as amended), as described by the Local Authorities (Calculation of Tax Base) and Council Tax (Prescribed Classes of Dwellings) (Wales) (Amendment) Regulations 2004 as follows:-

Prescribed Class C Nil Discount

4. That it be noted that at its meeting on 28 February 1996 the Council resolved not to treat any expenses incurred by the Council in part of its area or in meeting any levy or special levy as special expenses and that the resolutions remain in force until expressly rescinded.

5. That it be noted that at its meeting on 19 November 2012 The Executive calculated the following amounts for the year 2013/14 in accordance with regulations made under Section 33(5) of the Local Government Finance Act 1992:

- a) 29,662.00 being the amount calculated by The Executive, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995, as its council tax base for the year.

b) **Part of the Council's area**

Amlwch	1,429.69
Beaumaris	1,051.62
Holyhead	3,707.82
Llangefni	1,864.25
Menai Bridge	1,381.95
Llanddaniel-fab	357.46
Llanddona	356.82
Cwm Cadnant	1,113.66
Llanfair Pwllgwyngyll	1,275.20
Llanfihangel Esceifiog	648.77
Bodorgan	424.02
Llangoed	609.56
Llangristiolus & Cerrigceinwen	579.09
Llanidan	400.16
Rhosyr	951.37
Penmynydd	226.13
Pentraeth	537.11
Moelfre	599.74
Llanbadrig	641.08
Llanddyfnan	479.47
Llaneilian	529.04
Llannerch-y-medd	489.92
Llaneugrad	170.72
Llanfair Mathafarn Eithaf	1,705.03
Cylch y Garn	398.81
Mechell	526.49
Rhos-y-bol	455.72

Aberffraw	284.10
Bodedern	405.05
Bodffordd	408.51
Trearddur	1,191.96
Tref Alaw	247.95
Llanfachraeth	220.61
Llanfaelog	1,181.44
Llanfaethlu	268.50
Llanfair-yn-neubwll	558.16
Valley	952.34
Bryngwran	345.42
Rhoscolyn	333.93
Trewalchmai	353.33

being the amounts calculated by The Executive, in accordance with regulation 6 of the Regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate.

6. That the following amounts be now calculated by the Council for the year 2013/14 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:
- a) £190,368,853 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (d) of the Act.
 - b) £ 60,931,280 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) and (c) of the Act.
 - c) £129,437,573 being the amount by which the aggregate at 6(a) above exceeds the aggregate at 6(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.
 - ch) £100,634,828 being the aggregate of the sums which the Council estimates will be payable for the year into its council fund in respect of redistributed non-domestic rates, revenue support grant and specific grant, reduced by any amount calculated in accordance with Section 33(3) of the Act.
 - d) £ 971.03 being the amount at 6(c) above less the amount at 6(ch) above, all divided by the amount at 5(a) above, calculated by The Executive, in accordance with Section 33(1) of the Act, as the basic amount of its council tax for the year.
 - dd) £ 945,678 being the aggregate amount of all special items referred to in Section 34(1) of the Act.
 - e) £ 939.15 being the amount at 6(d) above less the result given by dividing the amount at 6(dd) above by the amount at 5(a) above, calculated by the Executive, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates.

f) Part of the Council's area		D
Amlwch	£	993.51
Beaumaris	£	964.29
Holyhead	£	1,014.14
Llangefni	£	995.25
Menai Bridge	£	986.18
Llanddaniel-fab	£	955.94
Llanddona	£	953.58
Cwm Cadnant	£	964.74
Llanfair Pwllgwyngyll	£	966.60
Llanfihangel Esceifog	£	961.58
Bodorgan	£	956.60
Llangoed	£	954.47
Llangristiolus & Cerrigceinwen	£	946.30
Llanidan	£	959.02
Rhosyr	£	959.65
Penmynydd	£	952.42
Pentraeth	£	963.35
Moelfre	£	957.65
Llanbadrig	£	964.11
Llanddyfnan	£	953.50
Llaneilian	£	956.16
Llannerch-y-medd	£	951.16
Llaneugrad	£	959.65
Llanfair Mathafarn Eithaf	£	962.90
Cylch y Garn	£	952.06
Mechell	£	953.81
Rhos-y-bol	£	952.32
Aberffraw	£	963.79
Bodedern	£	955.81
Bodffordd	£	951.39
Trearddur	£	961.51
Tref Alaw	£	954.07
Llanfachraeth	£	957.62
Llanfaelog	£	956.08
Llanfaethlu	£	960.57
Llanfair-yn-neubwll	£	957.60
Valley	£	961.94
Bryngwran	£	962.89
Rhoscolyn	£	951.13
Trewalchmai	£	954.72

being the amount given by adding to the amount at 6(e) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 5(b) above, calculated by the Executive in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one of more special items relate.

Meeting of the Isle of Anglesey County Council 05.03.2013

Valuation Bands

ff) Part of the Council's Area :	A	B	C	D	E	F	G	H	I
Amlwch	£ 662.34	772.73	883.12	993.51	1,214.29	1,435.07	1,655.85	1,987.02	2,318.19
Beaumaris	£ 642.86	750.01	857.15	964.29	1,178.58	1,392.87	1,607.16	1,928.59	2,250.02
Holyhead	£ 676.10	788.78	901.46	1,014.14	1,239.51	1,464.88	1,690.24	2,028.29	2,366.34
Llangefni	£ 663.50	774.08	884.67	995.25	1,216.42	1,437.58	1,658.75	1,990.50	2,322.25
Menai Bridge	£ 657.46	767.03	876.61	986.18	1,205.34	1,424.49	1,643.64	1,972.37	2,301.10
Llanddaniel-fab	£ 637.29	743.51	849.72	955.94	1,168.37	1,380.80	1,593.23	1,911.87	2,230.52
Llanddona	£ 635.72	741.68	847.63	953.58	1,165.49	1,377.40	1,589.31	1,907.17	2,225.03
Cwm Cadnant	£ 643.16	750.35	857.55	964.74	1,179.13	1,393.52	1,607.90	1,929.48	2,251.06
Llanfair Pwllgwyngyll	£ 644.40	751.80	859.20	966.60	1,181.40	1,396.20	1,610.99	1,933.19	2,255.39
Llanfihangel Esceifiog	£ 641.05	747.89	854.74	961.58	1,175.26	1,388.94	1,602.63	1,923.15	2,243.68
Bodorgan	£ 637.73	744.02	850.31	956.60	1,169.18	1,381.76	1,594.34	1,913.20	2,232.07
Llangoed	£ 636.31	742.36	848.42	954.47	1,166.57	1,378.67	1,590.78	1,908.93	2,227.09
Llangristiolus & Cerrigceinwen	£ 630.87	736.01	841.15	946.30	1,156.59	1,366.88	1,577.17	1,892.60	2,208.03
Llanidan	£ 639.34	745.90	852.46	959.02	1,172.13	1,385.25	1,598.36	1,918.03	2,237.71
Rhosyr	£ 639.76	746.39	853.02	959.65	1,172.90	1,386.16	1,599.41	1,919.29	2,239.18
Penmynydd	£ 634.94	740.77	846.59	952.42	1,164.06	1,375.71	1,587.36	1,904.83	2,222.31
Pentraeth	£ 642.24	749.28	856.31	963.35	1,177.43	1,391.51	1,605.59	1,926.71	2,247.83
Moelfre	£ 638.43	744.84	851.24	957.65	1,170.46	1,383.27	1,596.08	1,915.30	2,234.52
Llanbadrig	£ 642.74	749.86	856.98	964.11	1,178.35	1,392.60	1,606.85	1,928.22	2,249.59
Llanddyfnan	£ 635.66	741.61	847.55	953.50	1,165.39	1,377.27	1,589.16	1,906.99	2,224.83
Llaneilian	£ 637.44	743.68	849.92	956.16	1,168.64	1,381.12	1,593.60	1,912.32	2,231.04
Llannerch-y-medd	£ 634.11	739.79	845.48	951.16	1,162.53	1,373.90	1,585.27	1,902.32	2,219.38
Llaneugrad	£ 639.77	746.40	853.02	959.65	1,172.91	1,386.16	1,599.42	1,919.30	2,239.19
Llanfair Mathafarn Eithaf	£ 641.93	748.92	855.91	962.90	1,176.87	1,390.85	1,604.83	1,925.79	2,246.76
Cylch y Garn	£ 634.71	740.49	846.28	952.06	1,163.63	1,375.20	1,586.77	1,904.13	2,221.48
Mechell	£ 635.87	741.85	847.83	953.81	1,165.77	1,377.72	1,589.68	1,907.62	2,225.55
Rhos-y-bol	£ 634.88	740.69	846.50	952.32	1,163.94	1,375.57	1,587.19	1,904.63	2,222.07
Aberffraw	£ 642.53	749.61	856.70	963.79	1,177.96	1,392.14	1,606.32	1,927.58	2,248.84
Bodedern	£ 637.21	743.41	849.61	955.81	1,168.22	1,380.62	1,593.02	1,911.63	2,230.23
Bodffordd	£ 634.26	739.97	845.68	951.39	1,162.81	1,374.23	1,585.65	1,902.78	2,219.91
Trearddur	£ 641.00	747.84	854.67	961.51	1,175.18	1,388.84	1,602.51	1,923.01	2,243.52
Tref Alaw	£ 636.05	742.06	848.06	954.07	1,166.09	1,378.10	1,590.12	1,908.14	2,226.17
Llanfachraeth	£ 638.41	744.81	851.22	957.62	1,170.42	1,383.22	1,596.03	1,915.23	2,234.44
Llanfaelog	£ 637.39	743.62	849.85	956.08	1,168.54	1,381.00	1,593.46	1,912.16	2,230.85
Llanfaethlu	£ 640.38	747.11	853.84	960.57	1,174.02	1,387.48	1,600.94	1,921.13	2,241.32
Llanfair-yn-neubwll	£ 638.40	744.80	851.20	957.60	1,170.40	1,383.21	1,596.01	1,915.21	2,234.41
Valley	£ 641.29	748.17	855.06	961.94	1,175.70	1,389.47	1,603.23	1,923.88	2,244.52
Bryngwran	£ 641.93	748.91	855.90	962.89	1,176.86	1,390.84	1,604.82	1,925.78	2,246.74
Rhoscolyn	£ 634.09	739.77	845.45	951.13	1,162.49	1,373.85	1,585.21	1,902.26	2,219.30
Trewalchmai	£ 636.48	742.56	848.64	954.72	1,166.88	1,379.03	1,591.19	1,909.43	2,227.67

being the amounts given by multiplying the amounts at 6(e) and 6(f) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Executive, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

7. That it be noted that for the year 2013/14 the Police and Crime Commissioner North Wales has stated the following amounts in a precept issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

Precepting Authority	Valuation Bands								
	A	B	C	D	E	F	G	H	I
Police and Crime Commissioner North Wales	148.74	173.53	198.32	223.11	272.69	322.27	371.85	446.22	520.59

8. That, having calculated the aggregate in each case of the amounts at 6(ff) and 7 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2013/14 for each of the categories of dwellings shown below:

Part of the Council's Area:	Valuation Bands									
	A	B	C	D	E	F	G	H	I	
Amlwch	£ 811.08	946.26	1,081.44	1,216.62	1,486.98	1,757.34	2,027.70	2,433.24	2,838.78	
Beaumaris	£ 791.60	923.54	1,055.47	1,187.40	1,451.27	1,715.14	1,979.01	2,374.81	2,770.61	
Holyhead	£ 824.84	962.31	1,099.78	1,237.25	1,512.20	1,787.15	2,062.09	2,474.51	2,886.93	
Llangefni	£ 812.24	947.61	1,082.99	1,218.36	1,489.11	1,759.85	2,030.60	2,436.72	2,842.84	
Menai Bridge	£ 806.20	940.56	1,074.93	1,209.29	1,478.03	1,746.76	2,015.49	2,418.59	2,821.69	
Llanddaniel-fab	£ 786.03	917.04	1,048.04	1,179.05	1,441.06	1,703.07	1,965.08	2,358.09	2,751.11	
Llanddona	£ 784.46	915.21	1,045.95	1,176.69	1,438.18	1,699.67	1,961.16	2,353.39	2,745.62	
Cwm Cadnant	£ 791.90	923.88	1,055.87	1,187.85	1,451.82	1,715.79	1,979.75	2,375.70	2,771.65	
Llanfair Pwllgwyngyll	£ 793.14	925.33	1,057.52	1,189.71	1,454.09	1,718.47	1,982.84	2,379.41	2,775.98	
Llanfihangel Esceifiog	£ 789.79	921.42	1,053.06	1,184.69	1,447.95	1,711.21	1,974.48	2,369.37	2,764.27	
Bodorgan	£ 786.47	917.55	1,048.63	1,179.71	1,441.87	1,704.03	1,966.19	2,359.42	2,752.66	
Llangoed	£ 785.05	915.89	1,046.74	1,177.58	1,439.26	1,700.94	1,962.63	2,355.15	2,747.68	
Llangristiolus & Cerrigceinwen	£ 779.61	909.54	1,039.47	1,169.41	1,429.28	1,689.15	1,949.02	2,338.82	2,728.62	
Llanidan	£ 788.08	919.43	1,050.78	1,182.13	1,444.82	1,707.52	1,970.21	2,364.25	2,758.30	
Rhosyr	£ 788.50	919.92	1,051.34	1,182.76	1,445.59	1,708.43	1,971.26	2,365.51	2,759.77	
Penmynydd	£ 783.68	914.30	1,044.91	1,175.53	1,436.75	1,697.98	1,959.21	2,351.05	2,742.90	
Pentraeth	£ 790.98	922.81	1,054.63	1,186.46	1,450.12	1,713.78	1,977.44	2,372.93	2,768.42	
Moelfre	£ 787.17	918.37	1,049.56	1,180.76	1,443.15	1,705.54	1,967.93	2,361.52	2,755.11	
Llanbadrig	£ 791.48	923.39	1,055.30	1,187.22	1,451.04	1,714.87	1,978.70	2,374.44	2,770.18	
Llanddyfnan	£ 784.40	915.14	1,045.87	1,176.61	1,438.08	1,699.54	1,961.01	2,353.21	2,745.42	
Llaneilian	£ 786.18	917.21	1,048.24	1,179.27	1,441.33	1,703.39	1,965.45	2,358.54	2,751.63	
Llannerch-y-medd	£ 782.85	913.32	1,043.80	1,174.27	1,435.22	1,696.17	1,957.12	2,348.54	2,739.97	
Llaneugrad	£ 788.51	919.93	1,051.34	1,182.76	1,445.60	1,708.43	1,971.27	2,365.52	2,759.78	
Llanfair Mathafarn Eithaf	£ 790.67	922.45	1,054.23	1,186.01	1,449.56	1,713.12	1,976.68	2,372.01	2,767.35	
Cylch y Garn	£ 783.45	914.02	1,044.60	1,175.17	1,436.32	1,697.47	1,958.62	2,350.35	2,742.07	
Mechell	£ 784.61	915.38	1,046.15	1,176.92	1,438.46	1,699.99	1,961.53	2,353.84	2,746.14	
Rhos-y-bol	£ 783.62	914.22	1,044.82	1,175.43	1,436.63	1,697.84	1,959.04	2,350.85	2,742.66	
Aberffraw	£ 791.27	923.14	1,055.02	1,186.90	1,450.65	1,714.41	1,978.17	2,373.80	2,769.43	
Bodedern	£ 785.95	916.94	1,047.93	1,178.92	1,440.91	1,702.89	1,964.87	2,357.85	2,750.82	
Bodffordd	£ 783.00	913.50	1,044.00	1,174.50	1,435.50	1,696.50	1,957.50	2,349.00	2,740.50	
Trearddur	£ 789.74	921.37	1,052.99	1,184.62	1,447.87	1,711.11	1,974.36	2,369.23	2,764.11	
Tref Alaw	£ 784.79	915.59	1,046.38	1,177.18	1,438.78	1,700.37	1,961.97	2,354.36	2,746.76	
Llanfachraeth	£ 787.15	918.34	1,049.54	1,180.73	1,443.11	1,705.49	1,967.88	2,361.45	2,755.03	
Llanfaelog	£ 786.13	917.15	1,048.17	1,179.19	1,441.23	1,703.27	1,965.31	2,358.38	2,751.44	
Llanfaethlu	£ 789.12	920.64	1,052.16	1,183.68	1,446.71	1,709.75	1,972.79	2,367.35	2,761.91	
Llanfair-yn-Neubwll	£ 787.14	918.33	1,049.52	1,180.71	1,443.09	1,705.48	1,967.86	2,361.43	2,755.00	
Valley	£ 790.03	921.70	1,053.38	1,185.05	1,448.39	1,711.74	1,975.08	2,370.10	2,765.11	
Bryngwran	£ 790.67	922.44	1,054.22	1,186.00	1,449.55	1,713.11	1,976.67	2,372.00	2,767.33	
Rhoscolyn	£ 782.83	913.30	1,043.77	1,174.24	1,435.18	1,696.12	1,957.06	2,348.48	2,739.89	
Trewalchmai	£ 785.22	916.09	1,046.96	1,177.83	1,439.57	1,701.30	1,963.04	2,355.65	2,748.26	

7. SINGLE INTEGRATED PLAN

Reported – That the Executive at its meeting on 11th February, 2013, had considered the above matter and had resolved “to refer the final version of the Single Integrated Plan to the County Council for approval.”

RESOLVED to endorse the recommendation of the Executive in this respect and to note that the work of merging the Plan with Gwynedd’s will commence from 1st April, 2013.

8. CHANGES TO THE COUNCIL CONSTITUTION

Changes to the following parts of the Constitution:-

1. Committee Structure
2. Member Officer Protocol
3. Multi Member Ward Protocol
4. Compulsory Training

Reported - That the Executive upon consideration of the above at their meeting on 18th February, 2013, had resolved as follows:-

“To recommend to the County Council that it amends the Council Constitution as indicated in the report (namely in respect of Member Training, the Committee Structure, a Multi Member Ward Protocol and Member/Officer Protocol) and to authorise officers to make any consequential amendments to the Constitution.”

Concerns were raised by some of the members as regards the proposal to reduce the number of Scrutiny Committees post May 2013 from 5 to 2 Scrutiny Committees. The reasoning behind the proposal was understood but it was considered to be premature at present and a big disservice to the next Council. It was considered that this proposal should be deferred for consideration by the new Council. There was also concern that those members serving on the Programme Boards would be scrutinising themselves at the end of the day and that there needed to be an element of independence to the process.

The Chief Executive in response stated that he wished to make it clear that there was no intention to reduce scrutiny responsibilities within the Council. In presenting this proposal and the recommendations contained therein, detailed consultation took place with colleagues from the Welsh Government and the WAO, the two bodies that had judged the scrutiny weaknesses at this Council in the past. In addition, the proposals had been discussed with Group Leaders and the Chairs of the respective Scrutiny Committees. The Leader of the Council had been present at these meetings when developing the structure.

The Chief Executive admitted that not enough information had been provided on the structure in an understandable manner. It was not the intention to reduce scrutiny and we would be endangering the progress made if we weakened or lessened scrutiny. Certainly, with the Council still in intervention, it would not want to be seen as walking away from a solution, that was one of the major issues identified in the Council that had led to intervention in the first place.

It had been a huge task to formulate this strategy, bearing in mind that there was to be a 25% reduction in the membership of this Council. There would be more work in the new Council than at present and a huge workload and responsibility on elected members post May. For one thing, the Energy Island programme would create substantial workstreams, especially in the planning field. Although Anglesey was a small authority in comparison to other local authorities in Wales, the core workload remained the same.

The intention was that one Scrutiny Committee would deal with internal matters, with an external scrutiny committee to scrutinise collaboration, partnerships and commissioning work.

The Chief Executive believed that one of the main differences between the present Council and the new one was that services would have to be provided in a very different way, much of which would be through partnerships and joint working with other Councils and with private and voluntary agencies on the Island. If services were being externalised, as was being promoted by Welsh Government, then you needed to put more emphasis on holding those people to account or Anglesey would lose its influence in a regional context.

One example was the Enterprise Island Board in that not one elected member from Anglesey had been appointed to serve on that Board, dealing with the regeneration of the Anglesey economy. The economy was one of the main objectives of this Authority in creating employment and raising the standard of living, especially young people on the Island. Therefore it was important to hold that Board to account and that was why there was a necessity to have an external scrutiny committee.

The weakness in the report was that it did not show what was envisaged below those two proposed Scrutiny Committees. The intention was to establish 3 Programme Boards where members and officers would be jointly working to develop policies, implement arrangements and raise levels of performance, what the Chief Executive called co-construction. Rather than officers working in the dark and bringing policies to committee for approval or refusal, there would be joint ownership from the bottom up for developments. Therefore to all intents and purposes, scrutiny would have occurred on that journey and backbenchers would be encouraged to undertake a bigger role in the Council's activities and influence decisions from the outset. Both scrutiny committees in future would have the right to call-in decisions. If this co-construction took place then it was hoped that call-ins would be less frequent than had been in the past.

Naturally, if sufficient staff resources were in place, then those 5 Scrutiny Committees would have been retained but with only 30 members the status quo would have proved impossible. The new structure would achieve a fit for purpose committee system for a modern transformed Council. The key to that was the 3 Programme Boards. This would enable the Council to achieve its objectives more effectively than the reactive Scrutiny process currently in place.

The new Council would require to be effective from its first day. That new Council would have within 6 months the opportunity to undo any decision taken by the present Council. There was a responsibility to ensure that the transformation to the new Council was as seamless as possible and which enabled the Council to undertake its activities effectively. He did not see how the present constitution of this Council with 10 less members would be able to accommodate that. If there was a need to change things with haste, then one only required 10 members of the Council to call an extraordinary meeting to amend the proposals.

(Councillor Selwyn Williams wished it to be noted in the minutes that he had abstained from voting on the matter)

RESOLVED to endorse the changes recommended by the Executive in this respect.

9. COMPLAINTS AND CONCERNS POLICY

Reported by the Head of Function (Legal and Administration) – That the Welsh Government had strongly recommended that all public service providers in Wales adopt the Concerns and Complaints Policy in order to standardise the public's experience of complaints handling. In light of this strong recommendation, the Council was asked to adopt a new Policy based on the suggested model referred to within the report.

RESOLVED to adopt the new Concerns and Complaints Policy together with the Unacceptable Actions by Complainants Policy with a start date of 1st April, 2013.

10. REVISION TO THE COUNCIL'S INDEMNITIES POLICY

Reported by the Head of Function (Legal and Administration) – That on 9th June 2011 the Council exercised its discretion to adopt an Indemnities Policy which included indemnity for Members to defend proceedings brought by the Public Services Ombudsman for Wales in connection with alleged breaches of the Code of Conduct.

Since June 2011, the Indemnities Sub-Committee has granted 3 indemnities and while the Policy did not include a financial cap, the Sub-Committee had thus far imposed a cap of £10k in every case. However, this approach had not always been mirrored in other Councils, resulting in concerns expressed by Welsh Government in a letter to the Leader dated 15th January, 2013. This matter had been canvassed with this Council's Group Leaders who favoured amending the Policy to introduce a cap of £20k in those cases which related to the defence of PSOW complaints.

(Councillor Elwyn Schofield wished it to be minuted that he had abstained from voting on this matter)

RESOLVED

- **To amend the Council's Indemnities Policy so as to impose a maximum indemnity of £20,000 to defend proceedings brought by the Public Services Ombudsman for Wales under the Code of Conduct;**
- **That the maximum indemnity be imposed by means of the suggested changes highlighted at Enclosures 2 & 3 of the report.**

11. FLOOD AND WATER MANAGEMENT STRATEGY

Reported - That the Executive upon consideration of the above at its meeting on 11th February, 2013, had resolved to recommend to the County Council *"that it approves the Local Flood Risk Management Strategy."*

RESOLVED to endorse the Executive's recommendation in this respect.

12. REVIEW OF THE AUTHORITY'S GAMBLING POLICY.

Reported by the Chief Trading Standards Officer – That the Authority was required under the terms of the Gambling Act 2005, to review its Gambling Policy every three years. This report summarised the consultation process. Due to the fact that the Policy was considered to have worked well and not faced any challenges, responses were minimal and amendments slight.

RESOLVED to endorse the contents of the report and to adopt the amended Gambling Policy.

13. REVIEW OF THE AUTHORITY'S LICENSING POLICY

Reported by the Chief Trading Standards Officer – That this Authority was required under the terms of the Licensing Act 2003, to review its Licensing Policy every five years. This report summarised the consultation process. Due to the fact that the Policy was considered to have worked well and not faced any challenges, responses were minimal and amendments slight, apart from highlighting the introduction of new legislation under the Police Reform and Social Responsibility Act 2011 and additional control options available to the Authority.

RESOLVED to endorse the contents of the report and to adopt the amended Licensing Policy.

14. A PRISON IN NORTH WALES

Submitted – A report by the Chief Executive regarding discussions held at the North Wales Regional Partnership Board on the case for locating the proposed new prison in North Wales and seeking this Council's commitment to such course of action on the terms announced by the Ministry of Justice.

RESOLVED

- **To endorse the proposals of the NWRLB and to support the Board by:-**
- **Issuing a press release welcoming the opportunity to compete for a prison to be located in North Wales;**
- **To correspond with the Wales Office, the Prisons Minister and the Welsh Government to welcome the announcement and offer support for a prison to be located in North Wales;**
- **To note that officers from each North Wales Council will meet Ministry of Justice officials to identify site criteria and seek offender information (categories to be accommodated, prisoner and remand volumes including sentences under 12 months, etc);**
- **To note that officers from each North Wales Council will meet together to identify potential sites and discuss the political will to promote sites and enabling the region to offer the Ministry of Justice a shortlist of sites that meet their criteria;**
- **To note that planning is a separate process from site identification and will be clarified with the Minister for Justice;**
- **To note that the North Wales Police will construct a business case that identifies the benefits to the communities of North Wales of being able to accommodate offenders from North Wales in a prison located in North Wales. This will require liaison with the Ministry of Justice to be facilitated by Council officers;**
- **To note that the NWRLB will regularly review progress at each NWRLB meeting.**

15. MOTION RECEIVED PURSUANT TO RULE 4.1.2.2.12 OF THE CONSTITUTION.

Submitted – The following Notice of Motion from Councillors Richard A. Dew and Aled Morris Jones:-

"We, the undersigned, call upon the Isle of Anglesey County Council to consider placing a commemorative plaque in the village of Rhosneigr, as the birthplace in 1883 of Admiral Sir Max Kennedy Horton, GCB, DSO, Commander-in-Chief of Western Approaches in the latter half of WWII.

Admiral Sir Max Kennedy Horton, GCB, DSO was responsible for British participation in the Battle of the Atlantic, of which in May this year the 70th anniversary will be commemorated."

RESOLVED that the Leader be requested to forward the request to the Commemorative Plaques Panel with a recommendation from this Council that it be supported.

16. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from the meeting during discussion on the following item on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the said Act and in the attached Public Interest Test.

17. PAY POLICY STATEMENT 2013-14

Reported by the Interim Head of Human Resources – That the Localism Act of 2011, required English and Welsh Authorities to produce and publish a pay policy statement for 2013-14 and for each financial year thereafter. The Act required Authorities to develop and make public their pay policy on all aspects of Chief Officer Remuneration. In the interests of transparency and accountability the Council had chosen to take a broader approach and produce a policy statement covering all employee groups, with the exception of school teachers as their remuneration was not within local authority control.

The Council published its first pay policy statement last year and minor amendments to reflect current Council strategy had been incorporated into this year's report.

RESOLVED to endorse the Pay Policy Statement attached to the report as the Council's Pay Policy Statement for 2013-14.

The meeting concluded at 4:10 p.m.

**COUNCILLOR R.LI.JONES
CHAIR**

EXTRAORDINARY MEETING OF THE ISLE OF ANGLESEY COUNTY COUNCIL

Minutes of the meeting held on Tuesday, 16 April 2013

- PRESENT:** Councillor Robert Llewelyn Jones (Chair)
Councillor Eurfryn Griffith Davies (Vice-Chair)
- Councillors W J Chorlton, R Dew, Jim Evans, Keith Evans, C LI Everett, Mrs Fflur Hughes, K P Hughes, R LI Hughes, W I Hughes, W T Hughes, Eric Jones, G O Jones, O Glyn Jones, Raymond Jones, R Dylan Jones, T H Jones, Rhian Medi, Alun W Mummery, B Owen, J V Owen, R L Owen, R G Parry OBE, G O Parry MBE, J A Roberts, Eric Roberts, P S Rogers, E Schofield, Ieuan Williams and H W Thomas
- IN ATTENDANCE:** Chief Executive
Deputy Chief Executive
Director of Lifelong Learning
Director of Community
Head of Function (Resources) and Section 151 Officer
Head of Function (Legal and Administration) (Items 1-5 only)
Head of Service (Policy) (Items 1-5 only)
Senior Solicitor (Childrens' Services) (Items 6 & 7 only)
Committee Services Manager (JG)
- APOLOGIES:** Councillors T LI. Hughes, A M Jones, H E Jones, C McGregor, G W Roberts OBE and Selwyn Williams;
Corporate Director (Sustainable Development)

The meeting was opened by a prayer offered by Councillor G.O.Jones

1 DECLARATION OF INTEREST

The Head of Function (Legal and Administration) and the Head of Service (Policy) declared an interest in Item 7 of these minutes and were not present at the meeting during any discussion or voting thereon.

2 TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIRPERSON, LEADER OF THE COUNCIL, COMMISSIONERS OR THE HEAD OF PAID SERVICE

None to declare.

3 PRESENTATION TO THE RETIRING MEMBERS BY THE CHAIR

The Chief Executive paid tribute to the following Councillors who had declared their intention to retire as Councillors prior to the Council elections this May:-

Councillor Cliff Everett

Councillor Cliff Everett was elected as a Labour Member for the Holyhead Town Ward in 1991 and had been a former Chairman of the Audit Committee and the Principal Scrutiny Committee and the Executive.

Councillor Fflur M. Hughes

Councillor Fflur M. Hughes was elected as a Plaid Cymru member for the Cefni Ward in May 1999 and had been a former Chair of the Lifelong Learning and Culture Committee and former Chair of the Housing and Social Services Committee.

Councillor W.I.Hughes

Councillor W.I.Hughes was elected as a Plaid Cymru member for the Bodffordd Ward in 1999. He had served on the Executive in the past as the Portfolio Holder for Housing.

Councillor Eric Jones

Councillor Eric Jones was elected member for the Llanfihangel Ysceifiog Ward in 2007 and had been Chair of the General Grants Committee and a former Vice-Chair of the Corporate Scrutiny Committee.

Councillor Tom Jones

Councillor Tom Jones was elected member for the Llanfechell Ward in 2004. He had been an Executive member with responsibility as Portfolio Holder for Finance. He had also been the Chair of the Audit Committee and the Appointments Committee.

Councillor Clive McGregor (unable to be present today)

Councillor Clive McGregor was elected to the County Council in May 2008 and represented the Llanddyfnan Ward. He was appointed Portfolio Holder for Highways, Transportation and Maritime upon entering the Council. In April 2009, he was elected Leader of the Original Independents' Group and was Leader of the County Council between May 2009 to May 2011.

Councillor Rhian Medi

Councillor Rhian Medi was elected as a Plaid Cymru member for the Cyngar Ward in 2008. She had been a former Chair of the Education and Leisure Scrutiny Committee and also the Executive at its inception in 2000.

Councillor J.V.Owen

Councillor J.V.Owen was elected to the Isle of Anglesey Borough Council in 1976 and was elected Mayor of the Borough Council between 1985-86. He was elected as member for the Parc a'r Mynydd Ward, Holyhead in 2008. He was the current Chairman of the Economic Development, Tourism and Property Scrutiny Committee.

Councillor R.L.Owen

Councillor R.L.Owen was elected as member for the Beaumaris Ward in May 1999. He had served as a Beaumaris Town Councillor since 1986 and was Mayor of Beaumaris between 1996-97. Councillor Owen was Chairman of the County Council in 2002-03, during the visit by Her Majesty The Queen as part of her Golden Jubilee visit to Beaumaris. He also served as Chairman of the Planning and Orders Committee. He had also served as the former Chair of the Environment and Technical Services Scrutiny Committee and was currently its Vice-Chair.

Councillor G.O.Parry,MBE

Councillor G.O.Parry,MBE had been a member of the Valley Community Council since 1976. He had been the Chairman of the Association of Local Councils, Gwynedd for five years. He had been a member of the Isle of Anglesey Borough Council since 1982 and of this Council since 1996.

He had been Borough Mayor during 1990-91 and had also been involved with the Citizens Advice Bureau since 1974 and served as the Chair of the North Wales as well as the Holyhead CAB. He had been the Leader of the County Council between 1999 to 2002 and was the current Portfolio Holder for Education.

Councillor G.Winston Roberts,OBE (unable to be present today)

Councillor G.Winston Roberts, OBE was first elected as a member of the former Ynys Mon Borough Council in 1976 and served the Authority until the creation of Unitary Authorities in 1996. During that period he played a prominent role within the Council, holding the Chairs of the Economic and Tourism Development Committee, the Environmental Health Committee and of the Personnel and Performance Review Committee.

In May 1995, he was elected as a member of this Council and became the Council's first Chairman and Leader. He had twice been elected Mayor of Amlwch Town Council. He was the current Chair of the Isle of Anglesey Charitable Trust Investments and Contracts Committee.

The Chair thanked all the retiring members for their valued contribution and wished them well for the future.

The Chair on behalf of the County Council presented the members in question with crystal glass plaques with the Council logo as a memento of their service to Local Government and also presented a bouquet of flowers to the wives/partners who were able to be present today.

The Leader of the Council paid tribute to the retiring members and thanked them for their support over the last few years with the recovery process.

Councillor Keith Evans was also afforded the opportunity of paying his own tribute to the retiring members and wished them well for the future.

4 NORTH WALES POLICE

The Chair extended a warm welcome to the Police Commissioner.

A presentation was provided to the Council by the newly appointed Police and Crime Commissioner for North Wales, Mr. Winston Roddick, CB, QC, regarding his invitation to North Wales residents to share their views on local policing and crime.

Views expressed would be used in the development of a Police and Crime Plan that would set out a clear direction for the police service in North Wales over the next few years.

The Police Commissioner wanted this Plan to reflect the needs of the North Wales public and sought to obtain the views of the local community about policing matters concerning them.

Following the Commissioner's address, the members of the Council were provided with a question and answer session with particular regards to problems being encountered on the Island. Mention was also made that consideration should be given to erecting a commemorative plaque at perhaps the new Llangefni Police Station for the late Dr. Tom Parry Jones of Menai Bridge, the inventor of the electronic breathalyser.

The Chair thanked the Commissioner for his address and on behalf of the Council wished him well in his new post and looked forward to further visits by the Commissioner during his term of office.

5 TREASURY MANAGEMENT - QUARTER 2 MONITORING REPORT

Submitted – the report of the Head of Function (Resources) on the Treasury Management Strategy Statement and Annual Investment Strategy : Mid Year Review Report for 2012/13. This report was presented to Council in order to comply with the recommendations of the CIPFA Code of Practice on Treasury Management.

The Council had resolved that this report be also considered by the Audit Committee. The Audit Committee considered the content of the report at its meeting on 12 December, 2012 and resolved to accept its content and to refer it to the County Council.

RESOLVED to note the contents of the report, which has also been scrutinised by the Audit Committee.

6 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED to adopt the following :-

“Under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from the meeting during discussion on the following item on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the said Act and in the attached Public Interest Test.”

7 HEADS OF SERVICE STRUCTURE CONSIDERATIONS

Reported verbally by the Deputy Chief Executive upon the recommendation of the Executive held yesterday in this respect and which resolved *‘to support the recommendations contained in the report and to endorse them to full Council.’*

Reported by the Deputy Chief Executive – That a key component of the Transformation Plan was to review the Heads of Service management structure of the Council in line with the priorities emerging from the Plan and the way in which the Council would need to operate to deliver these priorities over the term of the next Council post May 2013.

Re-designing the Heads of Service Structure was the next stage of the process. This report sets out the case, design principles, key considerations, the proposed new structure (with a rationale), and the details on implementation for a new Heads of Service Structure.

A general consultation would then take place after the election, with staff and stakeholders on the service changes agreed by Council, and a detailed implementation plan would be drawn up.

As stated in the report, concern had been expressed regarding the implementation of the HOS Review prior to the completion of Job Evaluation. It was proposed therefore that an implementation date of 1st October be set for the new HOS structure and that this should also be the implementation date for Job Evaluation, for the purpose of back pay and salary protection arrangements.

RESOLVED to support the recommendations contained in the Deputy Chief Executive’s report.

(Councillor Rhian Medi wished it to be recorded that she had abstained from voting on the matter).

The meeting concluded at 3:50 p.m.

**COUNCILLOR R.LI.JONES
CHAIR**

IMPROVEMENT AND SUSTAINABILITY BOARD

Minutes of the meeting held on 28th February, 2013 (11:00 am)

- PRESENT:** Commissioner Alex Aldridge (Chair)
Commissioner Mick Giannasi
Chief Executive
- Executive : Councillors W.J.Chorlton; K.P.Hughes; R.LI.Hughes;
T.Lloyd Hughes; Bryan Owen; G.O.Parry, MBE; R.G.Parry, OBE.
- Scrutiny Chairs : Councillors Lewis Davies; Selwyn Williams.
Deputy Chief Executive; Director of Sustainable Development;
Director of Lifelong Learning; Head of Function (Resources);
Children Service Improvement Programme Manager (JD)
- IN ATTENDANCE:** Committee Services Manager; Project Manager
- ALSO PRESENT:** Mr.Steve Pomeroy (Welsh Government); Messrs. Andy Bruce
and Huw Lloyd Jones (Wales Audit Office); Professor Mel
Ainscow (Chair of the Anglesey Education Recovery Board).
- APOLOGIES:** Councillors Keith Evans; O.Glyn Jones; Commissioner Byron
Davies; Mr.Mark Roberts (CSSIW); Director of Community.

The Chair extended a warm welcome to Professor Mel Ainscow, Chair of the Anglesey Education Recovery Board and to Ms.Danielle Edwards newly appointed Project Manager and wished her well in her new post.

The Chief Executive explained to the Board that as the Programme Board structure was not quite in place, it had not proved possible to provide exception reports for today's meeting. The proposed three Programme Boards, consisting of members and officers would work together to formulate policies in relation to the improvement and effective operation of the Council's workstream. Any matters arising from these Programme Boards would report to this Sustainability Board, which would take a general overview on performance and set the direction for the Council's performance. The day to day running of the Council's business would happen at these Programme Boards. Once this procedure had been established, then the procedure of reporting up and exception reporting would work effectively.

1. DECLARATION OF INTEREST

None to declare.

2. APOLOGIES

As above.

3. MINUTES

Submitted and confirmed as a true record, the minutes of the meeting of the Improvement and Sustainability Board held on 31st January, 2013.

4. TRANSFORMATION STRATEGY – STRATEGIC LEADERSHIP TEAM (SLT) EVALUATION OF PROGRESS REPORT

Reported by the Deputy Chief Executive – That in order to focus between now and May 2013, Welsh Government Commissioners had requested that we focus improvement activity in two 90 day cycles. Work had been undertaken by the SLT in conjunction with the Commissioners and Hay to map out a number of key components to get the transformation started and these were outlined in two 90 day cycles of work that the SLT had set out and agreed.

Overall, solid progress was being made in all areas. Since the last meeting, the Interim Programme Manager had been collating information, developing terms of reference including membership and looking at the programme management approach. A Manager's Conference had been held earlier this week with 45 middle managers in attendance discussing the transformation plan and the efficiency agenda. It had been very positive and encouraging with individuals volunteering to lead on the 6 key themes.

A Development day had also been held recently with the Heads of Service to progress and prepare for the new corporate plan and the efficiency strategy, for approval by the new Council in the Autumn of 2013.

The Deputy Chief Executive was then afforded the opportunity of providing a summary of progress made since the last meeting of this Board for each of the 16 theme areas that needed to be progressed as part of the two 90 day cycles of work. For each of those 16 areas of work, there was a summary which identified progress made to date and some of the areas which would be worked upon next.

The Leader of the Council referred to how things were now improving in the Council and he took the opportunity of congratulating the Housing Service and the Housing Portfolio Holder in that two years ago this Council was within the lower quartile performance by local authorities for prevention of homelessness and by now was the second best performer in Wales.

The Chief Executive acknowledged that a huge amount of work had been undertaken, bearing in mind the capacity problems that the Authority had and he thanked the Service for their work in this respect. He went on to confirm that he had also attended the very positive meeting with middle managers this week. He considered that it had been one of the most important meetings he had attended as part of the transformation agenda, and it was important that the momentum continued.

Councillor G.O.Parry, MBE stated that it was clear that numerous meetings were taking place with Council staff at all levels and he considered that it would be advantageous for Portfolio Holders to be aware of when these meetings were taking place, their intentions, aims and objectives. These meetings might be discussing matters which the Portfolio Holders were not aware of and it would be useful to have knowledge of officers response to certain issues within the Authority.

The Chief Executive in response stated that it would be an indication of failure if Portfolio Holders were not part of discussions and it was very important that they had a strong grasp of their portfolios. Members and officers would in future be working side by side on the three

Programme Boards and it was vitally important that Scrutiny members and backbenchers were also part of that transformation journey.

Commissioner Mick Giannasi stated that in 3 months time the Minister had a critical decision to make as to whether or not he was going to end the intervention. One of the things Commissioners had committed to was to base their assessment on progress made against the first 180 day cycle of the transformation plan. He sought assurance from the Deputy Chief Executive as to whether the Authority could deliver by the 31st April and whether or not there were any risks or barriers emerging which could affect delivery?

The Deputy Chief Executive in response stated that she was fairly confident that the Authority was on target in terms of delivering within the 180 day cycle. There may however, be slippages in some areas such as the commissioning model, but progress was clearly being made on that area. In terms of the workforce and people strategy there was a requirement to undertake a staff survey to provide a base line. Basics such a performance reviews and sickness management would require resourcing over the next few months in order to ensure improvement by next year. Now that a Programme Manager had been appointed, she was much more confident that things would move at pace.

The Improvement and Sustainability Board endorsed the progress being made in developing the Transformation Agenda and supported the direction of travel set out in the attached progress report.

5. (a)UPDATE ON THE DEVELOPMENT OF THE ANGLESEY EDUCATION RECOVERY BOARD

Professor Mel Ainscow, Chair of the Anglesey Education Recovery Board, stated that the Board met monthly and consisted of himself, a primary and secondary headteacher from Wales, a colleague from the W.L.G.A. and a senior civil servant from Cardiff. The Board was co-ordinated by the Project Manager Ms.Tannis Cannick.

In the initial period, the Board had been trying to get a deeper understanding of the situation on Anglesey. The Estyn report was the starting point and was being used as the guide in the short term. However, a deeper understanding of the reality on the ground was required. To this end, discussions had taken place with officers of the Council, groups of headteachers and school governors and informally with some elected members as well. The Board considered that there were enormous reasons to be optimistic with some very positive features in the Anglesey Education system.

There was quite a lot of evidence of good practice in relation to many of the things identified in the Estyn report. Much of the knowledge and expertise needed was here on Anglesey but further value or experience could be added from elsewhere. His impression was that there was very good communication within the Anglesey community, people knew each other and were aware of what went on the Island. Visiting some schools on the Island, he thought it stunning the way teachers and pupils had this remarkable gift of being able to move between languages.

The concerns were that because everyone knew everybody so well, that when problems arose, people did not speak about them since it would soon become common knowledge and such a culture allowed difficulties to grow. There was a sense by the Board that 'satisfactory' was good enough. In that respect the bar needed to be raised since our children deserved more, and were capable of achieving more. The short term goals were to tick the boxes in relation to the 7 areas of improvement identified by Estyn. There was a sense of annoyance and irritation by some colleagues about some of the things mentioned in the report.

In the longer term, he did not see why Anglesey could not have an outstanding educational system which the rest of Wales could emulate. The role of the Board at the end of the day was to be accountable to the Minister in respect of progress in the short term. More importantly, the role of the Board was to get behind local people by adding ideas, energy and resources to what they were already doing. If the system was to improve, it would only do so if local people took charge of the agenda. A change in the culture was therefore required.

He had the impression that in some schools on Anglesey, senior management were waiting for somebody else to come in and improve the schools for them. Schools needed to improve themselves and also support and challenge one another to improve. That then had further implications upon the role of the Local Authority, because they also had to rethink and must not fall into the trap of giving the impression that they were there to improve the schools. Their job was to make sure that it happened and if it was not happening to question why.

He mentioned that a workshop had been held recently where nearly all the primary and secondary headteachers had been in attendance, together with some of the key officers from the Authority. At that workshop they had been requested to consider the implications of developing a strategy to use the best expertise, improve their own schools and support their colleagues to improve their schools. Discussion was also undertaken with the Local Authority officers requesting them to evaluate what that meant to them in practice.

Commissioner Mick Giannasi mentioned that he and the Chair had met with Professor Mel Ainscow last week in order to have a broad discussion as to how they would work together in future around such issues as asset management and estate issues, IT and community and customer focus. There were significant parallels between the educational challenge and the wider transformational challenge that the Council faced, in that the two matters were inextricably linked. It was important in his opinion to retain that relationship and that they should not be dealt with in isolation.

Submitted – A report by the Director of Lifelong Learning providing an update of developments in relation to specific aspects of the Estyn post-inspection action plan with regard to the following recommendations:-

- Raise standards in all key stages and make sure that all learners who can do so achieve functional literacy by the end of key stage 2;
- Plan more effectively with the relevant professionals to improve school attendance;
- Take action to reduce surplus spaces.

The Director of Lifelong Learning stated that the report was an internal opinion in relation to progress and that the views of the Recovery Board and Regulators were expected thereon. He was very grateful to Professor Mel Ainscow and to his Board for the work they were doing and in the way that they had gone about their work. It was a challenge to respond to Estyn but to also respond to the challenge to establish a system and an organisation which was sustainable for the future.

The seminar for headteachers had certainly raised awareness of what needed to be done but also set up a challenge at an Authority level to ensure that schools got to grip with this agenda and take the necessary steps forward in order to set up a system on Anglesey whereby schools can work together and also challenge each other.

The Chief Executive stated that he had been greatly encouraged as to how the Recovery Board could add value to what the Authority was currently doing. He considered that today's meeting had been provided with clear, robust and sound guidance. The intent of the Recovery Board was to share their expertise and develop good practice and to get our

establishment working together in order to help themselves and break the cycle of over-dependence on the centre.

The Improvement and Sustainability Board thanked Professor Mel Ainscow for his attendance today noted the contents of his report and also the report of the Director of Lifelong Learning.

(b)UPDATE ON PROGRESS IN CHILDRENS' SERVICES

Submitted – A progress report by the Director of Community against the Service Delivery Plan. The Service Improvement Board monitored and scrutinised the Improvement Plan and reported to the Housing and Social Services Scrutiny Committee.

Progress to date had been significant, and that within a context of a significant increase in referrals, the LAC population and numbers on the CP Register. This progress had been expressed in the CSSIW Annual Review Letter and in the IST Final Report.

To sustain the improvement process, structural and strategic changes had been made, improved service governance and risk management, new file structure, updated policies/procedures, electronic filing introduced, a QA Framework developed and QA manager appointed, and mobile and flexible working explored. There had been improvements in staff levels with 12 new social workers appointed and a 55% reduction in agency staff, with a 50% reduction in days lost to sickness and improvement in staff retention rates.

Remaining areas of concern and challenges were referred to at Para 3 of the report.

In conclusion, considerable progress had been made over the last year in improving the Service, such that in several areas, the Authority was able to achieve the best results in Wales, and in most areas was now performing at, or well above, the all-Wales median. The programme of improvement had moved from immediate recovery and stabilisation, to one of sustaining and embedding those improvements and ensuring that improvements were qualitative as well as quantitative.

Portfolio Holder K. P. Hughes thanked the staff for their work in this respect. Significant progress had been made in the last 18 months with the Service now moving in the right direction.

Councillor Lewis Davies, a member of the Service Improvement Board praised the Service and the progress being made. He mentioned the praise in the local press this week regarding the improvement made in Children's Services.

Councillor G.O.Parry, MBE stated that children in care was a very important aspect and the Authority needed to ensure that these people had the best possible support and that they left the Council's care with an assurance that they possessed the right qualifications to be able to live independently with the necessary social and educational skills.

Mr. James Dawson in response stated that educational attainment was a priority within the Service and was regularly reported upon at meetings of the Corporate Parenting Panel.

The Improvement and Sustainability Board noted the contents of the report.

6. COMMISSIONERS 6TH PROGRESS REPORT

Commissioner Mick Giannasi reported that whilst previous reports had been published on a quarterly basis, this 6th progress report reflected developments which had occurred during a four month period from the beginning of October 2012 to the end of January 2013. This adjustment had been made with the agreement of the Minister in order to align the Commissioners' reporting cycle with the 90 day reporting cycle for the Organisational Development Plan which lay at the heart of the Council's longer term transformational change programme.

The report was significant in that it was the first assessment of progress since 1st October 2012, when the Minister scaled back the intervention in order to provide the Council with the opportunity to demonstrate that it was now capable of managing its own affairs and ready to assume autonomous responsibility for delivering longer term, sustainable recovery in the Council's performance.

Whilst there were still some significant challenges which remained to be addressed and some risks which needed to be monitored and mitigated, the Commissioners believed that the corner had been turned and the Council was now well on the road towards a long term sustainable recovery for reasons explained within the report.

Once the 180 day cycle of work had been completed and some substantial hurdles negotiated over the next 3 months (e.g. a very difficult budget settlement to be approved by Council; political and democratic challenges associated with the forthcoming election and the way the new Council bedded down in the first 2-3 weeks of its existence) and in the absence of unforeseen developments which might take the recovery process of track, Commissioners believed that there was sufficient progress against the Transformation Plan for them to say with a reasonable degree of confidence that they would be able to recommend to the Minister that he could consider bringing his formal intervention to an end when he reviewed the position on 31 May 2013.

The Minister would make his decision based on the views of the Commissioners, the assessment of the Auditor General, progress made by the Education Recovery Board, etc. Commissioners hoped that this would be their last quarterly report and the hope was that the Authority would now prepare the next report through a process of self-assessment. Commissioners would then in consultation with the WAO and other regulators quality assure that self-assessment and attach their own interpretation of it before presenting it to the Minister. It was vitally important over the next few weeks that we were absolutely clear what that self-assessment process was and what the outcome looked like. Commissioners would require that report by 25th April which would then be passed on to the Minister within 7 days.

The Leader of the Council thanked the Commissioners for the work they had carried out during their time at Anglesey. This had probably been the worst intervention faced by any authority in the country, but the way things had been turned around was of immense credit to the Commissioners. He firmly believed that the Council had been firmly recovered for the last 6 months and that recovery in the long term would be sustainable.

The Chair thanked the Leader for his comments and went on to state that his period on Anglesey had been one of the highlights of his political career. He had learnt so much from the SLT and the Members and Officers of the Council during his time here and it had been a delight to have had the opportunity of contributing to the Council's recovery.

Councillor G.O.Parry,MBE, wished to thank the officers of Committee Services and the Translation Section for their work in preparing the necessary paperwork for these meetings.

The Chief Executive was given authority to re-arrange the next scheduled meeting of this Board on 28th March 2013 should the Easter recess prove problematic for some members.

The Improvement and Sustainability Board noted the contents of the Commissioners quarterly report.

The meeting concluded at 12:50 p.m.

**COMMISSIONER ALEX ALDRIDGE
(CHAIR)**

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IMPROVEMENT AND SUSTAINABILITY BOARD

Minutes of the meeting held on 25th April, 2013 (11:00 am)

- PRESENT:** Commissioner Alex Aldridge (Chair)
Chief Executive
- Executive : Councillors W.J.Chorlton; K.P.Hughes; R.LI.Hughes;
O.Glyn Jones; Bryan Owen; G.O.Parry,MBE; R.G.Parry,OBE.
- Scrutiny Chairs : Councillor Selwyn Williams.
Deputy Chief Executive; Director of Sustainable Development;
Director of Lifelong Learning; Head of Function (Resources);
Children Service Improvement Programme Manager (JD)
- IN ATTENDANCE:** Committee Services Manager.
- ALSO PRESENT:** Mr.Steve Pomeroy and Ms. Lisa Hughes (Welsh Government);
Messrs. Andy Bruce and Huw Lloyd Jones (Wales Audit Office);
Mr.Mark Roberts (Local Authority Inspector, CSSIW).
- APOLOGIES:** Councillors L.Davies, K.Evans, T.Lloyd Hughes, Commissioners
Byron Davies and Mick Giannasi; Professor Mel Ainscow (Chair
of the Anglesey Education Recovery Board); Ms.Tanis Cannick
(Project Manager for the Anglesey Education Recovery Board).

The Chair stated that this would probably be the last meeting that the Commissioners would be involved with as part of the Intervention at this Council. He wished to express his sincere appreciation to the Leader, the Executive, Scrutiny Chairs, Welsh Government, Wales Audit Office, CSSIW, Anglesey Education Recovery Board and the relevant officers that had been involved, for their work in transforming this Authority over the last two years. He also paid particular tribute to Councillor G.O.Parry,MBE for his service and commitment to local government over many years and he wished him well in his retirement. Commissioners would be attending the extraordinary Council meeting on 23rd May, 2013 at which it was hoped the Minister would announce that the Intervention at Anglesey had come to an end. He wished the Authority every success for the future.

1. DECLARATION OF INTEREST

None to declare

2. APOLOGIES

As above.

3. MINUTES

Submitted and confirmed as a true record, the minutes of the meeting of the Improvement and Sustainability Board held on 28th February, 2013.

4. ISLE OF ANGLESEY COUNTY COUNCIL SELF-ASSESSMENT – APRIL 2013

The Chair mentioned that the Commissioners had prepared their own self-assessment and on the basis of the information contained within this report and those that had preceded it over the last two years, they would be recommending to the Minister as follows:-

- *That the Minister brings the Welsh Government Intervention in the Isle of Anglesey County Council to an end when the current Ministerial Direction expires on 31st May, 2013;*
- *That the Minister defers making a formal decision until 9th May, 2013, in order that she can make a further assessment from the Commissioners to identify any issues emerging from the induction of the new Council.*

Reported by the Deputy Chief Executive – That this report was the first self-assessment report prepared by the Council and covered the period between November 2012 to April 2013 and the transition back to local political control.

The report identified progress against the SLT's 180 day cycle which was designed to meet the priority requirements of each of the six key themes and outlined priority work areas which would focus attention of the forthcoming improvement and sustainability phase. Whilst significant progress had been made, there was also some slippage and these were identified within the report by their RAG status. None were red but there were a few identified as amber upon which more work was required.

In line with the Auditor General's on-going developments such an annual self-assessment would be integrated within the Council's business planning cycle in order to critically self-evaluate performance and identify future priority work-streams.

Significant challenges awaited the organisation during the current improvement and sustainability phase but the clear sense of purpose and direction engendered by the SLT would enable the organisation to take a focused approach to decision making and risk management to overcome the hurdles which it would undoubtedly face.

The induction of a new political administration would be a test and the importance placed on the newly formed Executive post election in working closely with the SLT to own and drive the transformational change would be key to ensuring that the prospect of longer term sustainable recovery is achieved.

The track record of change over the past six months demonstrated the appetite and the willingness for change amongst the SLT. The success of what needed to be delivered over the next six months was very much down to the operational management of the Council.

With the drive, enthusiasm and clear sense of purpose developing under the direction of the Programme Boards it was proposed that this Council can and will continue to manage its own affairs independently of external intervention. The Programme Boards would drive the transformation plan forward over the next 4 years. Examples were circulated at the meeting of the type of information which would be presented at each Programme Board. It was an expectation that Executive and some Scrutiny members would be members of these Boards. Some middle managers should also be involved to ensure progressing the ethos throughout the organisation. Each Programme Board could also request external support, i.e. by the Wales Audit Office.

Critical Success Factors had been identified to demonstrate improvements and these were:-

- Service modernisation including social service transformation, revised leisure provision and school modernisation;
- Management Team re-structure aligned to the transformation plan;
- A comprehensive Member Induction Scheme to inform new Members of the transformation plan, its associated work programmes and the corporate memory;
- The realisation of a focused corporate plan aligned to the Medium Term Financial Strategy;
- An effective IT strategy to enable the realisation of the transformation plan;
- Completion of the Job Evaluation project under the established programme governance structure.

Underpinning the effective realisation of each of these CSF's was the means by which stakeholder engagement was undertaken. This was identified as an important next stage priority which was cross boundary/cross organisation and needed to be far reaching to enhance the credibility of the Council over the forthcoming improvement and sustainability phase.

There were also risks to the achievement of these CSF's as evidenced under each theme of the report and collated at Appendix 2. Delivery on the above through managing these risks would further demonstrate that the Council was leading on and developing the essential components of a mature public sector organisation operating in the current economic climate.

The Deputy Chief Executive also circulated the results of the feedback from the Transformation Agenda staff sessions held recently, which demonstrated quite clearly that the message in terms of change and transformation was now permeating its way down through the Authority and that staff on the whole were very enthusiastic as to the way forward.

The Heads of Service re-structure had been approved in principle by Council on 16th May and an internal consultation process would now commence on the proposed Service changes. The target date to complete the process was 1st October, 2013.

Mr. Huw Lloyd Jones stated that the WAO would reserve their position but were broadly impressed with what had been achieved to date.

Mr. Steve Pomeroy pointed out that Welsh Government would not be interested in who would be elected or the composition of Party Groups following the Election. What was required was stability within the Council.

The work outlined in the report was ambitious for any organisation, let alone for a small one. Progress however, was looking good but there was still, however, a lot of work to be done. He was sure that there would be an open door from organisations such as the WAO, WLGA, Welsh Government, etc, with regard to any future support or expertise.

As regards the staff feedback, he thought that many of the responses therein were classified as 'maybe'. Perhaps staff were reluctant at that first meeting to provide positive or negative feedback. It was important for the Authority, that staff formed an opinion in this respect.

He also considered that it might be a good idea if an invitation was extended to a cross representation of staff from the Authority to attend the Minister's address on 23rd May, 2013.

The Chief Executive in response stated that a key part of the induction with the new Council would be the requirement to become more of an outward looking organisation and that there would be a requirement to escalate the level of collaboration and joint working with other authorities and to also accept the need that we would require external support and interaction with outside agencies to ensure the momentum of the transformation agenda.

The Leader and the Executive members together with the Chief Executive thanked the Commissioners for the invaluable assistance they had provided to this Council over the last two years in moving the transformation agenda forward.

The Improvement and Sustainability Board endorsed the progress being made in respect of the self-evaluation process undertaken by the Authority.

5. UPDATE ON THE DEVELOPMENT OF THE ANGLESEY EDUCATION RECOVERY BOARD.

Councillor G.O.Parry, MBE, stated that he had a few concerns. Firstly, there had been a change in the membership of the Education Recovery Board. He felt it was important to have consistency in order to support the current events. He also considered that if there was funding available for two new 21st Century Schools, the Authority would be in a position to transform the public perception of the school rationalisation programme.

He was very grateful to the Director for the work he had done and for transforming several aspects of the education service on Anglesey.

(a) On behalf of the Project Manager for the Education Recovery Board, the Director of Lifelong Learning reported verbally upon the Estyn presentation to the Education Recovery Board held last Wednesday. Attention was drawn to the following points presented by Estyn:- In the period since inspection it seems that the solid foundations put in place, in response to recommendations, have strengthened the service.

- Key appointments at strategic level that have added relevant capacity.
- Pivotal transformation projects like school reorganisation are being managed corporately. Key hurdles to progress are being better identified and the authority has taken action to remove these.
- Elected members are now better informed and are strengthening their understanding of school improvements.
- The temporary appointment to the post of Senior Manager for School Improvement and Inclusion has added capacity.
- Standards are rising in all key areas, but too many schools and subjects perform below expectations.
- Attendance in schools has improved at authority level but this is true for all authorities in Wales.
- Business Planning, risk management and self-evaluation at service level have improved.
- Elected members have a more accurate view of surplus places and an acceptance of the need for change. Evaluating and planning for the school estate is being dealt with corporately. It appears that there are effective programme management and accountability structures in place to drive improvement.

It appears that the authority has made significant efforts since inspection and have made appropriate progress against all key recommendations.

The Improvement and Sustainability Board noted and welcomed the contents of the report.

(b) Submitted – A report by the Director of Lifelong Learning drawing attention to the work that had been undertaken since the Estyn inspection and highlighting the progress made in relation to the expected outcomes noted in the post-inspection action plan (PIAP)

The overall assessment was that pleasing progress had been made in relation to all recommendations. However a track record of achievement in relation to key issues such as raising standards, attendance and school modernisation needed to be established and developed prior to the next Estyn visit.

The Improvement and Sustainability Board noted and welcomed the contents of the report.

6. UPDATE ON PROGRESS IN CHILDREN'S SERVICES.

Submitted – A progress report by the Service Improvement Manager against the Service Delivery Plan.

Reported – That the end of 2012-13 had seen continued stability within the Service and sustained delivery of services. This was against a background of a demand on services that had remained high and in terms of numbers on the Child Protection Register, had increased significantly.

Details of notable progress made were referred to at Para 2 of the report and remaining areas of concern and challenges were referred to at Para 3 of the report.

There were a range of challenges that the Service must respond to over the next year, and beyond, and a Business Plan for 2013-14 had been developed and agreed by the Service Improvement Board and these were detailed at Para 3.2 of the report.

The challenge for Children Services was to continue the improvement, across all areas, and make that a sustained and on-going process, whilst successfully addressing the continued and serious concerns over recruitment of social workers and managers. There were significant challenges for the service, as in all parts of Social Services, as delivery models and patterns of demand altered. As well as maintaining statutory duties, the Service must also be positioning itself to be able to respond to, but also lead on, a range of new challenges.

Questions were raised by some members and responded to by the Service Improvement Manager as regards the turnover and retention figures of the Service. Recruitment problems were being encountered and salary was considered to be one of the critical issues.

The Portfolio Holder thanked the Service for their work in this respect and congratulated them upon the progress and substantial improvement that had taken place over the last 18 months. It was important that this progress be maintained and bettered wherever possible.

The Improvement and Sustainability Board noted the contents of the report and the progress being made.

The meeting concluded at 11:55 a.m.

**COMMISSIONER ALEX ALDRIDGE
CHAIR**

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AGENDA ITEM NO.

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to	Standards Committee, The Executive & Full Council
Date	Standards Committee 13.03.13 Executive 22.04.13 Full Council 23.05.13
Subject	To Make Changes to the Planning Procedure Rules (Section 4.6 of the Constitution) Ahead of Multi-Member Wards following the 2103 Elections
Portfolio Holder(s)	Formerly Councillor Robert Lloyd Hughes
Lead Officer(s)	Head of Service (Planning and Public Protection) Legal Services Manager
Contact Officer	Robyn Jones (x2134)
Nature and reason for reporting	
<p>1.1 To make changes to the Constitution, section 4.6: Planning Procedure Rules, to take into account multi-member wards after the 2013 County Council elections.</p> <p>1.2 The Executive is asked to make a recommendation to the full Council in respect of the proposed changes and the full Council is asked to take a decision to make those changes as shown in the Appendix to this report. The Standards Committee is consulted on the proposal.</p>	

A – Introduction / Background / Issues
<p>2.1 The 2013 County Council elections will bring into being 11 multi-member wards.</p> <p>2.2 The move to multi-member wards affects the Planning Procedure Rules ('the Rules') at section 4.6 of the Council's Constitution</p> <p>2.3 The Rules have been reviewed to take into account the move to multi-member wards and the proposed changes are set out and tracked in the Appendix to this report.</p>

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B - Considerations
<p>3.1 The changes are intended to be as permissive as possible. They will allow any 'local member' for a new ward to call-in a planning application the site of which is located in that ward to the Planning and Orders Committee and they will allow any local member for that ward to speak at Committee on that called-in application as a local member.</p> <p>3.2 A number of consequential and other minor changes are made as shown on the attached Appendix.</p>

C – Implications and Impacts		
1	Finance / Section 151	No comments received
2	Legal / Monitoring Officer	The Committee's legal adviser is a co-author of the report and the legal view is expressed in it
3	Human Resources	Not applicable
4	Property Services (see notes – separate document)	Not applicable
5	Information and Communications Technology (ICT)	Not applicable
6	Equality (see notes – separate document)	These changes will not have a differential impact on any of the groups protected under the Equality Act 2010.
7	Anti-poverty and Social (see notes – separate document)	Not applicable
8	Communication (see notes – separate document)	No comments

C – Implications and Impacts		
9	Consultation (see notes – separate document)	The matter has been brought to the attention of elected members through correspondence and the report and Appendix were presented to the Standards Committee. Comments received will be reported verbally.
10	Economic	Not applicable
11	Environmental (see notes – separate document)	Not applicable
12	Crime and Disorder (see notes – separate document)	Not applicable
13	Outcome Agreements	Not applicable

CH - Summary
<p>4.1 Post-election May 2013:</p> <p>4.1.1 To allow any of the local members for a new ward to ‘call-in’ to the Planning Committee a planning application situated in that ward.</p> <p>4.1.2 To allow all of the local members for a new ward to speak as local member (if they wish) at the Planning Committee on a planning application situated in that ward.</p> <p>4.1.3 To make the above changes and other minor and consequential changes to the Constitution at section 4.6 as shown on the Appendix to this Report.</p>

D - Recommendation
<p>5.1 The recommendations are as follows:</p>

To the Executive:

5.2 To recommend to the full Council that the changes to the Rules in the Council's Constitution as detailed in the the Appendix to this report are made.

To the Full Council:

5.3 To make the changes to the Rules in the Council's Constitution as detailed in the the Appendix to this report, and

5.4 To delegate to the Head of Function (Legal and Administration) the power to make the necessary changes to the Constitution to implement the Council's decision.

Name of author of report: Robyn W. Jones

Job Title: Legal Services Manager

Date: 19 February 2013

Appendices:
Copy of the Rules showing the proposed amendments.

Background papers
None.

4.6 Planning ~~Matters~~ Procedure Rules

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4.6.1 Introduction

4.6.2 Decision making on planning applications

4.6.3 Pre-determination discussions by officers with applicants

4.6.4 Lobbying of and by councillors

4.6.5 Seating and speaking arrangements at meetings of the Planning and Orders Committee

4.6.6 Public meetings relating to development proposals

4.6.7 Councillors who are members of the Planning and Orders Committee and who are also town or community councillors

4.6.8 Correspondence received by councillors

4.6.9 Registration and declaration of interests

4.6.10 Development proposals submitted by councillors and officers

4.6.11 Officers' report to the Planning and Orders Committee

4.6.12 Decisions contrary to officer recommendation

4.6.13 Appeals against Council decisions

4.6.14 Conduct of officers

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4.6.16 Site visits by the Planning and Orders Committee

4.6.17 Gifts and hospitality

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Appendix

4.6.19 Protocol for site visits by the Planning and Orders Committee

4.6.20 Role of the Committee Chairperson

4.6.21 Public Speaking

4.6.1 Introduction

4.6.1.1 Determining planning applications is an important duty undertaken by the County Council. These rules set out how the Council as local planning authority will deal with planning applications. The rules apply to councillors and officers as the context requires.

4.6.1.2 Most applications will be determined by planning officers acting on behalf of the local planning authority and the Planning and Orders Committee (the Committee) will determine all other applications. The rules as to whether officers or the Committee will determine applications are contained in Part 3 of this Constitution ~~at paragraph ...~~. Of those instances where the decision may be made by the Committee, the potentially most significant is where the local councillor (that is any one of the councillors in whose ward the proposed development site is located) may require that the application (which would otherwise be decided by officers) should be submitted to the Committee for determination. In these cases, the local councillor must 'call-in' such application in writing addressed to the Chief Planning Officer within 21 days of the date of the letter notifying him / her of the application. In the case of those applications classified as 'fast-track' economic ones, the period within which to refer it to the Committee will be only 14 days. The local councillor/councillor(s) who called-in the application may withdraw their call-in at any time before the Committee Agenda is published by notifying to the case officer and confirming the withdrawal in writing.

4.6.1.3 Planning is not an exact science. Rather, it relies on informed judgement within a firm policy context. It is also highly contentious because the decisions affect the lives of everyone and the private interests of individuals, landowners and developers. This is heightened by the openness of the system (it actively invites public opinion before taking a decision) and the legal nature of development plans and decision notices. It is important, therefore, that the process is characterised by open and transparent decision making.

4.6.1.4 One of the key purposes of the planning system is to control development in the public interest. In performing this role, planning necessarily affects land and property interests, the financial value of landholdings and the quality of the environment. It is important, therefore, that local planning authorities should make planning decisions affecting these interests, openly, impartially, with sound judgement and for justifiable reasons. The process should leave no justifiable grounds for suggesting that a decision has been partial, biased or not well-founded.

4.6.2 Decision Making on Planning Applications

4.6.2.1 Decisions on planning applications are sometimes referred to as regulatory or quasi-judicial decisions and this means that those making such decisions must

4.6.2.1.1 take into account all relevant planning considerations

4.6.2.1.2 ignore irrelevant or non planning considerations

4.6.2.1.3 act impartially, fairly and not take into account any political considerations

4.6.2.2 Planning law requires local planning authorities to determine planning applications in accordance with the Statutory Development Plan unless material planning considerations indicate otherwise. The emphasis in determining applications is upon a 'plan-led' system.

4.6.2.3 The basis of the planning system is the consideration of private proposals against wider public interests. Much is often at stake in this process and opposing views are often strongly held by those involved.

4.6.2.4 Those persons determining planning applications have a duty to take into account representations made to the local planning authority as a result of consultation with interested bodies or as a result of public notice or neighbour notification. In doing so it is necessary to decide which representations are material to the decision to be made, and, if so, what weight to attach to them. This conclusion should not be reached by the Committee until all the facts have been presented in the officer's report to the Committee.

4.6.2.5 Councilors must not give a commitment in relation to any planning matter prior to its consideration at Committee. It is recognised, however, that councilors will from time to time be approached individually by applicants, agents and objectors in relation to planning proposals. These rules are intended to assist councilors in dealing with these approaches and is designed to ensure that the integrity of the decision making process is preserved.

4.6.2.6 Failure to follow these rules without good reason could be taken into account in investigations into possible maladministration and any investigation regarding the conduct of councilors and / or officers.

4.6.3 Pre-determination Discussions by Officers with Applicants

4.6.3.1 In any discussions on planning issues, it will always be made clear at the outset, that such discussion:

- will not bind the local planning authority to make a particular decision, and
- that any views expressed are based on the officers' provisional professional judgement but do not commit the local planning authority to any particular decision.

4.6.3.2 Any advice given will:

- be consistent and based upon the Development Plan and other material considerations,,
- be impartial and the best that the officer can give in the circumstances, and
- try to highlight any apparent problems.

4.6.3.3 No Council|or shall take part in the officers' discussions with applicants at any stage prior to determination of the application. Where this does occur, a complaint may be made against the councilor to the Council's Monitoring Officer.

4.6.4 Lobbying of and by Councilors

4.6.4.1 Council|ors who are Members of the Committee

4.6.4.1.1 Council|ors who are members of the Committee are likely to be approached by applicants, objectors and others interested in the outcome of planning applications.

Because of the quasi-judicial or regulatory nature of planning decisions, council|ors on the Committee should not allow themselves to be lobbied by anyone - whether for or against an application. If approached they should inform the person seeking to lobby them that if they discuss the application with that person, this may disqualify them from taking part in the decision on the application. Instead potential lobbyists should be advised to contact either their local council|or (see 4.6.4.3 below) or an appropriate officer within the Planning Department.

4.6.4.1.2 Council|ors who are on the Committee should not organise local support or opposition to a planning proposal if they later wish to take part in the discussion on the application.

4.6.4.1.3 In taking into account the need to make decisions impartially, council|ors on the Committee should not favour or appear to favour any person, company, group or locality and should not declare which way they intend to vote in advance of the meeting. To do so without all relevant information and views would be unfair and prejudicial. If the council|or feels that the public would believe he/she had come to a conclusive view on the planning matter or application before the meeting, or that he/she has been lobbied by an interested person then he/she should not take part in the debate, nor vote on the issue - this is without prejudice to his/her right to address the committee as provided for in section 4.6.5.2 of these rules.

4.6.4.1.4 Where the Monitoring Officer or his/her representative believes that a councillor has prejudiced his/her position by expressing a conclusive view on an application before its determination by the Committee, the Monitoring Officer or his/her representative will advise the councillor that it would be inappropriate for him/her to take part in the debate, or vote on the application. The final decision, however, rests with the councillor - subject to any external scrutiny.

4.6.4.2 Councillors who are not members of the Committee

Councillors who are not members of the Committee should not be lobbied, whether by applicants, objectors or anyone else interested in the outcome of a planning application. If approached such councillors should inform the person seeking to lobby them that they should either contact one of their local councillors (see 4.6.4.3 below) or an appropriate officer in the Planning Department. If such a councillor is lobbied he/she should not lobby councillors who are members of the Committee and he/she will not be entitled to speak at meetings of the Committee.

4.6.4.3 Local Councillors

4.6.4.3.1 There are differences to the rules set out in 4.6.4.1.1 and 4.6.4.2 in relation to the 'local councillor' i.e. any of the councillors in whose ward the proposed development is located.

4.6.4.3.2 If the local councillor is not a member of the Committee then he/she can legitimately be lobbied by an applicant, objector or anyone else interested in the outcome of a planning application. If such councillor is lobbied then, provided that he/she does not have an interest to declare in accordance with the Council's Code of Conduct for Councillors, he/she will be entitled to make representations to and address the Committee. However he/she must not themselves lobby, whether directly or indirectly, councillors who are on the Committee.

4.6.4.3.3 If ~~at~~ the local councillor is a member of the Committee then, the provision of rule 4.6.4.3.2 above will also apply to them and he/she may address the Committee but will **not** have the right either to propose or second any recommendation or to vote on the application. But he/she may should they so wish, refer the person seeking to lobby them to another councillor ~~who represents an adjoining ward and~~ who is not on the Committee and, for the purpose of these rules, such a councillor will be regarded as a local councillor.

4.6.4.3.4 Local councillors may not become involved in making any representations at meetings of the Committee or participating in decision making on planning applications if they have an interest to declare in accordance with the Council's Code of Conduct for Councillors. This is so regardless as to whether or not they are on the Committee. If a local councillor is in this position he / she should refer any potential lobbyists to another councillor ~~who represents an adjoining ward and~~ who is not on the Committee and, for the purpose of these rules, such a councillor will be regarded as a local councillor.

4.6.4.4 Where letters of 'neighbour notification' of a planning application are sent to properties not in the same ward as the application site, then the councillors who represents those properties may also speak as ~~a~~ local councillors at the Committee. This rule only gives the right to speak at the Committee and confers no other rights on that

councilor as a local councilor.

4.6.5 Seating and Speaking Arrangements at Meetings of the Committees

4.6.5.1.1 When attending meetings of the Committee, councilors who are not members of the Committee should sit quite separately from councilors who are on the Committee - whether or not they intend addressing the Committee. They should not communicate with those councilors who are on the Committee and who will be making decisions. The objective of this rule is to emphasise the quasi-judicial nature of the Committee's proceedings when considering planning applications.

4.6.5.1.2 Other than speaking as local councillor, members of the Committee may only participate on an application where they have been present at all previous substantive considerations of that application by the Committee. Substantive consideration means where there has been a presentation by the officer on the application, any discussion by the Committee on the merits of the application or an official site visit of the application site.

4.6.5.2 The right to address the Committee shall apply to any member of the Planning and Orders Committee (including ~~at~~ local councilor) who:

- has been lobbied, or
- who may have already expressed a conclusive view on an application, or
- who has spoken on the application at Town or Community Council level or the local councilor, or
- is ~~at~~ councilor who represents an ~~other-adjointing~~ ward as referred to in 4.6.4.3.3(iii).

However if this right is exercised, the councilor on the Committee should comply with paragraph 4.6.5.1 above when consideration is given to the particular matter and may not participate in the decision making and should declare at the meeting why he/she is not participating in the decision.

4.6.5.3 The Committee Chairperson will conduct business at the meeting in accordance with the attached Appendix.

4.6.6 Public Meetings Relating to Development Proposals

4.6.6.1 Officers involved in the processing or determination of planning matters should not attend public meetings in connection with development proposals or submitted planning applications, unless those meetings have been arranged by or with the express agreement of the Authority. To do so could lead to allegations of bias or prejudice in relation to a particular point of view. If put in such a position of attending meetings arranged by, or with the consent of, the Authority, or by accident, then officers should take great care to maintain impartiality, concentrate on providing factual information, listen to comments and avoid giving views on the merits or otherwise of the proposal.

4.6.6.2 Similarly, councillors involved in the determination of planning applications should take great care to maintain impartiality when attending public meetings in relation to planning matters. At such meetings no view on the merits or otherwise of a proposal should be given.

4.6.7 Councillors who are Members of the Committee and who are also Town or Community Councillors

These councillors should make a choice in relation to every planning application which may be considered by a Town or Community Council (or a committee or subcommittee of the same). The choices are either:

4.6.7.1 Participate in the discussion at Town or Community Council level and then, if they wish, speak at the Committee as provided for in ~~Section 5.4~~ of these Rules but not otherwise take part in the deliberations of the Committee or vote on the application, or

4.6.7.2 Take no part in discussions at Town or Community Council level (and preferably not be in the room when the matter is discussed) and then participate fully at the Committee.

4.6.7.3 **NB:** those councillors who sit on the Committee but who are **not** members of the Town or Community Council have, like any other member of the public, the right to attend public meetings of that Council. In these cases those councillors should only observe proceedings at the Town or Community Council and not take part in them.

4.6.8 Correspondence Received by Councilors

Should councilors receive directly any correspondence from persons interested in the outcome of a planning application they shall ensure that a copy is forwarded to the Development Control Section. The Section will then:

4.6.8.1 if time permits, send a copy to the applicant or his/her agent so as to allow him/her an opportunity to respond,

4.6.8.2 place a copy of all representations on the Planning file,

4.6.8.3 if time permits ensure that the report to Committee refers to the correspondence received.

4.6.9 Registration and Declaration of Interests

The Law and the Council's Code of Conduct for both councilors and officers in relation to these matters is of particular relevance to those dealing with planning applications and must be followed at all times.

4.6.10 Development Proposals Submitted by Councilors and Officers

4.6.10.1 Proposals by serving councilors (whether or not they are councilors on the Committee), certain categories of officers and their close friends and relatives can easily give rise to suspicions of impropriety. It is vital that they are handled in a way which gives no grounds for accusations of favouritism. In these rules "relatives" encompass spouse or partner, parent, grandparent, child, grandchild, brother or sister.

4.6.10.2 Planning applications falling within the following categories will be reported to the Committee for consideration and not dealt with by officers under 'delegated powers':

- those where the applicant is a serving councilor or the relative of a serving councilor,
- those where a serving councilor acts as agent or has prepared any part of the application or plans,
- those where the applicant is a relevant officer or their relative. In this rule "relevant officer" means the ~~Chief Executive/Managing Director~~, all Corporate Directors, all Heads of Service, all officers working in the Planning Department and all other officers whose work is directly linked to the development control process (such as officers in Highways and Environmental Health who are consultees or lawyers who advise and represent the Planning Department in development control matters),
- those where the applicant is a close friend of a serving councilor or relevant officer.

In this rule "planning application" shall mean all applications required by statute to be made and which (apart from this rule) would fall to be determined under the Council's Constitution by the Head of Planning Service. These would include applications for outline consent, reserved matters approval, listed building consent, conservation area consent, consent under Tree Preservation Orders and so forth.

4.6.10.3 Planning officers shall endeavour to identify and highlight such applications and shall accordingly inform the Head of the Planning Service and the Authority's Monitoring Officer. Serving councilors who make applications, who act as agents or who prepare plans or whose relatives make applications, should play no part in the decision-making

process for that proposal.

4.6.10.4. The Monitoring Officer should confirm in the Committee report that such application has been processed normally and must, therefore, be given the opportunity to review the file.

4.6.10.5 Officers involved in the development control process must not prepare plans or act as agent for any person or body (including their relatives) pursuing a planning matter with the Council. If they submit a proposal on their own behalf, they should take no part in the processing of that application.

4.6.11 Officers' Report to the Committee

4.6.11.1 All planning applications reported to the Committee will have a full written report including a reasoned assessment of the proposal and a justified recommendation.

4.6.11.2 Any new matters which have arisen between the preparation of the report and the date of the Committee will be reported orally and references to this will be included in the minutes.

4.6.11.3 Every planning application file will contain an accurate account of events throughout its life, particularly the outcome of meetings or significant telephone conversations.

4.6.11.4 The same principles of good record keeping will also be observed in relation to enforcement matters. Monitoring of record keeping will be undertaken on a continuous basis by managers within the Development Control Section.

4.6.12 Decisions Contrary to Officer Recommendation

4.6.12.1 Where the Committee are mindful to either approve or refuse a proposed development contrary to an Officer recommendation, the item shall be deferred until the following meeting so as to allow the officers to report further on the matter. The Committee must set out the reasons for wishing to decide against the officer recommendation. Committee members should adhere to these Rules when making planning decisions and take policy guidance from planning officers into due regard and only vote against their recommendations where genuine and material planning reasons can be identified. A detailed minute of the Committee's reason(s) shall be made and a copy placed on the application file. Where deciding the matter contrary to the recommendation may risk costs on appeal the Committee will take a recorded vote when deciding the application irrespective of the requirements of paragraph 4.1.18.5 of the Constitution.

4.6.12.2 The officer's further report shall detail the reasons put forward by the members, indicate whether such reasons are, in their view, genuine and material planning reasons and discuss the land use planning issues raised.

4.6.12.3 In the case where councillors wish to add or amend conditions which are recommended by officers, the officers should be invited to draft such a condition and bring this back for approval at the subsequent meeting unless the drafting is straightforward and can be agreed at the initial meeting.

4.6.12.4 Where planning officers are unable to defend such decisions on appeal (due to requirements of the professional conduct rules of the Royal Town Planning Institute - RTPI) they shall make this point known to the Committee before the final vote is taken. In such cases the Committee shall nominate (at least) two of its members who voted contrary to the recommendation to appear at any appeal and explain the Committee's decisions and the reasons for them. These should, normally, be the proposer and seconder of the proposal which was contrary to the officer's recommendation.

4.6.13 Appeals Against Council Decisions

4.6.13.1 Officers will organize and generally appear as witnesses at planning appeals and other proceedings on behalf of the Council. In some circumstances it may be necessary to appoint consultants to appear for the Council.

4.6.13.2 In giving evidence, officers will present the best possible case on behalf of the Council whilst complying with the RTPI Code of Professional Conduct.

4.6.13.3 Where a decision contrary to officer recommendation is subject to an appeal and officers have previously made known to the Committee that they are unable to defend such decisions, officers shall report the appeal to the next Committee meeting. Councillors will then be responsible for presenting the Council's case at the appeal.

4.6.14 Conduct of Officers

4.6.14.1 Officers who are Chartered Town Planners are guided by the Royal Town Planning Institute Code of Professional Conduct. All officers whether members of the Institute or not shall abide by the same principles namely they -

4.6.14.1.1 Shall act with competence, honesty and integrity;

4.6.14.1.2 Shall fearlessly and impartially exercise their independent professional judgement to the best of their skill and understanding;

4.6.14.1.3 Shall discharge their duty to their employers, clients, colleagues and others with due care and diligence in accordance with the provisions of this Code;

4.6.14.1.4 Shall not bring the profession or the Royal Town Planning Institute into disrepute;

4.6.14.1.5 Officers shall not disclose or use to the advantage of themselves or the Authority information acquired in confidence in the course of their work;

4.6.14.1.6 Officers shall decline any discounts, gifts or commissions offered by any third parties in connection with their work as professional planners.

4.6.15 Councilor / Officer relationship

4.6.15.1 In order to engender a committed professional relationship between both officers and councilors, each shall have respect and regard for the roles both play within the decision making process.

4.6.15.2 Councilors shall respect the advice given by officers at Committee or when dealing with delegated applications and shall not place pressure on officers for a particular recommendation or decision. Any officer who considers that this has happened should deal with the matter as set-out under section 5.3.4 of this Constitution (Bullying, Intimidation and Harassment).

4.6.16 Site Visits by the Planning and Orders Committee

4.6.16.1 The protocol on site visits is attached as an Appendix to these Rules.

4.6.17 Gifts and Hospitality

4.6.17.1 Advice to councilors on registration of gifts and hospitality is contained within the Council's Code of Conduct for Members and shall be accordingly observed.

4.6.17.2 Officers during the course of carrying out their duties may be offered hospitality from people with an interest in a planning proposal. Officers should refuse offers of hospitality of any kind. If the receipt of hospitality is unavoidable officers must ensure that the absolute minimum level is accepted and declare its receipt as soon as possible to the Monitoring Officer.

4.6.18 Training

4.6.18.1 No member may sit on the Planning and Orders Committee unless and until they have attended Induction Training. The contents of the Induction Training shall from time to time be determined by the Head of Service (Planning and Public Protection). Updating training thereafter will be provided at least twice a year to include changes in legislation or procedure.

4.6.18.2 Councilors shall ensure that they attend a minimum 3 training events over a two year period in order to keep abreast of planning matters and thus provide a positive input into the decision making process. Attendance records will be monitored and reported to the Council. Any member of the Planning and Orders Committee who fails to attend the stated minimum number of training sessions shall be removed or suspended from the Committee by vote of the full Council at such time as when the attendance records are reported.

Appendix

4.6.19 Protocol Regarding Site Visits by the Planning and Orders Committee

4.6.19.1 Criteria for Site Visits

4.6.19.1.1 It is important that criteria should be set out for deciding when a site visit is justified and consider the procedure for such visits. In this respect account should be taken of the following points:-

(i) site visits can:

- cause delay to the decision making process,
- possibly lead to an appeal to The Planning Inspectorate on the basis of 'non-determination',
- affect the Service's performance in respect of its 8 week target, and
- lead to additional costs both to the Service and possibly to the applicant(s).

(ii) there needs to be consistency both in the way that it is decided that a site visit should take place and in the conduct of such visits. Otherwise it may leave the Authority open to the accusation that site visits are arbitrary or possibly a lobbying device.

(iii) site visits should be carefully organised and well-attended to ensure that the purpose, format and conduct are clearly established at the beginning and subsequently adhered to.

(iv) site visits should be used only where the expected benefits are substantial. The 'substantial benefit' test should apply in every case. Site visits should only be necessary if the impact of the proposed development is difficult to visualise and comprehend, i.e. where lack of clarity with the application makes visual assessment necessary

(v) site visits may be appropriate to consider large, more complex applications.

(vi) if the Committee are of a view that the site needs to be visited and seen before the application can be determined, then only those members who attended the official site visit may participate in and vote on the application when it is further considered by the Committee.

Recommendation of site visits by officers shall be referred to within the report to Committee.

4.6.19.1.2 Site visits should **not** apply in the following cases:

(i) to solely consider boundary or neighbour disputes,

(ii) to consider objections issued on competition grounds,

(iii) to consider objections raised on the ground of loss of property values,

(iv) to consider any other issues which are not material planning considerations,

(v) where councillors have already visited the site within the last 12 months, except in exceptional circumstances

4.6.19.2 Requests for Site Visits

In order to adopt a structured approach to site visits the following format should be adhered to:-

4.6.19.2.1 All requests for site visits must be made in writing to the Chief Planning Officer~~Head of Development Control~~/ Planning Control Manager by 1.00pm on the final working day prior to the Committee meeting. Any verbal request received prior to the Committee meeting must be followed up in writing before the Planning Committee commences. The reason for the 'site visit' shall be clearly stated and accordingly reported to the Planning Committee.

4.6.19.2.2 If a request is made for a 'site visit' during the Planning and Orders Committee Meeting once again the reasons for the visit shall be recorded in the minutes.

4.6.19.3 Procedures at the Site Visit

4.6.19.3.1 The applicant shall be informed that a site visit will take place but will not be allowed to be present during the visit to make any representations.

4.6.19.3.2 The primary purpose of the site visit will be for the planning officers to explain the planning issues relating to the case and for councillors to view the site.

4.6.19.3.3 There shall be no discussions at the site visit as regards the merits of the application. The site visit shall not be used as a forum for debate.

4.6.19.3.4 The Chairperson or Vice-Chairperson shall conduct and lead the site visit. If either the Chairperson or the Vice-Chairperson is absent, councillors shall vote for one of their number to act as Chairperson.

4.6.19.3.5 The Chairperson shall formally open the meeting and set out the reasons for the visit.

4.6.19.3.6 The planning officer shall be requested to outline the proposal and the main issues.

4.6.19.3.7 The councillors shall view the site, relevant buildings and surroundings as necessary.

4.6.19.3.8 Councillors shall be offered the opportunity to raise questions or seek clarification of points of fact with the planning officer and/or local councilors.

4.6.19.3.9 ~~All The~~ local councillors in whose Ward the application site is located (if present) shall be offered the opportunity to comment on the proposal.

4.6.19.3.10 Notes shall be made of the site meeting and these shall be accordingly minuted at the following Planning Committee Meeting when the application is discussed.

4.6.19.4 Regular Review of Decisions

4.6.19.4.1 The Audit Commission's Report 'Building Quality' recommends that councillors should visit a sample of implemented planning permission to assess the quality of the decision. Such a review should improve the quality and consistency of decision-making, thereby strengthening public confidence, and assist with reviews of planning policy.

4.6.19.4.2 The review should be undertaken annually. It should include examples from a range of categories of development including applications which officers have determined under delegated powers.

4.6.20 Role of the Committee Chairperson and Conduct of Business at the Committee

4.6.20.1 Election of the Chairperson / Vice-Chairperson

4.6.20.1.1 The Chairperson shall be elected to his/her post by the councillors on the Committee at its first meeting following the annual Council meeting. The councillors shall at the same time elect a Vice-Chairperson for the same period of office or until such time as either or both of them step down.

4.6.20.1.2 In the absence of the Chairperson for the whole or part of the Committee meeting, the Vice-Chairperson shall be the Chairperson. If the Vice-Chairperson shall be absent, the Committee shall choose one of their number present to be Chairperson for that meeting or part of it until the Chairperson (or Vice-Chairperson) returns.

4.6.20.2 Responsibility of the Chairperson

The Chairperson shall have the following responsibilities:

4.6.20.2.1 to preside over meetings so that Committee business can be carried out efficiently and with regards to the rights of councillors, officers and the interest of the community as a whole.

4.6.20.2.2 to ensure that the Committee meeting is properly conducted as a forum for debate on planning matters and statutory orders only.

4.6.20.2.3 to ensure that the business of the meeting is carried out in accordance with the relevant provisions contained within the Council's Constitution.

4.6.20.2.4 to support the planning officers and the Monitoring Officer's representative in reminding members about their duty to adhere to genuine and material planning discussions in their decision making process.

4.6.20.3 The Role of Officers at Committee Meetings

4.6.20.3.1 Officers shall provide professional advice to the Chairperson in order to ensure that he/she is able to discharge the duties of the post.

4.6.20.3.2 Officers shall provide advice as follows:

(i) at pre-Committee meetings so that the Chairperson is fully briefed on issues that may arise at meetings

(ii) at any post-Committee meetings (if relevant)

(iii) during Committee meetings where questions are directed towards the Chairperson for response

(iv) during any meetings which may be convened by officers in order to discuss issues relevant to 'planning' or 'orders' issues

4.6.20.4 Conduct of Committee Meetings

4.6.20.4.1 Each agenda item for discussion or for information shall be introduced by the Chairperson.

4.6.20.4.2 Once introduced the Chairperson shall ensure that the officer is allowed to report on the item. Where the public speaking procedure applies to a particular application, this shall occur before the officer reports on the item.

4.6.20.4.3 The Chairperson shall allow the local councillors to speak first after the officer's report. This is whether the local councillors wishes to speak for or against the item and whether or not they are on the Committee.

4.6.20.4.4 The Chairperson shall then allow the councillors to participate in the discussion in the order in which he/she acknowledges their wish to speak.

4.6.20.4.5 The Chairperson will ensure that all councillors shall abide by the provisions of the Council's Constitution and by the relevant provisions of these Procedure Rules.

4.6.20.4.6 All those councillors wishing to speak shall be allowed an opportunity to do so. Councillors shall refrain from making speeches and shall address the Committee on 'planning' (i.e. material planning considerations) and 'orders' matters only. The Chairperson may intervene and curtail councillors who are making repetitions or irrelevant statements.

4.6.20.4.7 Where officers need to respond to comments or questions from councillors then the Chairperson shall ensure that officers are given that opportunity.

4.6.20.4.8 If the Chairperson wishes to speak as a local councillor on an item then the provision of the Constitution shall apply equally to him/her as they apply to all councillors.

4.6.20.4.9

(i) At the conclusion of the discussion the Chairperson shall request councillors on the Committee to vote on the matter under discussion. Unless councillors disagree with the officers' recommendation they shall indicate their voting intention through the showing of hands.

(ii) Should an amendment be proposed and seconded to the officer's recommendation that amendment will be voted on first.

4.6.20.4.10 All councillors and officers shall respect the position of Chairperson. The ruling of the Chairperson on all questions of procedure at the Committee shall be final and not open to discussion. The Chairperson shall ensure that at all times regard is had by all councillors (including himself/herself) and officers to the protocol on Member/Officer relationship and that respect is shown to the advice given by officers at the Committee.

4.6.21 Public Speaking

Eligibility to Speak

4.6.21.1 The planning application concerned must be on the agenda of the Planning and Orders Committee meeting in question. In the event of an application being deferred, public speaking will not be allowed if an opportunity has already been given at a previous Committee meeting when the application has been fully considered.

4.6.21.2 Both applicants (or their agents) and objectors (or their agents) can speak and there are no other qualifying criteria other than compliance with the Council's procedure.

4.6.21.3 Normally only one person can speak for and one person against an application. Very exceptionally the Chair of the Committee may exercise his/her discretion to allow one additional speaker per 'side'. This discretion will usually only be exercised for major applications where there are significant differences of view within one 'side' (e.g. two people speaking against an application for a large supermarket where one represents the views of retailers and the other the views of nearby residents). In such cases the 'other side' will be allowed 2 speakers or twice the normal time, if they wish to use it.

4.6.21.4 Anyone requesting to speak must allow the Council to give their name and contact number to other people (of the same view) wishing to speak so that they can agree on a spokesperson, the issue to raise etc. If they cannot agree, the first person who notified the Council of his/her intention to speak will normally be chosen to speak.

4.6.21.5 Requests to speak must be made to the Administrative Officer in the Planning Department before the deadline referred to in the notification letters sent to applicants and neighbours.

Time allowed to Speak

4.6.21.6 The spokesperson will be allowed up to 3 minutes to address the Committee.

Visual Aids

4.6.21.7 The spokesperson may not circulate or display written material in the Committee meeting. Any written representations should have been submitted to the Council during the statutory publicity period and will be summarised in the Officer's report.

Procedure

4.6.21.8 The procedure for public speaking at Committee is described in the appropriate documents.

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AGENDA ITEM NO.
[Not for publication by virtue of
Paragraph(s) of Schedule
12A to the Local Government Act
1972]

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to	Executive Committee
Date	22 April 2013
Subject	To introduce a Social Media Protocol intended to regulate the use of social media by Elected Members in their official and private capacities. The Protocol also covers the use of Social Media during meetings by the Public.
Portfolio Holder(s)	Councillor John Chorlton
Lead Officer(s)	Head of Function Legal and Administration / Monitoring Officer Corporate Information Officer
Contact Officer	Huw Pierce Pritchard (x1806)
Nature and reason for reporting	
<p>This report introduces a draft Social Media Protocol for Members, which is intended to regulate the use of social media by Elected Members in their official and private capacities.</p> <p>Inappropriate use of social media by Elected Members could result in breaches of the Code of Conduct. Therefore, it is important that Elected Members recognise the risks associated with social media and ensure that they do not use social media in a way which breaches the Code of Conduct. In this regard, it is intended that the Council's Standards Committee will have regard to the Protocol when determining an allegation of a breach of the Code of Conduct involving the use of social media.</p> <p>The Council does not currently have a policy on the use of Social Media by the public during meetings.</p>	

A – Introduction / Background / Issues
Social media can play an important part in the operation of a democratic society by

offering positive opportunities for the Council and its Elected Members to engage with the citizens of Anglesey. Elected Members can also effectively use social media to interact with constituents and support local democracy. Social media presents the Council with opportunities and challenges.

It is recognised that the absence of a definitive position statement on the use of social media by Elected Members and the public during meetings has resulted in a degree of uncertainty on what constitutes an acceptable response to issues such as the filming of meetings by the public.

The protocol is intended to set out clearly how Elected Members ought to interact with social media, both as County Councillors and private individuals. The protocol also relates to the use made of social media by members of the public who attend meetings of the Council, Executive and other committee meetings. The protocol also refers to the rights of the Media to use social media in Council meetings.

B - Considerations

The issue of permitting the use of social media during council meetings by journalists and the public in Wales is part of an ongoing discussion. Recently a campaign to raise awareness of the issue was organized by the Daily Post.

The Welsh Minister for Local Government and Communities has recently written to Welsh local authorities to express his support for improving transparency of proceedings by promoting online access.

The Protocol is intended to be as permissive as possible. This will ensure that the public's expectations concerning the use of Social Media during meetings will not be frustrated and that Elected Members will be able to engage with their constituents through Social Media.

C – Implications and Impacts

1	Finance / Section 151	No comments received
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C – Implications and Impacts		
2	Legal / Monitoring Officer	The author of the Protocol reports to the Monitoring Officer. The Protocol contains legal advice.
3	Human Resources	Not applicable
4	Property Services (see notes – separate document)	Not applicable
5	Information and Communications Technology (ICT)	Comments have been received and included.
6	Equality (see notes – separate document)	The Protocol will not have a differential impact upon any of the groups protected under the Equality Act 2010.
7	Anti-poverty and Social (see notes – separate document)	Not applicable
8	Communication (see notes – separate document)	Comments have been received and included.
9	Consultation (see notes – separate document)	The Protocol was presented to the Standards Committee on 13 March 2013. Comments about the Protocol were supportive.
10	Economic	Not applicable
11	Environmental (see notes – separate document)	Not applicable
12	Crime and Disorder (see notes – separate document)	Not applicable
13	Outcome Agreements	Not applicable

CH - Summary

The Council does not currently have a policy statement on the use of Social Media by Elected Members or the Public. The adoption of the Protocol by the Full Council will provide guidance on the use of Social Media by Elected Members, particularly in areas which could constitute a breach of the Code of Conduct.

The Protocol:

- Permits the use of Social Media by the public during meetings.
- Permits the use of Social Media by the Press during meetings.
- Prohibits the use of Social Media by Members during meetings.
- Establishes guidelines for the effective use of Social Media by Members

D - Recommendation

To recommend to the full Council that the Social Media Protocol is adopted.

Name of author of report: **Huw Pierce Pritchard**
Job Title: **Corporate Information Officer**
Date: **2 April 2013**

Appendices:

Copy of the Social Media Protocol

Background papers

None

1. Introduction

1.1 Definition of social media

1.1.1 Social media is a collective term used to describe online media which offer easy ways to publish content online and also to facilitate and participate in online conversations, which may invite the posting of comments or contributions or otherwise invite discussion.

1.1.2 Social media can involve social networks (eg. *Facebook*); professional networks (eg. *LinkedIn*); content communities sites (eg *Flickr* and *Youtube*); blogs (eg. via sites such as *Wordpress* and *Blogger*); micro-blogging sites (eg. *Twitter*). Social media can be accessed by a variety of digital equipment, such as laptops, smart-phones and tablets, which can also be used to capture audio-visual information.

1.2 Scope

1.2.1 This protocol is intended to set out clearly how Elected Members ought to interact with social media, both as County Councillors and private individuals. The protocol also relates to the use made of social media by members of the public whom attend meetings of the Council, Executive and other committee meetings. It is recognised that the absence of a definitive position statement on the use of social media by Elected Members and the public during meetings has resulted in a degree of uncertainty on the part of Chairs concerning an acceptable response to issues such as the filming of meetings by the public. It is therefore intended that the Protocol provides guidance concerning the permissible use of social media for Chairpersons during meetings.

1.2.2 The Protocol does not relate to Officers of the Council who are covered by separate ICT policies.

1.2.3 The use of social media by Elected Members is covered by part 2.1 of the Protocol. The use of social media by Elected Members during meetings is discussed in 2.1.5.

1.2.4 The use of social media by members of the public during meetings is covered by part 2.2 of the Protocol.

1.3 Background

1.3.1 Social media can play an important part in the operation of a democratic society by offering positive opportunities for the Council and its Elected Members to engage with the citizens of Anglesey. For example, social media can be an efficient and cost effective way for the Council to keep in touch with residents and businesses. Elected Members can also effectively use social media to interact with constituents and support local democracy. It has been demonstrated that, when used effectively, social media can engage those who would not otherwise participate in local politics or interact with their Elected Members.

- 1.3.2 It is apparent that the use of social media also presents the Council and its Elected Members with certain risks and challenges. In particular, the use of social media by Elected Members can potentially result in breaches of the Code of Conduct. Therefore, it is important that Elected Members recognise the risks associated with social media and ensure that they do not use social media in a way which breaches the Code of Conduct.
- 1.3.3 It is intended that the Council's Standards Committee will have regard to the Protocol when determining allegations of breach of the Code of Conduct involving the use of social media.

2 Social Media and the Council

2.1 Use of social media by Elected Members

- 2.1.1 It is likely that the use of social media by Elected Members may include participation in Council sponsored media, such as a Leader's Blog; use made in a private, or seemingly private, capacity through a private account; anonymous participation with, or contribution to blogs, forums or other social media sites.
- 2.1.2 Members are bound by the terms and conditions of the individual social media sites. In addition, Members should recognise that their use of social media could be covered by the Code of Conduct, and it is likely that any failure to comply with the law and user agreements of the sites could constitute a breach of the Code of Conduct. In particular, Members should also avoid using social media in a way which suggests bias and predetermination.
- 2.1.3 In addition to issues covered by the Code of Conduct, Members are reminded that their use of Social Media can have implications in general law, which for an Elected Member may have serious consequences.
- 2.1.4 It is suggested that the potential difficulties arising from the use of social media can be avoided if the information published by Members is objective, balanced, informative and accurate. The effects of publishing information online can be long lasting, as access to online published content is pervasive and effectively published in perpetuity.
- 2.1.5 Members should not use social media during meetings. The restriction extends both to making contemporaneous comments on other individuals or issues and accessing social media during meetings.
- 2.1.6 In addition, Members should seek to avoid giving others the impression that they are not fully attending to the proceedings of a meeting. This can be done by ensuring that mobile devices are used sparingly and discreetly during meetings.
- 2.1.7 Members should avoid using mobile devices to send or receive information which is not connected with the matters under consideration in the meeting. Use made of mobile devices to send or receive private messages or email during meetings ought to be reasonable and discreet. Chairs should reprimand any Member whose use of mobile devices during meetings is deemed to be excessive.

2.1.8 The following paragraphs of the Code of Conduct will apply to the use of social media and other online behaviour. The rights of Members under Articles 8 and 10 (Schedule 1) of the Human Rights Act 1998 have been considered.

2.1.8.1 Paragraph 5.4 (a) *“carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion”*;

Members should ensure that their use of social media does not breach the Council’s principles of equality. Discriminatory statements are also likely to be unlawful.

2.1.8.2 Paragraph 5.4 (b) *“show respect and consideration for others”*

Members should be aware that whilst political comments and the expression of political opinions and arguments are not stifled by the Code of Conduct, it is likely that personal remarks aimed at an individual could be seen as disrespectful and could constitute a breach of the Code.

Members are reminded that their use of social media could result in the libel of another individual. This also applies if a Member with a personal social media site allows any individual to publish libellous content on it.

2.1.8.3 Paragraph 5.4 (c) *“not use bullying behaviour or harass any person”*

Members should be cautious when making personal comments about individuals and social media should never be used to review and discuss the performance of Council staff. The Council will not tolerate any anonymous use by Members of social media which is deemed to bully or harass any person.

Members who maintain a blog or networking site (such as Twitter) should be aware that the comments of others on those sites could be attributed to the Member by association. Members should ensure that defamatory or obscene comments are removed from their personal sites.

2.1.8.4 Paragraph 5.5 (a) *“disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so”*

Members should always be certain that information they discuss or disclose on social media sites is not confidential and that it is proper to do so. Members should remember that information placed on a website, whether anonymously or not, which could only have been obtained by a Member is likely to fall under the Code.

Members should never publish the personal data of individuals on social media sites in breach of the Data Protection Act 1998.

Members should avoid breaching copyright by publishing images or text on a social media site which is the intellectual property of another person.

2.1.8.5 Paragraph 10 (2)(c)(1) Personal interests: *“or any person with whom you have a close personal association”*

Various terms are used to define online contacts and associations on various social media sites. These terms include ‘friends’ (*Facebook*) and ‘followers’ (*Twitter*). Members should be aware that any person they include as a contact on social media sites could be regarded, for the purposes of the Code of Conduct, as a close personal associate. Members should be cautious that their use of social media sites does not give the perception that a conflict of interests exists. It is advisable that Members, when creating their own content on social media sites, seek to emphasise the distinction between business content and pages containing personal content .

2.1.8.6 Paragraph 12 (1) Prejudicial interests: *“...a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest”.*

Members should be cautious that their use of social media sites does not give the perception that they have a prejudicial interest in any matter.

2.1.9 Elected Members are bound by the Code of Conduct if they use social media to conduct Council business or are representing the Council. However, an Elected Member could be open to allegations that he / she acted in breach the Code of Conduct if the use made of social media was inappropriate and that he / she was not conducting official business, but merely claiming or giving the impression that he / she was acting in an official capacity.

2.1.10 Anonymous use of social media by Members can also lead to a breach of the code where it can be demonstrated that a Member uploaded the site content and that they were acting in their capacity as a member.

2.1.11 In order to determine whether a Member was acting in an official capacity, it would be necessary to consider the context of a Member’s use of social media, taking into account such factors as:

- a. The public profile of a Member, which can result in a reasonable assumption being made that the Member was acting as a County Councillor;
- b. The privacy settings on the social media site or blog. It is a Member’s responsibility to ensure that appropriate privacy settings are in place. If constituents can access a Member’s posts they may make the reasonable assumption that the Member is acting in an official capacity;
- c. Members should seek to enable other users of social media to avoid any misunderstanding over the official status, or otherwise, of the Member’s contributions.

2.1.12 Members should avoid discussing Council business on a personal social media site, or make remarks about others. It is not adequate for Members to subsequently claim that any disputed posts were made in a private capacity.

2.2 Use of social media by the public during meetings of the Council

2.2.1 The Council acknowledges the cultural shift towards permitting the use of social media in public life. The Council will therefore permit the use of social media by the public during its meetings provided that the use is unobtrusive and does not disrupt the meeting. The Protocol does not affect the obligations of the Chair to ensure and maintain the good order of the business meeting.

2.2.2 The Council reserves the right to request that members of the public switch off digital equipment if its operation interferes with the operation of the Council's audio-visual equipment or other systems.

2.2.3 The Council tolerates the use by the public of digital media, such as smart-phones, to film its meetings, provided that the use is unobtrusive and does not disrupt the meeting. It is the responsibility of any member of the public that makes use of social media to comply with the law.

2.2.4 It is likely that filming of meetings by the Media may be considered to be more obtrusive and disruptive to the meeting, because of the nature of the digital equipment used. The Council reserves the right to refuse a request by the Media to film meetings, but will permit filming prior to the commencement of any meeting by prior arrangement.

2.2.5 Digital equipment ought not to emit any obtrusive noise which could disrupt meetings. The public ought not to answer telephone calls during meetings, as this is likely to disrupt the meeting. Chairs must advise the public attending meetings of the need to ensure that their digital equipment is set to silent.

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AGENDA ITEM NO.

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to	THE EXECUTIVE AND THE COUNTY COUNCIL
Date	22nd APRIL 2013 and 23rd MAY 2013
Subject	CONSTITUTIONAL CHANGES
Portfolio Holder(s)	COUNCILLOR JOHN CHORLTON
Lead Officer(s)	MONITORING OFFICER
Contact Officer	SCRUTINY MANAGER
Nature and reason for reporting Constitutional changes require Executive consideration and Council approval	

A – Introduction / Background / Issues
To name the two Scrutiny Committees and specify the number of ordinary meeting in each municipal year.

B - Considerations
Approval is now sought to these changes to enhance the work of the two Scrutiny Committees.

C – Implications and Impacts		
1	Finance / Section 151	
2	Legal / Monitoring Officer	
3	Human Resources	
4	Property Services (see notes – separate document)	
5	Information and Communications Technology (ICT)	
6	Equality (see notes – separate document)	
7	Anti-poverty and Social (see notes – separate document)	
8	Communication (see notes – separate document)	
9	Consultation (see notes – separate document)	<ul style="list-style-type: none"> ● Consultation with Scrutiny Chairs and Vice Chairs. ● Consultation with the Deputy Chief Executive.

C – Implications and Impacts	
10	Economic
11	Environmental (see notes – separate document)
12	Crime and Disorder (see notes – separate document)
13	Outcome Agreements

CH - Summary
<p>Post-election May 2013 :- To obtain Council approval for the two Scrutiny Committees to be named the “Corporate Scrutiny Committee” and the “Partnership and Regeneration Scrutiny Committee”. In addition, approval is sought for ordinary meetings of each Scrutiny Committee to be held six times in each municipal year.</p>

D - Recommendation
<ul style="list-style-type: none"> • The two new Scrutiny Committees shall be called the “Corporate Scrutiny Committee” and the “Partnership and Regeneration Scrutiny Committee”. • Ordinary meetings of each Scrutiny Committee to be held six times in each municipal year.

Name of author of report: Bev Symonds
Job Title: Scrutiny Manager
Date: 9 April 2013

Appendices:
Report (attached)

Background papers
None

ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO :	THE EXECUTIVE AND THE COUNTY COUNCIL
DATE:	22nd APRIL 2013 and 23rd May 2013
TITLE OF REPORT:	CONSTITUTIONAL CHANGES
PORT FOLIO HOLDER :	COUNCILLOR JOHN CHORLTON
LEAD OFFICER:	MONITORING OFFICER
NATURE AND REASON FOR REPORTING:	TO SEEK APPROVAL FOR THE NAMES OF THE TWO SCRUTINY COMMITTEES AND NUMBER OF ORDINARY MEETINGS IN EACH MUNICIPAL YEAR.

PURPOSE OF REPORT

To obtain Council approval for the two Scrutiny Committees to be named the “Corporate Scrutiny Committee” and the “Partnership and Regeneration Scrutiny Committee”. In addition, approval is sought for ordinary meetings of each Scrutiny Committee to be held six times in each municipal year.

It is confirmed that the changes will not affect the power for Extraordinary Scrutiny Committee meetings to be called by the Chairperson of the relevant Scrutiny Committee, by any 5 members of the Committee, or by the Chief Executive if he/she considers it necessary or appropriate.

BACKGROUND

A report detailing changes to the Council Constitution (to include the establishment of two Scrutiny Committees following the election on the 2 May 2013) was submitted to the Executive on the 18th February 2013 and the County Council on the 5th March 2013.

On the 18th February 2013 the Executive agreed to recommend to the County Council that it amends the Council Constitution as indicated in the report (namely in respect of Member training, the Committee structure, a Multi Member Ward Protocol and Member /Officer Protocol) and to authorise officers to make any consequential amendments to the Constitution.

On the 5th March 2013 the County Council agreed to endorse the changes recommended by the Executive.

On the 21st March 2013 the Deputy Chief Executive requested that the name and remit of the Partnership Scrutiny Committee be extended to include economic regeneration matters due to priorities in the Corporate Business Plan and to be named the “Partnership and Regeneration Scrutiny Committee” , and that each Scrutiny Committee have six ordinary meetings in each municipal year. Council approval is now sought to these changes to enhance the work of the two Scrutiny Committees.

RECOMMENDATION

- The two new Scrutiny Committees shall be called the “Corporate Scrutiny Committee” and the “Partnership and Regeneration Scrutiny Committee”.
- Ordinary meetings of each Scrutiny Committee to be held six times in each municipal year.

Report by: Bev Symonds (Scrutiny Manager)

Dated: 9 April 2013

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AGENDA ITEM NO.
[Not for publication by virtue of
Paragraph(s) of Schedule
12A to the Local Government Act
1972]

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to	Executive Committee
Date	22 04 2013
Subject	Criminal Records Policy
Portfolio Holder(s)	
Lead Officer(s)	Monitoring Officer
Contact Officer	Rhys Hughes Senior Solicitor
Nature and reason for reporting	
Updating the Corporate Policy following new legislation	

A – Introduction / Background / Issues
<p>Full Council adopted a Corporate Policy on 12 may 2011. Central Government’s intention to legalste was noted at that time together with the need to update the Policy.</p> <p>The Policy implements the new legislation ensuring everyone who provides a service on behalf of the Council undertake am criminal check where necessary.</p>

B - Considerations
<p>The Corporate Policy needs to be updated in accordance with new legislation</p>

C – Implications and Impacts		
1	Finance / Section 151	None

C – Implications and Impacts		
2	Legal / Monitoring Officer	Need to amend the Policy
3	Human Resources	Clarification to Departments undertaking checks
4	Property Services (see notes – separate document)	The Department will implement the new Policy
5	Information and Communications Technology (ICT)	
6	Equality (see notes – separate document)	
7	Anti-poverty and Social (see notes – separate document)	The Department will implement the new Policy
8	Communication (see notes – separate document)	
9	Consultation (see notes – separate document)	Extensive consultation was undertaken in respect of the original Policy
10	Economic	
11	Environmental (see notes – separate document)	
12	Crime and Disorder (see notes – separate document)	
13	Outcome Agreements	

CH - Summary

The current Corporate Policy needs to be updated in accordance with new legislation

D - Recommendation

1. Adopt the Policy
2. Publish on the Council's webpage
3. Arrange training workshops

Name of author of report Rhys Hughes
Job Title Senior Solicitor
Date 11.04.2013

Appendices:

2nd Criminal Records Policy

Background papers

Cyngor Sir Ynys Môn/Isle of Anglesey County Council

2ND CRIMINAL RECORDS POLICY

This Policy applies to i) permanent and temporary staff ii) independent contractors iii) elected and co-opted members and iv) volunteers. This is an update to the Policy adopted by full Council on 12.05.2011.

<i>Paratowyd gan Swyddog Monitro / Prepared by: Monitoring Officer</i>	<i>L . Ball Cyf/Ref O.R.Hughes</i>
<i>Cyngor Llawn / Full Council:</i>	
<i>Gweithredwyd / Implemented:</i>	

Cyngor Sir Ynys Môn/Isle of Anglesey County Council

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DRAFT

CRIMINAL RECORDS POLICY

Introduction

On 20th September 2012 the law relating to criminal records checks changed. This is now administered by the Disclosure and Barring Service (“DBS”).

The Council is committed to safeguarding the welfare of those accessing its services. It has a statutory duty of care towards vulnerable members of society under the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and the Exceptions Order to the Rehabilitation of Offenders Act (1975) and other relevant legislation.

This Policy will apply to those aged 16 or older seeking employment or volunteering opportunities with the Council, seasonal work or placements, permitted drivers, elected members, contractors and other positions involving unsupervised contact with vulnerable individuals.

The Council is registered to undertake checks with the DBS to supplement background, character and other vetting checks in accordance with the current Human Resources Recruitment and Selection Policy.

Each Directorate is responsible for implementing this Policy and may supplement it with internal guidance – for example undertaking a check with any professional body with whom an applicant is a member.

NOTE:

A person affected by this Policy may already have a DBS check to the necessary level. Directorates have the discretion to accept production of the original DBS check together with the necessary identification evidence (see C1d below) provided the DBS is no more than 1 year old. This does not obviate the need to undertake a renewed check in due course in accordance with this Policy.

Further information is available from Policies

Disclosure and Barring Service :
on the Referral to the DBS, on Rehabilitation of Offenders and Self Disclosure.

A. LAW

- Rehabilitation of Offenders Act 1974 and (Exceptions) Order 1975
- Police Act 1997 and Regulations
- Data Protection Act 1998
- Human Rights Act 1998
- Protection of Children Act 1999
- Care Standards Act 2000
- Freedom of Information Act 2000
- Safeguarding Vulnerable Groups Act 2006 (as amended)
- Protection of Freedoms Act 2012
- Disclosure and Barring Service Code of Practice

B. TYPES OF DBS CHECKS

1. Standard The position is included in the Rehabilitation of Offenders Act 1974 Exceptions Order 1975.

2. Enhanced The position must be included in both the Rehabilitation of Offenders Act 1974 it's Exceptions) Order 1975 and in Police Act Regulations.

3. Enhanced and Children and/or Adult Barred List The position falls within definition of Regulated Activity under the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

4. Adult First An urgent DSB check in exceptional circumstances for positions with vulnerable adults only.

5. Definitions and Process

"Vulnerable people" - these comprise all children and vulnerable adults.

a) A child is someone under the age of 18 years old (Children Act 1989 s105 (1)).

b) A vulnerable adult "is or may be, in need of community care services by reason of mental or other disability, age or illness and who is, or may be, unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation" Law Commission (from "Who decides?; Making decisions on behalf of mentally incapacitated adults 1997" as adopted by the North Wales Policy and procedure for the protection of Vulnerable Adults "POVA).

Storage of information from the DBS

The Council will comply with the Data Protection Act 1998 and the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Checks and Disclosure information.

6. How to decide upon a DBS check.

a) Employees Volunteers Placements Drivers Contractors

Directorates will compare the position specification with the Appendices to the Human Resources Services' Recruitment and Selection Policy to determine whether a position requires a DBS check and if so what kind. This will be recorded with the Human Resources Section.

b) Anyone undertaking a position requiring a check cannot commence without an acceptable DBS certificate.

c) DBS checks will be repeated every 3 years for all those posts for which checks are required.

d) Directorates may decide to repeat a DBS check more frequently or change the type of check at their discretion.

C1 Recruitment by the Local Authority in a post requiring a DBS check

a) Every post requiring a DBS check will be advertised as being conditional upon a satisfactory DBS check. The application pack for such a post will include the Authority's Policy Statement on the Recruitment of ex-Offenders.

b) Every post requiring a DBS check will require the disclosure of all offences including spent convictions, details of any cautions, reprimands or warnings. Employment is conditional on a satisfactory DBS check.

c) DBS Disclosure Applications will be submitted once an offer of employment has been accepted with the aim that employment will only commence upon the return of a satisfactory DBS check. A decision on whether or not a DBS check is satisfactory will be made by the relevant Head of Service in consultation with HR.

d) The applicant for the post will verify his/her identity by producing original documents for inspection and copying. The following are essential;

- Birth Certificate
- Evidence of any change of name
- Passport or photo card driving licence
- 2 documents proving current address e.g. utility bills or bank/credit card statements.

C2 Criminal records disclosed by the applicant – Paid Employees

a) Past convictions/cautions/reprimands or warnings may not necessarily be a bar to obtaining employment.

b) Consideration will be given to the nature of the matters disclosed by the applicant in his/her application form and relevance to the post applied for. This will be considered by designated officers of the Directorate who would interview the person and assess the risk against set criteria.

c) Failure to disclose past criminal history at the application stage may be seen as an attempt to gain employment by deception, and will normally result in the withdrawal of any offer of employment.

d) Failure to return a correctly completed DBS Disclosure Application (together with the documentation required for identification purposes) within a timescale set by the officer designated to oversee the recruitment process will lead to a withdrawal of any offer of employment.

e) A DBS check is one part of a sound recruitment process and does not obviate the need for a thorough selection process appropriate to the level of the position, the checking of work and personal references employment history and appropriate qualifications and membership of professional body/ies.

C3 Independent Contractors and other types of Agency Workers (“the contractor”) undertaking work on behalf of the Council

a) Work to be undertaken will be risk assessed (as for employed staff) and the advertisement and contract of work will state whether a satisfactory DBS check is required and if so what type. The DBS check will not be more than 1 year old.

b) The contractor will produce an original DBS check and evidence as to identity (as set out above) for every person undertaking the work. Copies will be retained securely by the Directorate.

c) A contractor with a criminal history wishing to undertake work with vulnerable people will be subject to the same process as set out in C2b) above.

d) For the avoidance of any doubt these requirements are in addition to the requirements of the Care Standards Act 2000 and Regulations thereunder and the requirements of the Care and Social Services Inspectorate Wales and other relevant legislation.

C4 Elected and Co-opted Members of the Council

a) Members are an integral part of the Council’s work. They are the public face of the Council and make vital decisions in relation to sensitive matters including decisions which fundamentally affect the lives and interests of children and vulnerable adults. Certain Member roles will also involve disclosure to them of personal and sensitive information about children and vulnerable adults individually, and collectively, in the context of service provision of Education and / or Social Services. The enhanced DBS vetting process will ensure every Member undertaking these roles is able to do so.

b) Currently Members serving or attending the following Committees, Panels or Boards are required to undertake an Enhanced DBS check :

Executive

Corporate Parenting Panel

Scrutiny Committees when considering issues relating to Education / Social Services

Special Educational Needs Joint Committee

Licencing Committee

Relevant Task Panels

Local Safeguarding Children’s Board

c) Within 1 month of being appointed to any of the roles described in paragraph C4_b) above each elected and co-opted Member will complete an Enhanced DBS check application form and produce the supporting paperwork as to identification. This will be repeated at the commencement of every new term of office (that is, generally, every 4 years). If, at the date of appointment, a Member, or co-opted Member, already holds an Enhanced DBS check which is 12 months old or less, such check will be accepted for the remainder of the Member’s term of office and no further DBS check will be required.

d) In the event of non-participation with the Enhanced DBS check process, or if the information revealed in the Enhanced DBS check raises concerns about the Member's suitability to participate in any of the roles described in paragraph C4b) above, then the Monitoring Officer will, following consultation with the relevant Group Leader (or all Group Leaders in the case of any unaffiliated or co-opted Member):-

i) Determine whether an elected or co-opted Member is suitable to be appointed to any internal post or external body.

ii) Notify the Member accordingly, and if already in post or on an external body, invite the Member to withdraw from serving thereon.

iii) Failure to comply with such decision will be in breach of Council Policy and liable to be the subject of a complaint to the Public Services Ombudsman for Wales and / or notification of the concern to any appropriate external body. The issue may also be a matter for discipline within any relevant political group.

e) All DBS check disclosure information will be held securely by the Monitoring Officer.

C5 Volunteers on behalf of the Council or Independent Contractors.

A volunteer is a person who performs an activity which involves spending time unpaid (except for expenses) doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.

Directorates will determine whether, at what level, and at what frequency DBS checks will be undertaken and by whom.

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	COUNCIL
DATE:	23 MAY 2013 @ 11.00AM
TITLE OF REPORT:	TO ADOPT A NEW LOCAL RESOLUTION PROTOCOL IN PLACE OF THE CURRENT PROTOCOL FOR SELF REGULATION
REPORT BY:	THE CHAIRMAN OF THE STANDARDS COMMITTEE
PURPOSE OF REPORT:	TO IMPROVE THE EXISTING ARRANGEMENTS FOR DEALING WITH SOME CODE OF CONDUCT COMPLAINTS

BACKGROUND

1. In July 2009 the Wales Audit Office concluded that the Council was poor at regulating its own behaviour, and that improvements were required.
2. In response to that concern, on the 4th March 2010, the Council adopted a Protocol for Self Regulation, which had been devised by the Council's Group Leaders. A copy of the Protocol is attached at **Enclosure 1**.
3. The Protocol was unanimously adopted by the Council and its operation came to be reviewed, by the Standards Committee, as part of the Standards Committee's Work Programme.
4. The Standards Committee, on its first review of the Protocol, decided not to recommend any changes as it appeared (at that time) that a national model protocol was likely to be devised as a result of work being undertaken by the Welsh Local Government Association, the Public Services Ombudsman for Wales (PSOW) and ACSeS (The Wales Monitoring Officers' Group).
5. The Standards Committee also made its view clear to the Welsh Government, on the desirability of a national model, in its consultation response on the Welsh Government's White paper on promoting local democracy. A copy of that response is attached at **Enclosure 2**.
6. However, when the Standards Committee came to review the Protocol again, it was clear that there was no significant progress on a national basis, save for a summary document which outlined the practices of those eight County Councils in Wales which had adopted some type of local resolution. A copy of that summary is attached at **Enclosure 3**.
7. Given the lack of progress on a national basis, despite the expectations expressed by the PSOW in September 2012 (**Enclosure 4**) the Standards Committee established a Panel to look at this Council's existing Protocol and to put forward recommendations for improvements.

CURRENT CONTEXT

8. In broad terms, the Panel concluded that the Protocol adopted in 2010 is too slow, too bureaucratic, and too inaccessible, in that it requires complaints to be pursued through Group Leaders (or the Chair of the Council for unaffiliated Members). The Standards Committee also wanted to depoliticise the role of the Council Chair.
9. Against those findings, the Panel devised a set of sixteen general principles for a new Local Resolution Protocol. These principles were presented, by the Chair and Vice-Chair of the Standards Committee, to the Group Leaders, in a meeting on the 14th February 2013.
10. The Group Leaders endorsed the general principles, and on the 26th February 2013, they were circulated to all Members and Senior Officers, by way of consultation. A copy of the consultation is at **Enclosure 5**.
11. Members should also be aware that, during the period when revision of the Protocol was ongoing, the Minister for Local Government and Communities circulated a letter to the Leaders of all County Councils requesting that those without such protocols adopt them as soon as possible. A copy of the Minister's letter is attached at **Enclosure 6** with the relevant sections highlighted.
12. As a result of the Minister's letter, discussion around the implementation of a single national model protocol has been reinvigorated but, as yet, there is no tangible progress or timetable. If the position changes then, of course, a further Report will be brought to Council for consideration.

RECOMMENDATION

13. In the meantime, given the lack of certainty on the development of a national protocol, and given the Standards Committee's concerns about the current local arrangements, it is recommended that the Council abolish the Protocol adopted on the 4th of March 2010 and, in its place, adopt the new Protocol attached at **Enclosure 7**.

RESOLUTION

14. "The Council resolves to abolish the Self Regulation Protocol adopted on the 4th March 2010 and, with immediate effect, adopts a new Local Resolution Protocol in accordance with the document attached at **Enclosure 7** to this Report".

PAPUR / ENCLOSURE

1

ISLE OF ANGLESEY COUNTY COUNCIL

PROTOCOL FOR SELF REGULATION

General Principles

- To promote high standards of conduct and behaviour as a means of strengthening respect and trust among members and between members and officers
- In all but serious cases* of alleged misconduct members will make all reasonable attempts to resolve disputes through agreed internal processes
- Referral to external regulators will become a last resort
- Members will avoid personal confrontation in any public forum, especially full Council and through the media
- These commitments will not stifle legitimate political debate or scrutiny
- Group discipline will become the cornerstone of self-regulation with Group Leaders taking responsibility for their own members
- Group Leaders individually and collectively will work to ensure compliance with this protocol
- Members will commit to training and development in support of this protocol

*evidence of criminality or tangible damage to a third party which is incapable of remedy, or conduct which involves significant evidence of a serious breach of the Code of Conduct which, if proved, would be likely to result in a sanction being applied by the Standards Committee or Adjudication Panel.

Working to avoid problems

To minimise the number of instances of alleged breaches all Group Leaders have committed to :-

- **A Member Development Plan** – to which they will secure the commitment of their group members. All reasonable endeavours will be made to ensure that the Development Plan is tailored to meet the needs of members and that the training provided will be “short, sharp and punchy” as opposed to some of the “lengthy, technical and tedious” training which some members may feel they have been subjected to in the past. A joint working group of members, including a Member Development Champion, a member of the Standards Committee, officers and a representative of the WLGA will be established to drive the Plan, measure its success and make any changes or adjustments to the Plan as it evolves.
- **Job Descriptions and Annual Reports** - Group Leaders have committed to ensuring that all their group members, including those on the back benches, agree to and sign

“Job Descriptions” and “Person Specifications”, as a way of reinforcing the principles described above and bringing additional clarity to the roles and responsibilities of members.

- **WLGA Charter** – The Council will sign up to the Charter, fully support its objectives, including appointing a Member Development Champion. Group Leaders will secure individual member commitment to training and keep this under review.

Role of Group Leader in Serious Cases

Serious cases are defined as :

***evidence of criminality or tangible damage to a third party which is incapable of remedy, or conduct which involves significant evidence of a serious breach of the Code of Conduct which, if proved, would be likely to result in a sanction being applied by the Standards Committee or Adjudication Panel.**

A complaint by a member relating to a member of the same group will be referred to the Group Leader. A complaint by a member concerning the activities of a member of a different political group will be discussed with the complainant’s own Group Leader, who will refer the issue to the Group Leader with responsibility for the member against whom the complaint is made.

The Group Leader with responsibility for the member against whom the complaint has been made will refer the matter to the appropriate authority. Before making such a referral, the Group Leader may seek the views of the other Group Leaders. Technical advice concerning the filing of complaints may be obtained from the Managing Director or the Monitoring Officer.

Role of Group Leaders and Less Serious Complaints

A complaint by a member relating to a member of the same group will be referred to the Group Leader. A complaint by a member concerning the activities of a member of a different political group will be discussed with the complainant’s own Group Leader, who will then refer the issue to the Group Leader with responsibility for the member against whom the complaint is made.

Upon receiving a complaint, it is the role of Group Leaders to take responsibility for discipline within their groups. Group discipline should seek to be informal, resolved through face to face meetings. Group Leaders will need to retain some records but the process will not be “document heavy”. The emphasis should be on training, education, mediation and conciliation.

When appropriate, a sanction such as removal from a committee or an outside body, may be used in extreme cases or after persistent breaches.

Prior to considering any sanction, or training, the relevant Group Leader may consult with an informal panel (meeting in private) consisting of any two members of the Standards Committee. The Standards Committee will seek to ensure fairness and consistency in the discipline imposed within each group.

At the next available Group Leaders' meeting any issue of discipline which has been referred to a Group Leader will be discussed with the group and with the objective of seeking to ensure that fair and consistent sanctions are applied.

Unaffiliated Members

As far as unaffiliated members are concerned, the Chair of the Council will fulfil the role of Group Leader. Concerns regarding the conduct of an unaffiliated member should be referred to the Chair who will apply the same principles and standards as those of the Group Leaders in terms of training/mediation/conciliation.

In the event that an unaffiliated member refuses to provide reasonable co-operation to the Chair of the Council, or if the breach is significant, or in the event of repeated breaches, then the Council may remove the unaffiliated member from any committee seats allocated by the full Council. Such a proposal should be put to the Council jointly by the Group Leaders.

Again, an informal panel of the Standards Committee might be asked by the Chair, or the Group Leaders, to advise on an appropriate sanction.

Persistent Breaches

In the case of persistent breaches, or areas where the Group Leaders have concerns that the conduct of an individual member or members is damaging to relations between political groups or to the reputation of the Council, then the Group Leaders will meet with the Managing Director and the Monitoring Officer to agree a way forward. Consideration will be given to joint references to the Ombudsman, by the Group Leaders, for persistent low level breaches. The collective Group Leaders will also assume this responsibility in relation to unaffiliated members.

Action Outside Protocol

Group Leaders will regard any member taking action outside this Protocol (eg referring the matter direct to the Ombudsman, or the Auditors, or the media etc) as a serious breach of discipline. The Chair will take the same view with regard to the conduct of unaffiliated members.

Investigation

In the event that any complaint requires a degree of internal investigation, then the Group Leader, against whose member the complaint has been made, may ask the Managing Director to arrange for this to take place. Bearing in mind the need to ensure that Council resources are properly utilised, this shall be at the absolute discretion of the Managing Director who will need to be satisfied that investigation is necessary and appropriate taking into account the principles of proportionality, including the nature of the allegation/s and the level of resources required.

Standards Committee

- Owing to any potential issues of conflict, any involvement will include no more than two members of the Standards Committee. This will be subject to a rotational basis and in accordance with availability.
- The Standards Committee Members will play a supporting/advisory role to the Group Leaders. This process will be initiated at the request of the Group Leader, in a particular case.
- Such meetings will be private and informal.
- Any documentation, attendance notes, file notes or advisory notes passing between a Group Leader (or as appropriate the Chair of the Council) and the members of the Standards Committee shall remain private and confidential.
- When acting in an advisory role to the Group Leaders/Chair of the Council, the Standards Committee has no right of sanction. However, it shall be open to the Group Leader to request that the Standards Committee, as a last resort, issue a public censure against a group member. Where this is to be considered, the member who may be subject to censure, will be provided with a reasonable opportunity to make submissions to the Standards Committee members, either in person or in writing.
- The recommendations available to the Standards Committee will include a recommendation that a Group Leader takes action against one of their members, including removal from committee or outside body or even that they report their member to the Ombudsman or another appropriate regulator.

Complaints by Officers

- The principles and procedures outlined in this Protocol shall apply equally to complaints made by officers save that :-
 - any such complaint must first be referred, via the relevant Head of Service, to the Managing Director. The Managing Director will, if appropriate, refer the matter to the relevant Group Leader or Council Chair.
 - This Protocol shall not affect the contractual rights of officers to pursue complaints through other HR procedures or processes.

PAPUR / ENCLOSURE
2

**RESPONSE OF THE STANDARDS COMMITTEE IN RESPECT OF THE WELSH GOVERNMENT'S
WHITE PAPER ON PROMOTING LOCAL DEMOCRACY**

Question 29: Should the Panel be empowered to require local authorities to publish information relating to all remuneration received by individual councillors in connection with the performance of public duties?

Yes ✓

No

But it should include expenses and there should be clarity around the definitions of key elements like "publish", "remuneration", "public duties"; to ensure consistency and comparability.

Question 38: What are the practical barriers to extending the local resolution process to community and town councils and how might they be overcome?

Any process / mechanism for local resolution needs to remain within the relevant Town / Community Council as there are significant resource implications if Standards Committees and Monitoring Officers are required to support the process.

Question 39: To what extent is it desirable or necessary to modify the current statutory framework or model code of conduct to facilitate local resolution of complaints?

- To achieve consistency, the first sift, currently required by statute, should remain. However, matters referred to the PSOW, which fail to meet his threshold test, should be referred back for a decision to be taken at local level as to whether or not the matter is suitable for local resolution. As things stand, that decision will be discretionary falling outside the statutory framework.
- However there is no statutory requirement for authorities to adopt a local resolution procedure, much less a requirement for consistency in local protocols. We consider that a model local resolution protocol would be desirable to ensure consistency, transparency and to avoid duplication. At the very least, guidance should be issued setting out the general principles, which would need to address key issues, such as :-
 - Local resolution protocols should relate only to Member / Member complaints;
 - Having completed the first sift, and failing to reach the PSOW's threshold, a matter referred back for local resolution must be capable of early rejection if spurious, trivial or time wasting. There needs to be clarity about who exercises that discretion, as well as how it is exercised, as the process may attract controversy. Our view is that the decision should be taken by an independent member of the Standards Committee, in consultation with the Monitoring Officer. We appreciate that there are other options.
 - There needs to be clarity around the role of the Standards Committee in any local resolution process.
 - There needs to be clarity around potential outcomes from such a process.

Question 40: Should the ethical framework in Wales be more radically modified (e.g. to introduce local assessment and investigation of all alleged breaches of the code of conduct) and, if so, how?

Yes

No

√

A first sift at national level is still desirable for fairness and consistency, and to avoid “tit for tat” complaints.

Question 41: Are the “call-in” arrangements sufficient, or should cases which fall just short of the Ombudsman’s current criteria be routinely referred for local investigation and determination?

Yes

No

√

All cases of Member / Member complaints, which fall short of PSOW’s current threshold, should be referred for local resolution but there must be a discretion at a local level about whether or not to pursue local resolution, or reject the complaint; a kind of informal second sift. Please see the response to question 39.

Question 42: Is the voluntary cap on indemnities provided for this purpose appropriate and sufficient?

Yes

No

√

Question 43: Should the Welsh Government introduce a statutory limit on indemnities through subordinate legislation?

Yes

√

No

We suggest there should be different caps for hearings before Standards Committees, Adjudication Panel for Wales or High Court, with an overall cap of 20k.

Question 44: What are the perceived barriers, if any, to the establishment of regional standards committees?

We favour maintaining local Standards Committees but providing power to “share” independent members, if and when required, on a sub-regional basis

PAPUR / ENCLOSURE

3

Informal Local Resolution – ACSeS Update November 2011

Background

1. A number of authorities have developed or are considering local protocols and processes around managing 'low level' member-on-member complaints. A number of authorities also have similar protocols to manage officer-on-member complaints.
2. The Ombudsman is keen to see a common, national approach implemented and the issue been discussed at the recent Standards Conference, ACSeS meeting and a WLGA-convened working group including ACSeS members, Ombudsman, Chair of the Adjudication Panel and WLGA and WG officials.
3. The working group agreed to refer key issues back to ACSeS for consideration.

Why have an informal local approach to resolution?

4. A significant number of member-on-member complaints referred to the Ombudsman relate to low-level, behavioural issues, typically during the 'cut and thrust' of council debates. Most, if investigated, would not result in sanction.
5. Such complaints could therefore be more appropriately resolved informally and locally in order to:
 - Speed up the 'complaints' process
 - Avoid unnecessary escalation
 - of the situation which might impact on personal relationships and potential wider damage to corporate governance or wider reputational damage
 - of the formal complaints process and involvement of Ombudsman
6. Such an approach would also complement a new approach that the Ombudsman is planning to introduce in the near future, where low-level complaints, where there is evidence of a breach of the Code but which the Ombudsman considers to be unlikely to attract a sanction, will be referred back for local consideration/investigation.

Protocol: What might be the key features of any local Members' Protocol?

7. For any local approach to be successful, it would need to be based on consistent principles and features and therefore agreed nationally (via WLGA, ACSeS and Ombudsman). National agreement would ensure consistency around principles and features of both a local protocol and features of a local resolution process.
8. There has been some discussion about the definition or interpretation of a 'low level complaint'. Consensus suggests that it fundamentally relates to behaviour

and conduct, rather than more significant breaches of the code and broadly relates to Paragraph 4 of the Code:

4. You must —

(a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;

(b) show respect and consideration for others;

(c) not use bullying behaviour or harass any person; and

(d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

9. It could possibly also cover Paragraph 6 (1) d:

6.—(1) You must —

....

(d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

10. The local protocol could therefore reasonably cover a complaint from a member about a member or an officer about a member

11. Should there be agreement (nationally and locally) to introduce informal local protocols, the Ombudsman should revise his guidance to clarify that:

- Although the Code of Conduct states that members have a duty to refer any breach of the Code to the Ombudsman, the Ombudsman would regard any such referral of an alleged breach of the Code to an agreed local resolution process as satisfying this requirement of the Code
- Whilst, members could not and would not be precluded from referring any complaint to the Ombudsman if they so wished, the Ombudsman expects that members would commit to instigate the local resolution process in the first instance.
- Any repeated breach of a local protocol would be referred to Ombudsman.

12. A local Member Protocol would need to complement the Code of Conduct, and might specifically state that it covered Paragraph 4 and 6 (1) d of the code and any local officer-member protocols.

13. The protocol would need to outline the local resolution process (see below).

14. Although the Protocol and resolution process is designed to promote speedy redress and resolution rather than sanction per se, the protocol would need to specify potential 'outcomes'. These could include:

- Awareness raising about appropriate and acceptable future behaviour or conduct, which might be supported by relevant training (where appropriate)
- Apology (public nature of apology would be dependent on public nature and/or severity of the complaint)

- Group discipline were relevant and appropriate, including temporary removal from committee or outside body
- Referral to Ombudsman for persistent breaches

Process: What might be the key features of any local resolution process?

15. Although a local approach aims to speed up the complaints process and reduce bureaucracy (in particular in terms of escalation to the Ombudsman), there would need to be a clear and consistent set of stages within which matters could be resolved locally:

Stage 1

- Complaint raised with Monitoring Officer (or other designated person) and he/she determines whether complaint relates to Paragraph 4 and 6 (1) d breaches of the Code of Conduct.
- Complainant is advised of the options available to him/her in resolving the complaint:
 - Mutual Resolution – where the Monitoring Officer/designated person meets with individual members to resolve informally
 - Group Leaders’ Resolution (i.e. complainant’s Group Leader and subject member’s Group Leader) – used where breach/complaint is clear i.e. behaviour witnessed in council or public meeting (This option will not be appropriate in some councils)
 - Local Resolution Panel
 - Ombudsman

Stage 2a – Mutual Resolution

- Monitoring Officer/designated person manages a meeting of key parties and seeks informal resolution
- If this is not successful members will then have a choice as to which one of the following resolution processes to follow – either 2(b) or (c)

Stage 2b – Group Leaders’ Resolution

- Monitoring Officer refers complaint to relevant Group Leaders (Council Chair and/or Chair of Democratic Services could be involved for unaffiliated members)
- Group Leaders liaise with complainant/member subject to complaint and Deputy Monitoring Officer/Head of Legal Services (in order to avoid potential future conflict of interest for Monitoring Officer should complaint progress).
- Group Leaders agree and record appropriate sanction which would be actioned immediately and reported to next relevant committee meeting (should committee membership be temporarily suspended) and to next full Council meeting. A public apology (if appropriate) would take place at the next relevant meeting of the council i.e. full council or the committee meeting in which the original breach occurred.

Stage 2c – Local Resolution Panel

- Monitoring Officer convenes Local Resolution Panel within x days and asks complainant to submit nature of complaint in writing, with the member (subject of complaint) providing a written response.
- Member Resolution Panel should include Group Leaders and Council Chair/Chair of Democratic Services Committee
- Local Resolution Panel meets with complainant and member subject to complaint. The Panel is supported by Deputy Monitoring Officer/Head of Legal Services to avoid future potential conflict of interest should a complaint escalate.
- Contempt and/or unreasonable non-participation at process from member (subject of complaint) would be regarded as escalation and complaint would then be referred to Ombudsman.
- Local Resolution Panel determines whether there is basis to allegation. Unanimity is necessary.
- Local Resolution Panel agree appropriate sanction which would be actioned immediately and reported to next relevant committee meeting (should committee membership be temporarily suspended) and to next full Council meeting. A public apology (if appropriate) would take place at the next relevant meeting of the council i.e. full council or the committee meeting in which the original breach occurred.

Stage 2d - Ombudsman

- The complainant can refer matter directly to Ombudsman, and can do throughout process if not content with the process or outcome.

Issues to consider

16. One person's 'low-level' is another's 'serious breach' - some aspects of Paragraph 4 are serious e.g. bullying, sexism, racism etc. The authority needs to be seen to be dealing with such breaches consistently, proportionately and publicly. It is likely that any conduct in breach of the equality duties will be serious enough to refer to the Ombudsman.

17. Are all stages appropriate? In particular

- During discussions at the working group, some monitoring officers were keen to maintain an informal role to seek mutual resolution. Is this necessary if a consistent informal process is introduced, and also does this risk compromising the Monitoring Officer's role should a complaint escalate? Does this need to be included in a written protocol at all, could it not still be an option to deal with low-level misunderstandings etc.
- Stage 2c – Local resolution Panel is more bureaucratic and requires some organising e.g. getting together a range of Group Leaders within an appropriately short space of time. Although low-level complaints are a rarity currently, if a formal process is introduced, might more members seek to use this process (and therefore consequent implications on Monitoring Officers and Group Leaders time) where they may not have taken an issue further previously as they realised it was perhaps not severe enough to warrant raised a formal complaint to the Ombudsman?

18. What happens where Group Leader/s are the subject of a complaint? Should this automatically be a Stage 2c Local Resolution Panel issue, whereby colleague Group Leaders together with the Council Chair/Chair of Democratic Services considers the issue?
19. What is the appropriate role for the Chair and members of the Standards Committee in this process?

Daniel Hurford, Welsh Local Government Association
17th November 2011

PAPUR / ENCLOSURE

4

The Code of Conduct

for members of local authorities in Wales

Guidance from the
Public Services Ombudsman for Wales
for members of county and county borough councils,
fire and rescue authorities, and
national park authorities

However, if I am aware of previous complaints about the same member and believe these may be indicative of a pattern of breaches, I will then often choose to investigate. Where there is prima facie evidence of a breach of the Code, and I do not decide to investigate, I will almost always write to the member concerned making it clear that my decision should not in any way be regarded as approval for any breach of the Code and making clear that I will take it into account if there are further reported breaches.

The process I use for investigating complaints is on my website at www.ombudsman-wales.org.uk. If I find that a complaint is justified, I may refer it either to your Standards Committee or to a tribunal convened by the Adjudication Panel for Wales. If it then finds the complaint proven, it can impose a range of sanctions.

Local Resolution Process

During the course of the life of this guidance I expect local authorities across Wales to have implemented local resolution procedures to deal with low level complaints which are made by a member against a fellow member. Typically these complaints will be about alleged failures to show respect and consideration for others as required by paragraph 4(b) of the Code or the duty not to make vexatious, malicious or frivolous complaints against other members under paragraph 6(1)(d) of the Code. Whilst a member may still complain directly to me about a fellow member if the matter being complained about concerns paragraphs 4b and 6(1)(d) I am likely to refer the matter back to the Council's Monitoring Officer for consideration under this process.

In my view such complaints are more appropriately resolved informally and locally in order to speed up the complaints process and to ensure that my resources are devoted to the investigation of serious complaints. The aim of local resolution is to resolve matters at an early stage so as to avoid the unnecessary escalation of the situation which may damage personal relationships within the authority and the authority's reputation. The process may result in an apology being made by the member concerned. However, where a member has repeatedly breached their authority's local protocol then I would expect the Monitoring Officer to refer the matter back to me.

When I have investigated a complaint I may refer the matter to a Standards Committee or the Adjudication Panel for Wales which have the following roles:

Standards Committee

Where a Standards Committee concludes that a member or co-opted member has failed to comply with the relevant authority's code of conduct, it may determine that:

1. no action needs to be taken in respect of that failure;
2. the member or co-opted member should be censured; or
3. the member or co-opted member should be suspended or partially suspended from being a member of that authority for a period not exceeding six months.

A censure takes the form of a public rebuke of the member concerned.

PAPUR / ENCLOSURE
5

Medwen Jones

From: Medwen Jones
Sent: 26 February 2013 10:11
To: RPJED@anglesey.gov.uk; Bethan Jones; Gwynne Jones; Arthur Owen; Gwen Carrington; Mike Barton; Anwen Davies; Carys Edwards; Carys Emyr Edwards; John Fidoe; Anwen M. Hughes; 'J Huw. Jones (JHJCE@anglesey.gov.uk)'; 'J Huw. Jones (JHJCE@anglesey.gov.uk)'; Gwyn Parry (GXPED@anglesey.gov.uk); Einir W. Thomas; John Rees. Thomas; Dewi R. Williams; Dylan Williams; Shan Lloyd. Williams; Jim Woodcock; Gill Lewis; Lynn Ball; Clare J. Williams; John Chorlton; Eufryn Davies; Lewis Davies; Jim Evans; Richard Dew; Cliff Everett; Fflur Hughes; Kenneth Hughes; Robert Ll Hughes; Trefor Lloyd Hughes; R Vaughan Hughes; William I Hughes; Aled M. Jones; Dylan Jones; Eric Jones; Gwilym Jones; Hywel Eifion Jones; O Glyn Jones; Raymon Jones; Robert Llewelyn Jones; Thomas H Jones; Clive McGregor; Rhian Medi; Bryan Owen; John Victor Owen; Richard Owen; Bob Parry; Goronwy Parry; ARWEL ROBERTS; Eric Roberts; Gareth Winston Roberts; Peter Rogers; Elwyn Schofield; Ieuan Williams; Selwyn Williams; Alun W. Mummery; Vaughan Hughes
Cc: Michael Wilson; Islwyn Jones; Leslie Lord; Denise-Harris Edwards; Dilys Shaw; williamevansandsonsltd@hotmail.co.uk; drharrisedwards@yahoo.co.uk; John Roberts; 'hsb1@btinternet.com'; 'shw127@hotmail.co.uk'
Subject: PROTOCOL HUNAN REOLEIDDIO / SELF REGULATION PROTOCOL
Attachments: 165338 - PDF COPY CYM - Revised Protocol for Self Regulation - Suggested Principles.pdf; 165337 - PDF COPY ENG - Revised Protocol for Self Regulation - Suggested Principles.pdf

Fel yr ydych yn gwybod, mae'r Cyngor Sir wedi mabwysiadu Protocol Hunan Reoleiddio i ddatrys anghydfodau bychan sy'n ymwneud ag Aelodau, gyda golwg ar osgoi iddynt gael eu cyfeirio i'r Ombwdsmon.

Fel rhan o'i Raglen Waith ar gyfer 2012/13 mae'r Pwyllgor Safonau wedi adolygu'r Protocol cyfredol, ac wedi rhoi argymhellion ymlaen ar gyfer newid.

Mae'r newidiadau a awgrymir wedi eu hymgorffori mewn cyfres o egwyddorion cyffredinol, ac y mae copi ohonynt ynghlwm.

Mae'r rhain wedi derbyn cytundeb yr Arweinyddion Grwpiau ond cyn i'r Pwyllgor Safonau ddechrau drafftio protocol newydd, byddent yn falch o dderbyn eich barn a'ch sylwadau, yn cynnwys unrhyw gynigion eraill.

Os bydd gennych unrhyw sylwadau, byddwn yn ddiolchgar o'u derbyn, yn ysgrifenedig, erbyn diwedd mis Mawrth.

Llawer o ddiolch,

As you know, the County Council adopted a Self Regulation Protocol to resolve minor disputes involving Members, with a view to avoiding escalation of complaints to the Ombudsman.

As part of its Work Programme for 2012/13 the Standards Committee has reviewed the current Protocol, and put forward recommendations for change.

The suggested changes are embodied in a set of general principles, a copy of which is attached.

These have the agreement of the Group Leaders but, before the Standards Committee embarks on drafting a revised Protocol, they would be grateful for your comments and observations, including any alternative proposals.

If you have any comments, I would be glad to receive them, in writing, by the end of March.

Many thanks

Lynn

Pennaeth Adnoddau Cyfreithiol a Gweinyddol/Swyddog Monitro

Head of Function Legal and Administration/Monitoring Officer

Cyngor Sir Ynys Môn / The Isle of Anglesey County Council

Ffôn / Phone: 01248 752586

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

Document: CC-016592-LB/165334

Isle of Anglesey County Council's Revised Protocol for Self Regulation

Suggested Principles :

1. Change the name to Local Resolution Protocol
2. Limit the Protocol to dealing with paragraphs (4)(b) and (6)(1) (d) of the Code i.e. alleged failure to show respect and consideration for others and not to make vexatious, malicious or frivolous complaints against Members or Officers (copy extracts attached).
3. Purpose is swift mediation and reconciliation and not punishment.
4. Complaints may be made by any Member against any other Member or by any Officer against any Member.
5. A Member or Officer wishing to use the Protocol will put their complaint in writing to the Monitoring Officer, on a short, standard form.
6. Any complaint must be lodged within 7 working days from the date of the event, or 7 working days from the date when the event came to the knowledge of the complainant.
7. The Monitoring Officer will send a copy of the complaint to the Member who is the subject of the complaint.
8. The Member who is the subject of the complaint will have 7 working days within which to send a reply to the Monitoring Officer.
9. Upon receipt of any reply, or when the 7 working days for reply has elapsed, the Monitoring Officer will arrange an informal Panel of the Standards Committee, to consider the complaint, on the first convenient date available.
10. The Panel will consist of two Members of the Standards Committee (on a rotational basis, and will not include Community Councillors).
11. The Panel meeting will take place in private and any paperwork it receives, or generates, will remain confidential (subject to any legal duty to disclose eg to the Ombudsman; if the matter escalates).
12. The parties concerned will be invited to attend the Panel, and may bring any witnesses upon whom they intend to rely.
13. Group Leaders will be invited and may attend if they wish.
14. The Monitoring Officer, or her representative, will attend to advise the Panel.
15. After hearing from the parties, and any witnesses, the Panel will express a view and make recommendations for resolution. Such recommendations may include a request that action be taken by Group Leaders, including, in relation to unaffiliated Members.
16. The outcome of all Panels will be reported, in anonymised format, to quarterly meetings of the Standards Committee.

council which has functions in relation to the community council for which it is responsible under section 56(2) of the Local Government Act 2000.

Part 2 - General Provisions

2. (1) Save where paragraph 3(a) applies, you must observe this code of conduct —

(a) whenever you conduct the business, or are present at a meeting, of your authority;

(b) whenever you act, claim to act or give the impression you are acting in the role of member to which you were elected or appointed;

(c) whenever you act, claim to act or give the impression you are acting as a representative of your authority; or

(d) at all times and in any capacity, in respect of conduct identified in paragraphs 6(1)(a) and 7.

(2) You should read this code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.

3. Where you are elected, appointed or nominated by your authority to serve —

(a) on another relevant authority, or any other body, which includes a police authority or Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or

(b) on any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

4. You must —

(a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;

(b) show respect and consideration for others;

(c) not use bullying behaviour or harass any person; and

(d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

5. You must not —

(a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;

(b) prevent any person from gaining access to information to which that person is entitled by law.

6. (1) You must —

(a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;

(b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);

(c) report to the Public Services Ombudsman for Wales and to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;

(d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

(2) You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

7. You must not —

(a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;

(b) use, or authorise others to use, the resources of your authority —

(i) imprudently;

(ii) in breach of your authority's requirements;

(iii) unlawfully;

(iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;

PAPUR / ENCLOSURE

6

Carl Sargeant AC / AM
Y Gweinidog Llywodraeth Leol a Chymunedau
Minister for Local Government and Communities



Llywodraeth Cymru
Welsh Government

Eich cyf/Your ref
Ein cyf/Our ref SF/CS/0102/13

To:
Leaders, County and County
Borough Councils

Chairs, Fire and Rescue
Authorities

Chairs, National Park Authorities

15th January 2013

LOCAL GOVERNMENT ETHICAL FRAMEWORK

I am writing to follow up aspects of last year's 'Promoting Local Democracy' White Paper covering matters relating to the operation of the ethical framework established under the Local Government 2000 ("the 2000 Act").

The 'Programme for Government', published in September 2011, included a commitment to review the process for making a complaint under the local government member code of conduct to ensure that it is used only for the purpose for which it was intended.

Last year's White Paper conveyed our view that the current framework in Wales, founded upon a common set of guiding principles and a statutory model code of conduct, provides an appropriate balance between guiding members on standards of conduct and giving reassurance to the public that misconduct will be dealt with consistently and appropriately. However, I believe that there is scope for a more local approach to the resolution of low-level complaints, without immediate resort to the full and potentially costly investigatory role of the Public Services Ombudsman for Wales, in some circumstances.

With this in mind, the White Paper welcomed discussions that had already taken place on the voluntary adoption by local authorities of a common, national approach to informal local processes for dealing with member-on-member and officer-on-member complaints. The White Paper indicated that the Welsh Government wished to see such processes

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implemented by all county and county borough councils, national park authorities and fire and rescue authorities as soon as practicable following last year's local elections.

The White Paper also welcomed discussions that have taken place on the introduction of a voluntary cap of £20,000 on the level of indemnity offered by authorities to members subject to misconduct proceedings under the 2000 Act. Authorities powers to provide indemnities are derived from the 'Local Authorities (Indemnities for Members and Officers) (Wales) Order 2006'. These powers would enable them to set such a limit and, again, the White Paper indicated that the Welsh Government wished to see this implemented soon after last year's elections.

I understand that some authorities have responded positively to these proposals. However, I am concerned that perhaps not all authorities have made progress and, through this letter, I want to impress upon those who have yet to do so the importance that I place on taking this forward.

In order that I have a complete picture of the current position across Wales, I ask that you report back to me on what steps your authority has taken, or plans to take (with timescales), to introduce a local resolution process and to adopt the voluntary cap on indemnities for member code of conduct proceedings. This information should be sent by email by the end of February to: CorrespondenceMail-CS@Wales.GSI.Gov.UK.

To facilitate the introduction of local resolution processes, I intend to remove the obligation on members contained in paragraph 6(1)(c) of the model code of conduct to report potential breaches of the code to the Ombudsman. The Ombudsman has issued guidance on how he will deal with low-level alleged breaches made to his office and this obligation need not, therefore, give cause for delay in the introduction of local resolution processes where this has yet to be done.

In addition to removing the obligation to report breaches to the Ombudsman, I intend to address concerns arising from the interpretation of paragraph 10(2)(b) by removing this from the model code. Members taking decisions, whether acting collectively or individually, would still be required by paragraph 8 of the code to act objectively and in the public interest when doing so. I consider, therefore, that paragraph 10(2)(b) can be removed without detriment to the code.

Also in relation to the code, you will no doubt be aware of the High Court ruling last year – '*R (Calver) v the Adjudication Panel for Wales*' - in relation to the requirement in paragraph 4(b) of the code for members to show respect and consideration for others. The Ombudsman has revised his guidance to take account of the ruling, but I have also asked my officials to consider whether any modification of the code is necessary.

Whilst writing, I note with concern that the Ombudsman has again found it necessary to make reference in his latest annual report to the number of member on member complaints which might be regarded as vexatious. Paragraph 6(1)(d) of the code could not be clearer in stipulating that members must not make vexatious, malicious or frivolous complaints against other members or anyone who works for their authority. If unchecked, such actions have potential to clog up the system and divert resources from more important matters. I would ask that this issue is given some prominence when refresher training on the code is arranged for members.

Also, you will not have failed to have seen recent reporting in the media of unfortunate events arising from the inappropriate use of social media. The Ombudsman's guidance on the code makes clear the circumstances in which use of electronic and social media is covered by the code. This is a continually evolving area and again it is timely, I believe, to

encourage members to avail themselves of the training which authorities provide on the use of social media and the potential pitfalls to be avoided.

Any observations or comments that you may wish to make in relation to these or other aspects of the code when responding as requested above would be most welcome.

Finally, I would like to take this opportunity to mention an issue that has been raised with me recently regarding the publication of registers of members' interests maintained under section 81 of the 2000 Act. At present, registers must be available at an office of the authority for inspection by members of the public at all reasonable hours. However, citizens increasingly expect to be able to access information about councils and their elected members via the internet. Consequently, I have sympathy with the view expressed to me that authorities should be required to additionally publish these registers on their websites to facilitate access and to improve transparency. I am, therefore, minded to bring forward an amendment to the Local Government (Democracy) (Wales) Bill to give effect to this. There is a brief window of opportunity for bringing forward such an amendment but, before doing so, I would welcome any views that you may have on this.



Carl Sargeant AC / AM

Y Gweinidog Llywodraeth Leol a Chymunedau
Minister for Local Government and Communities

PAPUR / ENCLOSURE
7

ISLE OF ANGLESEY COUNTY COUNCIL

LOCAL RESOLUTION PROTOCOL

Generally

1. The purpose of the Protocol is to promote high standards of conduct, with a view to fostering positive working relationships among Members, and between Members and Officers, to avoid spurious complaints to the Public Services Ombudsman for Wales (PSOW) and to safeguard the Council's reputation.
2. The Protocol will only apply to cases of alleged misconduct against Members under paragraphs 4(b) and 6(1)(d) of the Code of Conduct. That is to say, allegations of failure to show respect and consideration for others, or allegations that a Member has made vexatious, malicious or frivolous complaints against other Members or anyone who works for, or on behalf of, the Council.
3. The Protocol seeks to achieve swift mediation and reconciliation. It is not punitive but it may become relevant to sanction if a formal complaint, involving a pattern of similar conduct, is made to the PSOW.
4. The Protocol is not intended to interfere with, or take the place of, group or party discipline.
5. The Protocol is not intended to interfere with, or take the place of, any statutory or contractual rights which Officers may have.
6. The Protocol is not intended to oust the jurisdiction of the PSOW but, rather, to deal with a limited category of cases, where a breach of paragraphs 4(b) or 6(1)(d) of the Code may have occurred, but where such a finding would probably not result in disciplinary action. Such cases, at least individually, would not meet the PSOW's threshold test for investigation.

Procedure

7. A Member or Officer wishing to use the Protocol must put their complaint in writing to the Monitoring Officer, explaining when and where the alleged breach occurred, how and why paragraph 4(b) and/or 6(1)(d) have been breached, together with the details of any witnesses and any relevant documentation.
8. Any written complaint must be sent to the Monitoring Officer within 7 working days from the date of the event which is the subject of the complaint, or 7 working days from the date when the event came to the knowledge of the complainant.
9. The Monitoring Officer, or his/her representative, will send a copy of the complaint, and any supporting evidence, to the Member who is the subject of the complaint. That Member will have 7 working days, from receipt, within which to send a written reply to the Monitoring Officer setting out their response and providing details of any witnesses and any relevant documentation.
10. Having received a reply from the Member complained of, or when the time for reply has elapsed, the Monitoring Officer will:-

- copy the full response to the complainant;
 - arrange a meeting of an informal Panel of the Standards Committee to consider the complaint on the first convenient date available for all concerned.
11. The meeting of the Standards Committee Panel will take place in private and any paperwork which it receives, or which it generates, will remain confidential to the Panel, its advisors, and the parties. This is, however, subject to any legal duty to disclose e.g. to the PSOW in the event that matters escalate.
 12. Any informal Panel of the Standards Committee will consist of two Members of the Committee, on a rotational basis, but will not include a Community Council Member.
 13. The parties will be asked to attend the Panel and will be responsible for bringing along any witnesses upon whom they intend to rely.
 14. In the absence of a party or witness it will be a matter for the discretion of the Panel as to whether or not they proceed, or reschedule.
 15. If the complainant, or the Member complained of, is a Member of a political group then he/she may invite their Group Leader to attend the Panel. Any relevant Group Leader is not required to attend, but is encouraged to do so.
 16. The Monitoring Officer, or his/her representative, will attend to advise the Panel.
 17. The procedure of any Panel will be informal. The Panel will endeavour to be fair and even handed to both parties. There will be no rules of evidence, as such, but any witnesses called will only attend to share their information with the Panel; they will not “sit in” during the meeting.
 18. After hearing from the parties, and any witnesses, together with the Group Leaders (should there be Group Leaders in attendance and should they wish to address the Panel) the Panel will then retire to private session, returning to express its view and to put forward any recommendations it may have for resolution. The Panel has no disciplinary powers but may make recommendations to Group Leaders individually, in relation to Members of their Group and, to the Group Leaders collectively in relation to any unaffiliated Member.
 19. There will be no right of appeal under this process.
 20. The parties will receive written confirmation of the Panel’s findings and the outcome of all Panels will be reported, albeit in an anonymised format only, to all quarterly meetings of the Standards Committee.
 21. The outcome of any Panel will also be discussed as a standing item at Group Leaders’ meetings.

ISLE OF ANGLESEY COUNTY COUNCIL

MEETING:	County Council
DATE:	23 May 2013 @ 11am
TITLE:	Annual Report of the Chair of the Standards Committee
REPORT BY:	Michael Wilson, Chair of the Standards Committee & Co-opted Member of the Council
PURPOSE OF REPORT:	To Report on the Activities of the Standards Committee in 2012-11 and to secure Council Approval for the Committee's Programme for 2013-14
CONTACT OFFICER:	Lynn Ball, Head of Function Legal and Administration/ Monitoring Officer (ext 2568)

1. At its meeting on the 10th May 2012 the County Council resolved to approve the Standards Committee's Programme for 2012/13. The original Programme identified proposed areas of work, timetable and resources. This document is reproduced at **ENCLOSURE A** to this Report and has been updated to include the work which has since been delivered.
2. The Auditor General published a Report in July 2009 which, among other issues, recommended that the Standards Committee take on a more active role in raising the standard of Member conduct, rather than confining itself to the delivery of strict statutory requirements. Effectively, more prevention and less cure.
3. To achieve this objective, the current Programme and its recent predecessors, were designed to support the Council in delivering its recovery, with an emphasis on self-regulation through Member development and on the Standards Committee providing advice / guidance to resolve disputes, where possible and where appropriate, within the Council rather than through external regulators.
4. The most important element in achieving this objective was the establishment of a comprehensive Annual Member Development Plan, specifically tailored to meet the needs of the Council and its Members. Instrumental in this was the Member Development Working Group (MDWG), which included Members, Officers and representation from the Standards Committee. In addition, the MDWG reported its progress and outcomes to the Standards Committee every quarter.

5. Member support for the original Plan was largely encouraging. It was clear, though, that this support waned as the term of the last Council drew to a close.
6. The work of the MDWG, together with the assurance role undertaken by the Standards Committee, has now transferred to the Democratic Services Committee. On the 18th February 2013 I met with the Chair of the Democratic Services Committee, together with Officers, to share the Standards Committee's concern about the lack of commitment by some Members to their own personal development, and requested that the Democratic Services Committee review, and if necessary address, this issue on a regular basis after May 2013.
7. A report appears elsewhere on this Agenda setting out the proposed Member Development Plan for 2013/14. This Plan has the full support of the Standards Committee and I would urge Members not only to adopt the Plan but to support it through attendance, feedback and evaluation and to address the issue of their personal development and training in the publication of their individual Annual Reports.
8. The MDWG was also responsible for rolling out job descriptions and person specifications to all Members and piloting development reviews for all Members. This initiative, as part of the process of achieving Member Charter status, was well supported and will now continue under the auspices of the Democratic Services Committee. The Standards Committee would like to take this opportunity to thank the Council's Senior HR Development Officer for the significant work which she undertook in supporting Members through the process and keeping the Standards Committee informed. Similarly, the Standards Committee is grateful for the advice provided by the Organisational and Personal Development Advisor at the Welsh Local Government Association
9. In addition to the focus on Member development, the Standards Committee has undertaken an advisory role under the Council's Protocol for Self-Regulation; being the mechanism whereby internal disputes, falling below the Ombudsman's threshold for investigation, may be resolved locally. Having reviewed the current Protocol, the Standards Committee has put forward recommendations for improvements, particularly by creating direct accessibility by any Member, rather than just Group Leaders. The proposed new Protocol appears elsewhere on this Agenda. Where possible, Members are asked to rely on the new Protocol as an informal method of resolving problems and avoiding escalation.
10. While there were four suspensions and one disqualification of County Council Members during the lifetime of the last Council, the Standards Committee received a Report on the 31st October 2012 which indicated that the number of conduct complaints lodged with the Ombudsman was reducing. In an effort to maintain this downward trend, the Standards Committee would urge new and returning Members

to actively support the concepts of their own personal development, and local resolution, as the most effective methods of achieving sustained improvements.

RECOMMENDATION:-

1. To note the Programme delivered by the Standards Committee between April 2012 and May 2013 and
2. To endorse the Standards Committee's Programme for 2013/14 as outlined in **ENCLOSURE B**

ATODIAD / ENCLOSURE
A

STANDARDS COMMITTEE WORK PROGRAMME – APRIL 2012 TO MAY 2013

	TIMETABLE	RESOURCES	STATUS AS AT YEAR END
1.	To conduct hearings into alleged breaches of the Members' Code of Conduct following referrals from the Public Services Ombudsman for Wales (PSOW).	<ul style="list-style-type: none"> • Monitoring Officer • Deputy Monitoring Officer • Solicitor to the Monitoring Officer 	<ul style="list-style-type: none"> • 15/5/2012 Case Tribunal of the Adjudication Panel for Wales begins hearing, resulting in 12 month suspension of a County Councillor. No appeal. Indemnity voided. • 12/6/2012 Standards Committee hearing resulting in a finding of breach and suspension of County Councillor for 6 months. Appeal filed. • 16/8/2012 Standards Committee begins hearing resulting in complaint dismissed. Costs payable by the Council under indemnity granted by the Indemnities Sub-Committee • 11/10/2012 – Appeal Tribunal of the Adjudication Panel for Wales appeal hearing against the decision of the Standards Committee on 12/6/2012. Appeal dismissed. Suspension stands. No indemnity sought.

				<ul style="list-style-type: none"> • 11/12/2012 Show cause hearing of a complaint against a Community Councillor. Matter referred to full hearing. • 7/3/2013 Standards Committee hearing into complaint against a Community Councillor. Partially upheld. Censure applied. Statutory publication in abeyance pending election.
2.	To conduct hearings into applications for dispensations.	<ul style="list-style-type: none"> • As and when applications are received 	<ul style="list-style-type: none"> • Monitoring Officer • Deputy Monitoring Officer • Solicitor to the Monitoring Officer 	<ul style="list-style-type: none"> • 25/7/2012 Dispensation Panel of the Standards Committee. Seven applications (some conditional) granted to Members of Beaumaris Town Council. • 31/10/2012 Dispensation Panel grant application for dispensation to a County Councillor
3.	To undertake an advisory role in connection with matters arising under the Council's Protocol for Self Regulation, or its successor.	<ul style="list-style-type: none"> • As and when requested 	<ul style="list-style-type: none"> • Monitoring Officer • Deputy Monitoring Officer • Solicitor to the Monitoring Officer 	<ul style="list-style-type: none"> • 1/10/2012 Informal Panel convened under Self Regulation Protocol. Complaint rejected. Some recommendations to the parties • 29/10/2012 Informal dispute resolution (outside the Protocol) conducted by Chair of Standards Committee.

				<p>Concluded 25/1/2013.</p> <ul style="list-style-type: none"> • 31/1/2013 Following two reviews of Self Regulation Protocol, Panel of the Standards Committee meets to draft new Local Resolution Protocol. • 14/2/2013 Chair and Vice Chair of the Standards Committee meet with Group Leaders to agree new Local Resolution Protocol. • 30/3/2013 Consultation with all Members on new Local Resolution Protocol closes. • 23/5/2013 New Local Resolution Protocol receives full Council approval.
<p>4. To oversee the Member Development Plan, to include:-</p> <ul style="list-style-type: none"> • Ongoing training for the Standards Committee 	<ul style="list-style-type: none"> • As required 	<ul style="list-style-type: none"> • HR Manager • WLGA • Monitoring Officer • Deputy Monitoring Officer • Corporate Information Officer 	<ul style="list-style-type: none"> • Review published decisions – All Standards Committees and Adjudication Panel for Wales on: 25/7/12 31/10/12 10/12/12 13/3/13 	

	<ul style="list-style-type: none"> • Consideration and preparation for induction and training of intake of Councillors in 2013 • Training to target specific needs of those sanctioned by the Adjudication Panel for Wales (APW) or the Standards Committee 	<ul style="list-style-type: none"> • Before May 2013 • As required 	<ul style="list-style-type: none"> • HR Manager • WLGA • Monitoring Officer • Deputy Monitoring Officer • Corporate Information Officer • HR Manager • WLGA • Monitoring Officer • Deputy Monitoring Officer • Corporate Information Officer 	<ul style="list-style-type: none"> • North Wales Standards Committee Forum: <ul style="list-style-type: none"> 17/7/2012 4/10/2012 7/1/2013 20/5/2013 • 19/4/13 All Wales Standards Conference <ul style="list-style-type: none"> • promoting standards proactively • conducting hearings and sanctions • register of interests and dispensations • local resolution procedures • standards issues for town and community councils • Responsibility passed to the Democratic Services Committee • Standards Committee acts as consultee on the 2013/14 Plan to be considered by Council on 23/5/2013 • None required during the period
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5.	To participate in and receive reports from the Member Development Working Group.	<ul style="list-style-type: none"> Quarterly 	<ul style="list-style-type: none"> HR Manager WLGA Monitoring Officer 	Reports received: <ul style="list-style-type: none"> 25/7/2012 31/10/2012 11/12/2012 13/3/2013 Member Development Working Group dissolved. Responsibility passes to Democratic Services Committee
6.	To supervise the two Registers of Members' Interests by annual reviews followed by advice and guidance, if appropriate.	<ul style="list-style-type: none"> By the end of 2012 	<ul style="list-style-type: none"> Monitoring Officer Solicitor to the Monitoring Officer 	<ul style="list-style-type: none"> 31/10/2012 Consultation with all Members on amended form for declarations in meetings begins 24/1/2013 and ends 15/2/2013 Revised form introduced on the recommendation of the Standards Committee on 18/2/2013 Process and outcomes reported to the All Wales Standards Conference on 19/4/2013
7.	To supervise the Register of Gifts and Hospitality by annual reviews followed by advice and guidance, if appropriate.	<ul style="list-style-type: none"> By the end of 2012 	<ul style="list-style-type: none"> Monitoring Officer Solicitor to the Monitoring Officer 	<ul style="list-style-type: none"> 31/10/2012 Process and outcomes reported to the All Wales Standards Conference on 19/4/2013
8.	To undertake the role of consultee on any proposed changes to the Constitution which would disproportionately prejudice the rights	<ul style="list-style-type: none"> As and when required 	<ul style="list-style-type: none"> Monitoring Officer Chief Executive 	<ul style="list-style-type: none"> Complaints Management Project (including signposting for

	<p>or interests of any minority group.</p>			<p>members)</p> <ul style="list-style-type: none"> • 25/7/2012 • 31/10/2012 • 13/3/2013 • 31/10/2012 Draft Protocol for Multi Member Wards • 11/12/2012 Housing Allocations Policy and the role of Members • 11/12/2012 Planning Procedure Rules outcome of 12 month pilot • 13/3/2013 <ul style="list-style-type: none"> • Constitutional changes • Indemnities Policy • New Local Resolution Protocol / approve consultation • Planning Procedure Rules - Multi Member Wards • Protocol for Social Media in Meetings
<p>9.</p>	<p>To undertake the role of consultee in connection with any draft guidance/protocols etc issued by the PSOW in connection with the Members' Code of Conduct / Protocol for Local Resolution etc.</p>	<ul style="list-style-type: none"> • As and when required 	<ul style="list-style-type: none"> • Monitoring Officer 	<ul style="list-style-type: none"> • 25/7/2012 Consultee on the Welsh Government's Whitepaper on Promoting Local Democracy (Standards Committee related issues) • 31/10/2012

<p>Review of the Code of Conduct and recommendation for compulsory training (agreed by Executive 18/2/2013 and approved by Council 5/3/2013)</p>	<ul style="list-style-type: none"> • 1/10/2012 Informal Panel convened under Self Regulation Protocol. Complaint rejected. Some recommendations to the parties. 	<ul style="list-style-type: none"> • 29/10/2012 Informal dispute resolution (outside the Protocol) conducted by Chair of Standards Committee. Concluded 25/1/2013. 	<ul style="list-style-type: none"> • 31/10/2012 Review Code of Conduct Guidance from the PSOW issued September 2012 - Circulated to Members and all Town and Community Councils 	<ul style="list-style-type: none"> • 31/1/2013 Following two reviews of Self Regulation Protocol, Panel of the Standards Committee meets to draft new Local Resolution Protocol. 	<ul style="list-style-type: none"> • 14/2/2013 Chair and Vice Chair of the Standards Committee meet with Group Leaders to agree new

				<p>Local Resolution Protocol.</p> <ul style="list-style-type: none"> • 30/3/2013 Consultation with all Members on new Local Resolution Protocol closes. • 23/5/2013 New Local Resolution Protocol receives full Council for approval.
10.	Following consultation with Members, to oversee the publication of all Members' Declaration Forms on the Council's website and to ensure that the facility is publicised.	<ul style="list-style-type: none"> • Dates to be agreed with ICT 	<ul style="list-style-type: none"> • Head of Service (ICT) • Monitoring Officer 	<p>Progress Reports received</p> <ul style="list-style-type: none"> • All three registers to be available to the public on the Council's website from June 2013 • Section 81 Register (pre-registration) to be available interactively for Members from June 2013 <ul style="list-style-type: none"> • 25/7/2012 • 31/10/2012 • 13/3/2013
11.	Subject to consultation with Members, to make recommendations for more information to be published on the Council's website (including information about allowances, expenses, attendance records and training hours).	<ul style="list-style-type: none"> • Before May 2013 	<ul style="list-style-type: none"> • Monitoring Officer • Solicitor to the Monitoring Officer 	<ul style="list-style-type: none"> • Responsibility passed, subject to outstanding statutory regulations, to Head of Democratic Services under Members' Annual Reports
12.	The Chair of the Standards Committee to present an annual report to the full Council outlining the work of the Standards Committee during the previous year.	<ul style="list-style-type: none"> • May 2013 	<ul style="list-style-type: none"> • Monitoring Officer • Solicitor to the Monitoring Officer 	<ul style="list-style-type: none"> • 23rd May 2013

13.	To recommend a new Protocol for Member / Officer Relations.	<ul style="list-style-type: none"> • Before May 2013 	<ul style="list-style-type: none"> • Monitoring Officer • Solicitor to Monitoring Officer 	<ul style="list-style-type: none"> • Draft out to consultation with Members and Officers between 10th October 2012 and 27th November 2012 • Recommended by the Executive 18th February 2013 • Approved by Council 5th March 2013 • Implementation 3rd May 2013
14.	Miscellaneous	<ul style="list-style-type: none"> • Before May 2013 	<ul style="list-style-type: none"> • Monitoring Officer • Solicitor to Monitoring Officer 	<ul style="list-style-type: none"> • Review status of conduct complaints to the PSOW • Review decisions of the PSOW • Review Adjudication Panel decisions <ul style="list-style-type: none"> • 13/03/2012 • 25/07/2012 • 31/10/2012 • 11/12/2012 • 31/10/2012 Consider PSOW's Annual Report and analyse performance of Ynys Môn Members. • Meetings with group leaders on 20/12/2012 14/2/2013 • Meeting of Chair of Democratic Services Committee on 18/2/2013 • Report quarterly performance indicators <ul style="list-style-type: none"> • 19/7/12

	<ul style="list-style-type: none"> • 30/10/12 • 10/1/13 • 25/4/13 						<ul style="list-style-type: none"> • Relationships between Members and political groups <ul style="list-style-type: none"> a) Compliance with new Constitutional arrangements to be considered by the full Council on the 10th May 2012: and subject to Ministerial approval • The effectiveness of the Council's Standards Committee <ul style="list-style-type: none"> a) Conduct a preliminary hearing within 6 weeks following referral from the PSOW or following decision of Indemnities Sub Committee b) Conduct hearings into applications for dispensations within one month of receipt c) Review the two Registers of Members' Interests followed by advice and guidance, if appropriate d) Supervise the Register of Gifts and Hospitality followed by advice and guidance, if appropriate
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<p>e) Establish meetings of the Standards</p>	<p>f) Review Members' Training Plan and, attendance at training etc Committee to review policies relevant to its remit</p>	<p>• Standards of conduct and behaviour by Members and Officers</p>	<p>a) Compliance with Protocol for Self Regulation adopted by the County Council 4.3.10 or its successor, the local resolution procedure, once published by the PSOW</p>	<p>b) Quarterly reports to Standards Committee</p>	<p>c) Signed job descriptions and person specifications received by Monitoring Officer</p>	<p>d) Completed enhanced CRB forms received by HR</p>	<p>e) PDR interviews taken place and pro-forma's received by HR</p>	<p>f) To adopt and comply with any guidance issued by WG/PSOW, including the recommended cap</p>

					g) To fully co-operate in local investigations by the Monitoring Officer in accordance with the PSOW's new referrals guidance
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ATODIAD / ENCLOSURE
B

STANDARDS COMMITTEE WORK PROGRAMME – MAY 2013 TO APRIL 2014

		TIMETABLE	RESOURCES	STATUS AS AT YEAR END
1.	To conduct hearings into alleged breaches of the Members' Code of Conduct following a referral from the Public Services Ombudsman for Wales (PSOW)	<ul style="list-style-type: none"> As and when referrals are made and in accordance with the performance indicator 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	
2.	To conduct hearings into applications for Dispensations made by County Councillors and Town/Community Councillors	<ul style="list-style-type: none"> As and when referrals are made and in accordance with the performance indicator 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	
3.	To undertake an advisory role in connection with any matters arising under the Council's Local Resolution Protocol, or its successor in the event that a national model is developed	<ul style="list-style-type: none"> As an when requested 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	
4.	To oversee training and development on the Members' Code of Conduct in accordance with paragraph 2.4(e) of the Code; to include training and development for Town and Community Councils.			
5.	To supervise the two Registers of Members'	<ul style="list-style-type: none"> By the end of 	<ul style="list-style-type: none"> Monitoring Officer 	

	Interests by annual reviews followed by any necessary advice and guidance.	April 2013	<ul style="list-style-type: none"> Deputy Monitoring Officer 	
6.	To supervise the register of Gifts and Hospitality by annual reviews followed by any necessary advice and guidance	<ul style="list-style-type: none"> By the end of April 2013 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	
7.	To undertake the role of consultee on any proposed change to the Constitution relevant to the role of the Standards Committee and especially where such proposed changes might disproportionately prejudice the rights and interests of any minority group.	<ul style="list-style-type: none"> As and when required 		
8.	To undertake the role of consultee on any proposed legislative/policy changes relevant to the Standards Committee's area of responsibility.	<ul style="list-style-type: none"> As and when required 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	
9.	To make any recommendations to the Council for improvements in those areas of work which relate to the Standards Committee.			
10.	The Chair of the Standards Committee to present an annual report to the Council outlining the work of the committee during the previous year.			
11.	To ensure that the knowledge and skills of the Standards Committee are developed and updated by:- <ul style="list-style-type: none"> regular reviews of decided cases from o other relevant authorities 			

	<ul style="list-style-type: none"> o Adjudication Panel for Wales - to participate and contribute on the North Wales Standards Committee Forum - to participate and contribute to the All Wales Standards Committee Conference 			
12.	To monitor progress on Member complaints filed with the PSOW and to undertake an annual analysis of complaints data in relation to Ynys Mon County Council in order to identify trends/issues of concern/training needs.			
13.	To maintain contact with Group Leaders, through regular informal meetings, in order to discuss issues of concern/common interest.			
14.	<p>Report quarterly performance indicators</p> <ol style="list-style-type: none"> 1. Relationship between Members and Political Groups. 2. The effectiveness of the Council's Standards Committee 3. Standards of conduct and behaviour of Members 			

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	COUNTY COUNCIL
DATE:	23 May 2013
TITLE OF REPORT:	Democratic Services Committee – Annual Report 2012/13
REPORT BY:	Chair of Democratic Services
PURPOSE OF REPORT:	To report on the Work of the Committee during 2012/13

1) Introduction

The Local Government (Wales) Measure 2011 places a duty on the Council to establish a Democratic Services Committee and to appoint one of its Officers as Head of Democratic Services.

At its annual meeting on the 10th May 2012 the County Council resolved to establish such a committee as part of the Council's corporate governance arrangements, and it made appropriate provision within its constitution to ensure that the Committee operates effectively including appointing its Chair Person.

The main purpose of the Committee is to review the adequacy of provision within the Authority in terms of staff, accommodation and other resources to fulfill the duties and functions of Democratic Services and report to Council on such matters.

2) Remit and Work Programme of Committee

At its first full meeting on the 18th October 2012 it was reported that the Committee, for the remainder of the Council's current term, could consider some of the following matters:

- a) the development and effectiveness of the Council's website to promote democracy;
- b) the adequacy of a translation service to support the democratic process;
- c) the training and development programme for Members including annual performance review based on the job descriptions ;
- d) presenting an application to the WLGA for the Member Support and Development Charter Status;
- e) developing a strategy for Member ICT skills development;

- f) to consider the implications to Democratic Services in the Executive Budget Proposals for 2013/14;
- g) to consider the implications of the review of the Council's Constitution to the Democratic functions;
- h) to consider the role and responsibilities of the Head of Democratic Services.

These matters were accepted by the Committee and a further recommendation made and accepted by the County Council in December 2012 as follows:

- "that its extends the remit of the Committee to undertake responsibilities for the Member Training and Development Programme, including their IT skills and support;
- that the Committee holds three general meetings in addition to its annual meeting each municipal year with the right to arrange further meetings as required";

The Committee also endorsed the appointment of the Head of Policy as Interim Head of Democratic Services until the matter is reviewed by the new Council following May 2013 elections.

3) Summary of Issues Discussed and Current Status

In addition, to the first full meeting of the Committee in October 2012 the Committee has met on three other occasions. A summary of issues considered and current status is provided below:

Date of Committee	Subject	Current Status
17/12/12	Overview of Member Development Work Plan and the work of the Member Development Work Group	<p>The work of the Member Development Group has now been incorporated as part of the Democratic Services Committee remit and the Chair of the Committee designated Member Champion.</p> <p>A separate report will be submitted to the County Council on 23rd May detailing the Member Development Programme for 2013/14.</p>
	Wales Charter for Member Support and Development	<p>The WLGA reported to the Committee on the Charter requirements and information has been submitted for Charter Mark Status.</p> <p>Peer Review of Democratic Services undertaken in January 2013 by WLGA to support work on meeting Charter requirements,</p>

		<p>preparing for new Council and to inform transformation programme.</p> <p>Progress report will be submitted to this Committee as part of its work programme for 2013/14. This will also include utilisation of Welsh Government funding to promote Broadcasting of meetings and remote attendance – these aspects are part of the Local Government (Wales) Measure 2011.</p>
4/2/13	Implications to Democratic Services in relation to Budget proposals for 2013/14.	<p>The Committee made observations to the Executive on the 18th February 2013 as follows:</p> <ol style="list-style-type: none"> 1) to support the savings in relation to pre-paid envelopes; 2) that a report be submitted to this Committee after the May 2013 elections on the provision of broadband connection and data security for members. <p>This will be included as part of the Committee's Work Programme for 2013/14.</p>
	Annual Report by Members	<p>There is a requirement in the Local Government (Wales) Measure 2011 for Members to produce annual reports by June 2013. In view of the County Council elections in May 2013, Members of the authority are not now required to produce annual reports until June 2014. The Interim Head of Democratic Services will be reporting to this Committee on a template for Members to prepare annual reports.</p>
	E-Democracy for Members Adoption of Modern Gov	<p>The Committee have resolved that iPad's be issued to all Members of the new Council</p>

	<p>Committee Management System to modernise working practices and roll out the use of iPads for all Members after May 2013 elections.</p>	<p>following the May 2013 Elections. Ipads have been issued to all Members to modernise working practices as part of induction programme.</p> <p>The intention is to introduce a phased approach to deliver an increasingly paperless way of working from May 2013 to the end of September 2013 recognising the need for a transition period to allow Members to ease into the using the new technology.</p> <p>Progress will be monitored by this Committee as part of its work programme for 2013/14.</p>
24/04/13	Committee Annual Report	Report to County Council on 23/05/13.

4) Recommendation

The County Council is requested to accept the report and note the matters discussed as part of the Committee's Work Programme for 2012/13.

Chair of Democratic Services Committee
15/04/13

ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO :	THE COUNTY COUNCIL
DATE:	23 MAY 2013
TITLE OF REPORT:	SCRUTINY COMMITTEES ANNUAL REPORT 2012-2013
LEAD OFFICER:	Monitoring Officer
CONTACT OFFICER :	Scrutiny Manager
RECOMMENDATION:	<ol style="list-style-type: none"> 1. To note and approve the Scrutiny Committees Annual Report 2012-2013. 2. To appoint a Scrutiny Champion from May 2013 to May 2014.

1.0 INTRODUCTION

- 1.1 Under the Council’s Constitution the Scrutiny Committees must report annually to full Council. As an election took place on the 2nd May 2013, the Council is requested to note and approve the report without a formal verbal submission by Scrutiny Chairs (for the period May 2012 to May 2013).
- 1.2 To appoint a member as a “Scrutiny Champion” from May 2013 to May 2014.

2.0 BACKGROUND

- 2.1 The Scrutiny Annual Report 2012-2013 encompasses the work undertaken by the five Scrutiny Committees between the Council's Annual Meeting on the 10 May 2012 and 23 May 2013. Throughout this period the Scrutiny Committees have been fortunate to have received contributions from various members and officers.
- 2.2 The Chairpersons of the five Scrutiny Committees led on the work during this period, and details are included in the attached Scrutiny Committees Annual Report 2012-2013 (please see appendix attached).
- 2.3 At the Council’s Annual Meeting on the 10 May 2012 it was resolved to appoint Councillor leuan williams to serve as Scrutiny Champion from May 2012 to May 2013. The Council is now requested to appoint a Scrutiny Champion from May 2013 to May 2014. The role of the Scrutiny Champion is not remunerated and he/she can either be an Executive or Non–Executive Member. The Scrutiny Champion’s role is to::
 - Promote the Scrutiny function in and outside the Council
 - Support the continuing development of Scrutiny in the Council.

4.0 RECOMMENDATION

- 4.1 To note and approve the Scrutiny Committees Annual Report 2012-2013.
- 4.2 To appoint a Scrutiny Champion from May 2013 to May 2014.

Appendix:
Scrutiny Committees Annual Report 2012-2013

Report by: Scrutiny Manager

Dated: 10 May 2013



SCRUTINY ANNUAL REPORT 2012/13



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Foreword

Cllr Ieuan Williams (Scrutiny Champion 2012-13)

With the current County Council administration coming to an end, so too does the five Scrutiny Committee structure adopted by the Council in 2010. Following the Boundary Commission's recommendation to restructure the electoral ward boundaries on the island, and the subsequent decision to reduce the number of locally elected Members on Anglesey from 40 to 30, as from May 2013 the Isle of Anglesey County Council will operate two Scrutiny Committees – Corporate Scrutiny Committee and Partnership & Regeneration Scrutiny Committee.



This report provides an overview of the final year of the five Scrutiny Committees and highlights the achievement of the elected members in undertaking their scrutiny role. Following a period of Welsh Government intervention and the appointment of Commissioners to take responsibility for the Executive's decision making function for the Authority, the powers were restored to the Authority's Executive Committee in October 2012.

With this in mind, the role of Pre-Scrutiny was increased, with its importance in maintaining good governance requiring a high degree of commitment and dedication from the Scrutiny Members. The year saw an increase in Scrutiny's workload coinciding with a change in the Senior Leadership structure and the publication of important external regulator reports such as the Estyn Inspection Report in August 2012. Despite this increase in workload, the Scrutiny Support resource (officer numbers) was reduced due to authority wide efficiency savings. Working together as a team has allowed Scrutiny to undertake its duties effectively and efficiently during the year and credit must go to the elected Members and the Senior Officers within the Authority for ensuring this to be the case.

1. WHAT IS OVERVIEW AND SCRUTINY

1.1 Scrutiny Committees form part of the way in which Local Government in Wales operates. As well as the establishment of a decision making Executive the Local Government Act 2000 required the establishment of one or more Scrutiny Committees to hold the decision-makers to account, drive improvement and play a role in assisting in policy development and review.

1.2 In 2012-13 at the Isle of Anglesey the Scrutiny function was undertaken by five Scrutiny Committees:

- Corporate Scrutiny Committee;
- Economic Development, Tourism and Property Scrutiny Committee;
- Education and Leisure Scrutiny Committee;
- Environment and Technical Services Scrutiny Committee;
- Housing and Social Services Scrutiny Committee

1.3 The aims of Scrutiny Committees are to:

- Promote open and transparent decision making and to hold the decision takers to account in a constructive manner.
- Support the Council in achieving its vision for the county and its strategic aims and priorities.
- Promote continuous improvement, best practice and innovation with the services, functions and policies which the Council has responsibility for or influence over.*

1.4 The Scrutiny Committees can undertake their work in one of the following ways

- Consider a topic during a formal meeting.
- Consider a topic over a longer period of time by establishing a Scrutiny Review Panel.
- Conduct informal sessions on a particular matter.
- Undertake site visits.

2. SCRUTINY PERFORMANCE

2.1 An Annual Report is an account of stewardship for a given period and concentrates the mind on what has been achieved and what needs to be done. The Council has agreed to move forward in a more modern business like way by accepting implementation of a Performance Management Framework (PMF). To this end, Scrutiny have a set of performance indicators by which to evaluate itself with:

Indicator Title	Target (Q) – Quarterly (A) – Annually	Qtr 1	Qtr 2	Qtr 3	Qtr 4	End of year
% of attendance of Committee Members at Scrutiny Committee	80% (Q)	66% ↓	87% ↑	74% ↓	75% ↑	75%
The % of Scrutiny Committee recommendations approved by the Board of Commissioners	90% (Q)	100% ↔	100% ↔	100% ↔	100% ↔	100%
No of 'Consultative' items on agendas	5 (A)	13	4 ↓	3 ↓	10 ↑	30
No of 'Monitoring' items on agendas	5 (A)	9	5 ↓	16 ↑	6 ↓	36
No of 'Investigative' items on agendas	5 (A)	1	0 ↓	1 ↑	1 ↔	3
No of 'Pre-Scrutiny' items on agendas	5 (A)	4	0 ↓	11 ↑	6 ↓	21
No of 'Member Development' items on agendas	5 (A)	4	2 ↓	7 ↑	9 ↑	22
Alignment of Committees with release of Performance Data	20 (A)	5 ↑	4 ↓	0 ↓	0 ↔	9
6 monthly progress reports from each Committee	10 (A)	0	5	0	5	10
No of visits to Scrutiny Web Pages	10,782	2,306	2,526	3,388	3,413	11,633













- 2.2 From the above Performance Indicators we can identify that there are two areas of concern; the number of 'investigative' items on the Scrutiny agendas; and the alignment of Scrutiny Committees with the release of performance data.
- 2.3 The poor performance in relation to the number of 'investigative' items on the agendas has been outweighed by the numbers achieved in other types of items considered by the Committees i.e. Consultative (30), Monitoring (36), Pre-Scrutiny (21), and Member Development (22).
- 2.4 One disappointing result is the performance against the 'alignment of Committees with the release of performance data' which despite a positive beginning with all five achieving its target during the first quarter, and 80% achieving the target during quarter 2, quarters 3 and 4 saw no performance data being shared with the Scrutiny Committees. However, as with all quantitative performance data, further qualitative data should be taken into account to get behind and understand the information. With a new performance management framework being put in place and subsequently adjusted half way through the year, impacted on the process and reporting templates not being fully imbedded to provide consistent reporting during the 2012/13 reporting period.
- 2.5 Member engagement with the Scrutiny Committees and indeed the function fluctuates during the year as is apparent from the performance results. This can be down to a number of factors including the time of year, the timing of the Committees i.e. alignment with school holidays; together with the topic being scrutinised and its level of priority or controversy.
- 2.6 The Scrutiny Performance Indicators also show that Scrutiny Committees have an oversupply of items coming forward from the Directorates which can be deemed to be 'member development' items. Next year, having reduced the number of Scrutiny Committees from 5 to 2 the Committees will become far more strategic in their outlook with one scrutinising internal aspects (Corporate Scrutiny Committee), and the other external (Partnerships and Regeneration Scrutiny Committee). It is important that Scrutiny Committees Work Programmes are aligned to the:
- Executive Forward Work Programme
 - Corporate Improvement Priorities
 - Ynys Môn/Gwynedd Single Integrated Plan

3. Scrutiny Committees

3.1 Corporate Scrutiny Committee

The Corporate Scrutiny Committee has responsibility for the areas of work directly related to the Authority's corporate centre with a wide ranging terms of reference (see Section X). Typical areas for the Committees attention are best use of staff, finance and property; HR matters; ICT etc. whilst the Committee also has responsibility to consider any matters subject to call in procedures.

3.1.1 Committee Membership 2012-13

	Name	Ward	Political Party		Name	Ward	Political Party
	Cllr Selwyn Williams (Chair)	Tysilio	Llais I Fôn		Cllr Ieuan Williams (Vice Chair)	Brynteg	Unaffiliated
	Cllr Eurfryn Davies	Cwm Cadnant	Plaid Cymru		Cllr Derlwyn Hughes	Moelfre	Original Independents
	Cllr William Hughes	Bodffordd	Plaid Cymru		Cllr William T Hughes	Llanbadrig	Original Independents
	Cllr Dylan Jones	Amlwch Port	Labour		Cllr Eric Jones	Llanfihangel Ysgeifiog	Original Independents
	Cllr Elwyn Schofield	Llanerch-Y-Medd	Unaffiliated		Cllr Hywel Eifion Jones	Llanidan	Unaffiliated
	Cllr Vaughan Hughes	Llanbedrgoch	Plaid Cymru		Cllr Gareth Winston Roberts OBE	Amlwch Rural	Original Independents

3.1.2 Committee Work Programme (2012/13)

The Corporate Scrutiny Committee met on 7 occasions during the year and considered 30 matters.

Corporate Scrutiny Committee Work Programme 2012/13		
Committee Date	Item Considered	Outcome/Recommendation
	Integrated HR/Payroll System – Progress Report	That an update report be submitted to the next meeting of this Committee on the advantages of the system and future financial gain in the future in respect of the self-serve service. That an update report is also submitted on the sickness absence system and that representatives from the Authority's Human Resources Service are invited to the meeting.
	Quarterly Performance Monitoring Report for Quarter 4 2011/2012	Resolved to note the report
7th June, 2012	A charter with the Isle of Anglesey Town and Community Councils	Resolved to accept the report and that the Scrutiny Link & Support Officer be requested to compile a brief report, incorporating the issues raised by this Committee when the Charter is submitted to Board of Commissioners at the end of this month.
	Welsh Language Scheme Monitoring Report	Resolved to accept the report and that the Scrutiny Link & Support Officer be requested to compile a brief report, incorporating the issues raised by this Committee when the report is submitted to Board of Commissioners at the end of this month.
	Corporate Scrutiny Committees Review of 2012 / 2013 Budget Setting Process	Resolved to accept the report and the recommendations as noted.
	Corporate Scrutiny Committee Forward Work Programme 2012 / 2013	Resolved to note the report and that the above items be placed on this Committee's Forward Work Programme for in-depth discussion and scrutiny.
12 th October, 2012	Presentation from Medrwn Môn	It was resolved – - To note the information and views presented and to thank the Chief Officer of Medrwn Môn for his presentation; - That progress on reviewing the Anglesey Local Compact be reported back to this Committee.
	Quarterly Performance Monitoring - Quarter 1 (April - June) 2012/13	It was resolved to accept the report and to note the information.

	Draft Improvement Plan (Performance Review 2011/12)	<p>It was resolved –</p> <ul style="list-style-type: none"> - To accept the Improvement Plan and to note its contents. - That a list of all those PIs in decline be drawn up for each scrutiny committee specifically and their effects in terms of impact on the individual service area in question; on corporate governance and on the citizens of Anglesey be assessed in order to allow each scrutiny committee to consider/recommend an appropriate course of action in relation to the PIs. <p>It was resolved to note the report and information presented.</p>
	Budget Overspends	It was resolved to include Translation Services on the Corporate Scrutiny Committee's work programme.
	Correspondence - the Council's Translation Service	It was resolved –
	Forward Work Programme	<ul style="list-style-type: none"> - To note the Work Programme with the inclusion of Sickness Absence Action Plan, Corporate Risk Register, Translation Services and Budget Overspends as additional items for the 26th November meeting. - To defer consideration of the Welsh Government Compact to a later meeting. <p>It was resolved to note the position with regard to the capital budget as at the end of Quarter 2 of the 2012/13 financial year</p>
	2012/13 Capital Budget Monitoring Report - Quarter 2 2012/13	Following discussion, it was resolved to note the position with regard to the revenue budget as at the end of Quarter 2 of the 2012/13 financial year.
	2012/13 Revenue Budget Monitoring Report - Quarter 2 2012/13	It was resolved –
26 th November, 2012	Partnership Rationalisation Review	<ul style="list-style-type: none"> - To note the information presented on developments in relation to the partnership rationalisation work with Gwynedd. - To recommend that priority in the form of officer time and attention be given to the Council's high risks areas over current rationalisation partnership activities with Gwynedd. <p>It was resolved to accept the report and to note its contents.</p>
	Single Integrated Plan	It was resolved to accept the Corporate Communications Strategy and to note its contents with the recommendation that there be a review of the photographs used within the Strategy to ensure equitable coverage.
	Corporate Communication Strategy	It was resolved to note the Forward Work Programme.
	Forward Work Programme	It was resolved to accept the report and to note the information presented along with the comments made thereon by Members.
	Sickness Absence Work Group	It was resolved to accept the report and to note its contents with a request to the Executive that it takes note of the concerns raised by the Corporate Scrutiny Committee in relation to the matter.
10 th	Partnership Rationalisation	

December, 2012	Quarterly Performance Monitoring Report Quarter 2 2012/13	It was resolved to accept the report and to note its contents.
21 st December, 2012 (Call- in)	Smallholdings Estate	To refer the decision back to the Portfolio Holders for Property, Smallholdings and Asset Management and Finance and ICT for reconsideration for the following reasons – <ul style="list-style-type: none"> - In order to comply with policy - To consider whether any changes to the policy are required - To establish a politically balanced Panel of 5 members to review the position in relation to the smallholdings estate in terms of income and expenditure and the future priorities for the estate.
28 th January, 2013	Consultation on the 2013/14 Budget	It was resolved – <ul style="list-style-type: none"> - To note the 2013/14 draft Budget proposals as presented. - To authorise the Chair in consultation with the Scrutiny Manager and Scrutiny Steering Group to formulate a formal scrutiny response to the Executive's Budget proposals.
	2012/13 Capital Budget Monitoring Report - Quarter 3	It was resolved to note the report and the information presented.
	2012/13 Revenue Budget Monitoring Report – Quarter 3	It was resolved to note the report and the information presented.
	Budget 2013/14 and Medium Term Revenue Strategy	It was resolved to note the report and the information presented
	Changes to the Constitution	It was resolved to note the report and the information presented.
	Anglesey Compact Agreement and Volunteering Policy	It was resolved to note the report and the information presented.
4 th March, 2013	Annual Equality Report 2011/12	It was resolved – <ul style="list-style-type: none"> - To note the report and the information presented. - To recommend to the Executive that a programme of training on the requirements of the Equalities legislation and related matters be arranged for new Members of the Council post May, 2013.
	Risk Management	It was resolved to note the report, and to record the Scrutiny Committee's view that whilst it accepts that progress has been made in relation to taking risk management issues forwards, the rate of progress is neither sufficient nor timely and that subsequently, it recommends that the Executive acts on this issue as a matter of urgency.

3.2 Economic Development Tourism and Property Scrutiny Committee

The Economic Development, Tourism and Property Scrutiny Committee has responsibility for all the areas of work appertaining to the economic regeneration of the island; including indigenous and local businesses, property and asset management, tourism and inward investment. The Committee is made up of 10 elected Members plus one co-opted Member i.e. the Vice Chair of the Anglesey Economic Regeneration Group.

3.2.1 Committee Membership 2011-12

	Cllr John V Owen (Chair)	Parc A'r Mynydd	Original Independents		Cllr Elwyn Schofield	Llanerch-Y-Medd	Unaffiliated
	Cllr Richard Dew (Vice Chair)	Rhosneigr	Llais I Fôn		Cllr William Hughes	Bodffordd	Plaid Cymru
	Cllr Clifford Everett	Holyhead Town	Labour		Cllr Aled Morris Jones	Llaneilian	Original Independents
	Cllr Rhian Medi	Cyngar	Plaid Cymru		Cllr Gareth Winston Roberts OBE	Rural Amlwch	Original Independents
	Cllr Alun Mummery	Gwyngyll	Unaffiliated		Cllr Selwyn Williams	Tysilio	Llais I Fôn

3.2.2 Committee Work Programme (2012/13)

During 2012/13 the Economic Development, Tourism and Property Scrutiny Committee met on 5 occasions and considered 11 items.

Economic Development, Tourism and Property Scrutiny Committee Work Programme 2012/13		
Committee Date	Item Considered	Outcome/Recommendation
30 th May, 2012	Wylfa New Nuclear Build Supplementary Planning Guidance	Resolved to note the report and that the relevant Officers will respond by means of a letter explaining the issues raised at the meeting.
	Quarterly Performance Monitoring Report - Q4 2011 / 2012	Resolved to note the report.
11 th September, 2012	Economic Development, Tourism & Property Scrutiny Committee Forward Work Programme 2012 / 2013	Resolved to note the report and to await the response of the other Members of this Committee in respect of items to be placed on the Work Programme for 2012/13.
	Destination management planning on Anglesey 2012 - 2016	Resolved : 1. The Scrutiny Committee agrees to the appropriateness of the draft Destination Management Plan (DMP) and recommends to the Commissioners : a) To support and endorse the DMP strategy and Delivery Plan as working documents to develop tourism on the Island; b) To recognise tourism as being vitally important to the Island's economy and remoter rural communities and the importance of the DMP process in realising this potential; c) To recognise tourism and marketing as an important area for core spending for the Authority but to explore and investigate other sources of funding (to include funding from local/Community Councils) as well as recognising the importance of implementing the recommendations and strategic objectives in the DMP; d) To support private sector stakeholder engagement through the Destination Anglesey Partnership; e) To encourage Town/Community Councils to be involved in the project.











		<p>2. That the Scrutiny Committee establish a Scrutiny Outcome Panel to consider the future of the Holyhead Cruise Terminal, what steps can be taken to encourage Cruise Lines to make more use of the said terminal and to encourage ship visitors to visit attractions on the Island. The Scrutiny Officer to write to all Committee Members to establish Membership of the said Panel as soon as possible.</p> <p>Resolved to note the Work Programme.</p>
20 th November, 2012	<p>Committee Work Programme</p> <p>Post 2013 EU – Structural Funding Programme (West Wales and the Valleys)</p> <p>Post 2013 EU: Common Agricultural Policy and Rural Development Plan</p>	<p>Resolved to note the report and issues raised.</p> <p>Resolved to note the report and the matters raised.</p>
22 nd January, 2013	<p>Consultation on the 2013/14 Budget</p>	<p>Resolved :</p> <ul style="list-style-type: none"> - To accept the Executive's draft budget proposals that the Economic Development Service should find efficiency savings of £86k in 2013/14 and that the service's growth bid for £300,000 (to contribute to the Energy Island Programme) be approved; - To agree that the Property Service should find efficiency savings of £239,000 in 2013/14 and that the service growth bids should not be approved; - That the Executive should reassess the provision of public and private toilets on Anglesey.
26 th February, 2013	<p>Proposed New Nuclear Build at Wylfa</p> <p>Anglesey Enterprise Zone</p>	<p>Resolved :</p> <ul style="list-style-type: none"> - To recognise the considerable work which is being progressed in a number of areas; - To recommend to the Executive and Strategic Leadership Group :- - That it considers how the impacts, challenges and opportunities will be integrated into future Corporate Planning activities; - That it considers how future Member and Officer Collaboration on a number of related issues can be improved. - That a Panel be established in respect of Community Benefits for the local area in respect of the new build at Wylfa. <p>Resolved:</p> <ul style="list-style-type: none"> - To recognise the long term benefits which the Enterprise Status should bring; - To recommend that the Economic Development Unit continues to collaborate with Welsh Government to maximise positive impacts from Enterprise Zone status; - To recommend that infrastructure improvements (to support economic development) are pursued as a priority. - That the minutes of the Enterprise Zone Committees be made available to this Committee.

	<p>Resolved:</p> <ul style="list-style-type: none"> - To endorse the recommendations of the Outcome Panel, subject to the amendment to the recommendation in respect of requesting the Charitable to consider its eligibility criteria for funding; - That the owners of Anglesey Aluminium Metals Ltd., be approach to secure a legacy for Anglesey if a developer is not found for the site. 	Scrutiny Outcome Panel
--	--	------------------------

3.3 Education and Leisure Scrutiny Committee

The Education and Leisure Scrutiny Committee has responsibility for all aspects of work within the Authority's Lifelong Learning Department whilst it also considers aspects of work from the Communities Department, namely, Libraries and Sports and Leisure Facilities. The Committee comprises of 10 elected Members together with 3 co-opted Members (Church of Wales; Catholic Church in Wales; and Vice Chair of the Anglesey Economic Regeneration Committee). The Committee's workload increased significantly during the year following the publication of the Estyn Inspection Report into the Authority's Education Service; this is reflected in the Committee's Work Programme in section 6.4.2

3.3.1 Committee Membership 2011-12

	Cllr Derlwyn Hughes (Chair)	Moelfre	Original Independents		Cllr Jim Evans (Vice Chair)	Braint	Original Independents
	Cllr Dylan Jones	Amlwch Port	Labour		Cllr Eric Roberts	Trearddur	Original Independents
	Cllr Ieuan Williams	Brynteg	Unaffiliated		Cllr Clive McGregor	Llanddyfnan	Llais i Fon
	Cllr Lewis Davies	Llangoed	Plaid Cymru		Cllr Gwilym O Jones	Llanfair yn Neubwll	Original Independents
	Cllr Robert Ll. Jones	Porthyfelin	Unaffiliated		Cllr Fflur Hughes	Cefni	Plaid Cymru

3.3.2 Committee Work Programme (2012/13)

During 2012/13 the Education and Leisure Scrutiny Committee met on 8 occasions and considered 36 items.

Education and Leisure Scrutiny Committee Work Programme 2012/13		
Committee Date	Item Considered	Outcome/Recommendation
29 th May, 2012	School Meals Service	To accept the report and to note its content. To recommend to the Board of Commissioners: - That the price of school meals (primary) increases from £1.85 to £1.90 and that the price of school meals (secondary) increases from £2.05 to £2.10 with the increases effective from 1st September 2012. - That the tender process is implemented as agreed and that the contract should be awarded as soon as possible in 2013 in order that the new contract comes into effect on 1 September 2013.
	Quarterly Performance Monitoring Report	It was resolved to accept the report and to note the position in relation to performance against the main priorities at the end of Quarter 4 2011/12.
21 st September, 2012	Education and Leisure Scrutiny Committee Forward Work Programme 2012-13 and suggestions for Scrutiny Outcome Boards	It was resolved to note the current version of the Forward Work Programme as presented and to ask the Scrutiny Link and Support Officer to develop the programme further on the lines suggested in consultation with the Head of Education – Education and other officers as appropriate.
	Estyn Inspection Report	It was RESOLVED that the Committee was in agreement that the quality of the planning as outlined in Appendices 2 and 3 of the report was appropriate and sufficiently detailed to formulate a robust action plan that will satisfy in full the recommendations made by Estyn.
	Annual Report on end of Key Stage Performance in Schools	It was resolved to accept the Annual Report on the performance at the end of the key stages and to note its contents.
	Welsh Government Expectation in Relation to Surplus Places in Schools	The Members noted the letter

<p>26th October, 2012</p>	<p>Scrutiny Review Panel: The Library Service</p>	<p>It was resolved –</p> <ul style="list-style-type: none"> - To ask the Library and Information Service Scrutiny Review Panel to conclude its task of formulating firm recommendations on the future configuration and direction of the Service with a strict final reporting timetable of January, 2013. <p>That the Scrutiny Review Panel includes the following elements within its Work Programme –</p> <ul style="list-style-type: none"> - Planning for a thorough Public Consultation and Equality Impact Assessment on the future direction of the Service - A seminar for the Panel's Members and Portfolio Holder facilitated by CyMAL (Museums, Library and Archives Wales) on the future of the Public Library Service with an invitation to attend to the Education and Leisure Scrutiny Committee's Members and Executive Members. - That the final report of the Library and Information Service Scrutiny Panel and recommendations be presented for discussion to a meeting of the Isle of Anglesey County Council.
	<p>Anglesey Primary Schools Modernisation – Holyhead</p>	<ul style="list-style-type: none"> - To recommend Option 10 (merger of 3 schools i.e. Ysgol y Parc, Ysgol Llaingoch and Ysgol Parch. Thomas Ellis in a new school) to the Executive as the Committee's preferred option for formal consultation subject to affordability and to traffic management and road safety issues being satisfactorily addressed. - To recommend that that new primary school in Holyhead be located on the Cybi site.
	<p>Anglesey Primary Schools Modernisation – Llangefni</p>	<p>It was resolved to recommend to the Executive:</p> <ul style="list-style-type: none"> - That in light of the current position in relation to pupil numbers in the three schools in central Anglesey, the status quo be retained for the present. - That subject to the introduction and implementation of the relevant legislation, that authority be given to the Education Officers to review the Llangefni catchment area and, - That the primary education provision in central Anglesey be revisited at a later stage in the schools modernisation programme pending clarification of the position with regard to the availability of resources, catchment review, school buildings condition and the outcome of the modernisation programme in other areas of the Island.
	<p>School Transport</p>	<p>It was resolved –</p> <ul style="list-style-type: none"> - To accept the revised School Transport Policy as presented and to recommend it to the Executive. - To support the following recommendations in relation to payment/charges – <p>That from September 2013:</p> <ul style="list-style-type: none"> - The daily charge be increased from 20p to 40p from pupils living less than 2 miles from

		<ul style="list-style-type: none"> - the primary school (Discretionary Fare Scheme). One-off annual payment of £60. - That the 40p/day charge for pupils living less than 3 miles from the secondary school continues (Discretionary Fare Scheme). One-off annual payment of £60. - That the £60 per annum charge (or 2 instalments of £30) for post 16 learners continues. - That the current charge of £150 for the Vacant Seat Scheme (to out of catchment schools) be increased to £180 (payable by 3 instalments of £60 or full payment in September at a reduced charge of £120).
	Effectiveness of Education Scrutiny	<p>It was resolved to undertake a self-evaluation exercise at the end of each meeting of this Committee to establish whether the Committee has achieved its defined role for each item considered by completing the prepared evaluation form.</p> <p>To recommend Option 3 (to close Ysgol Llandona and transfer the pupils to Ysgol Llangoed) to the Executive as the Committee's preferred option for formal consultation on the review of primary education provision in South East Anglesey subject to the following –</p> <ul style="list-style-type: none"> - That transport issues in the area are addressed and satisfactorily resolved, and - That the primary education provision in South East Anglesey is revisited in due course in the Schools Modernisation Programme with a view to establishing a long term strategy for the primary education provision in the area.
<p style="text-align: center;">21st November, 2012</p>	Principles of School Modernisation	<p>It was resolved to accept the principles as presented with the addition of those principles suggested by the Committee above.</p> <p>It was resolved –</p> <ul style="list-style-type: none"> - To establish an individual School Progress Review Group of this Committee on the lines proposed in the report. - To appoint Councillors Lewis Davies, Gwilym O Jones and Eric Roberts to the group/rota of three members from which one member will serve at any one time on the Progress Review Group. - That, in the event of the Chair or Vice-Chair of the Scrutiny Committee not being able to attend a meeting of the Progress Review Group a second member of the group of three designated above be asked to attend instead.
	Quarterly Finance Report (Quarter 2)	<p>Following discussion, it was resolved –</p> <ul style="list-style-type: none"> - To establish a Scrutiny Outcome Panel of this Committee to examine the Integration Budget (primary and secondary sectors) in greater depth and to investigate the reasons for overspend on these budget headings. - To appoint Councillors Mrs Fflur Hughes, R.Dylan Jones, Clive McGregor and Ieuan Williams to serve on the Scrutiny Outcome Panel above.

	<p>Individual School's Financial Situation</p> <p>Half-termly Attendance and Performance Rates</p> <p>Revised Literacy Strategy</p> <p>Revised Partnership Agreement</p> <p>Youth Service Accreditations Development Plan</p> <p>School Procedures for Talented and More Able Learners</p> <p>Primary and Secondary School Set Targets</p>	<p>It was resolved to accept the report and to note its contents</p> <p>It was resolved to accept the report and to note its contents.</p> <p>It was resolved to accept the report and to note the contents of the Literacy Strategy and associated guidance for primary schools.</p> <p>It was resolved to accept the report and to note the contents of the Partnership Agreement.</p> <p>It was resolved to accept the report and to note its contents.</p> <p>It was resolved to accept the report</p> <p>It was resolved to accept the report</p>
<p>15th January, 2013</p>	<p>Scrutiny Review Panel: The Library Service</p> <p>Anglesey Primary Schools Modernisation – Y Liannau</p> <p>Safeguarding Children in Schools</p>	<p>It was resolved –</p> <ul style="list-style-type: none"> - To note the concerns expressed by the CyMAL representatives and to refer them to the attention of the Executive and to the Senior Leadership Team. - To reschedule the Library and Information Service Scrutiny Review Panel's task of formulating firm recommendations on the future configuration and direction of the Service to a final reporting timetable of March, 2013. - That the Scrutiny Review Panel includes within its Work programme the elements identified in section 4 of the report as well as planning for a thorough Public Consultation and Equality Impact Assessment on the future direction of the Service as previously agreed. <p>To recommend Option 5 (A new area school for Llanfachraeth, Llanfaethlu and Llanrhuuddlad) to the Executive as the Committee's preferred option for formal consultation on the review of primary education provision in North West Anglesey subject to the identification of both funding and a suitable site for the development prior to the commencement of the formal consultation process.</p> <p>It was resolved –</p> <ul style="list-style-type: none"> - To note and support the work undertaken by the Education Service in relation to monitoring safeguarding in schools and in providing training at the correct level for its staff. - To accept the Annual Report to the Governing Body on Safeguarding in the format presented.

	Secondary School Bandings 2012	It was resolved to accept the report and to note the information.
	Update on the end of Key Stage Performance 2012	It was resolved to accept the report and to note the information.
	Partnership Agreement Support and Intervention Categories	It was resolved to accept the report and to note the information.
	Literacy and Reading in Schools	It was resolved to accept the report and to note the information.
	Youth Service Accreditation Development Plan 2012-14	It was resolved to accept the report and Youth Service Accreditation Development Plan for 2012-14.
	Update Report: Reducing School's Footprint; Progress on the Development and Adaptation of the ALN Strategic Plan and Delegation of Funding; Attendance and Performance Rates	It was resolved to accept the report and to note the information.
24 th January, 2013	Consultation on the 2013/14 Budget	<p>It was resolved:</p> <p>To note with reluctance, the savings proposals presented by the Lifelong Learning Department and the Leisure and Culture service of the Community Department as set out in the Meeting the Challenges 2013/14 Budget Consultation document.</p> <ul style="list-style-type: none"> - To convey to the Executive, the Committee's grave concerns regarding the impact on the Library and Youth Services of budgetary cuts of 7% with the strong recommendation that those services are not required to implement savings at 7% in 2013/14 and that they are afforded budgetary protection in 2014/15. - In light of the financial pressures on local authority budgets, to ask the Executive to give clear support and direction to the Director of Lifelong Learning to continue with and expand upon the Schools Modernisation Programme into future years with a view to establishing subject to identifying the availability of resources, an educational strategy for Anglesey based on a reduced number of schools and a pattern of modern area schools.
27 th February, 2013	Play Sufficiency Assessment	It was resolved unanimously to support the principles and contents of the Anglesey Play Sufficiency Assessment and accompanying Action Plan.
	School Budget Deficits	It was resolved to accept the report and to note that schools in a deficit position have clear











		recovery plans to eliminate the deficit and that the Authority intervenes as necessary. It was resolved to accept the report and to note its contents.
	Progress against the Post-Inspection Action Plan	
21 st March, 2013	Scrutiny Outcome Panel: Education Integration Budget	It was unanimously decided to accept the Scrutiny Outcome Panel's report following its review of the Education Integration Budget along with the report's recommendations in their entirety.

3.4 Environment and Technical Services Scrutiny Committee

The Environment and Technical Services Scrutiny Committee have responsibility for areas of work within the Highways and Waste Management Service and the Planning and Public Protection Service such as highways (including roads, car parks etc.); waste management and recycling; trading standards etc. The Committee is also designated responsibilities for Crime and Disorder matters which it must consider on at least one occasion per annum.

3.4.1 Committee Membership 2011-12

The Committee comprises of 10 elected Members.

	Cllr Keith Evans (Chair)	Cadnant	Unaffiliated		Cllr Richard L Owen (Vice Chair)	Beaumaris	Original Independents
	Cllr William T Hughes	Llanbadrig	Original Independents		Cllr Richard Dew	Rhosneigr	Llais I Fôn
	Cllr Rhian Medi	Cyngar	Plaid Cymru		Cllr Raymond Jones	London Road	Labour Party
	Cllr Lewis Davies	Llangoed	Plaid Cymru		Cllr J Arwel Roberts	Morawelon	Labour Party
	Cllr John V Owen	Parc A'r Mynydd	Original Independents		Cllr Hefin Thomas	Pentraeth	Unaffiliated

3.4.2 Committee Work Programme (2012/13)

During 2012/13 the Environment and Technical Services Scrutiny Committee met on 7 occasions and considered 11 items.

Environment and Technical Services Scrutiny Committee Work Programme 2012/13		
Committee Date	Item Considered	Outcome/Recommendation
	Wyfa New Nuclear Build Supplementary Planning Guidance (Initial Consultation)	Resolved to accept the report and to note the comments of the Committee as noted above.
28 th May, 2012	Quarterly Performance Monitoring Report Q4 2011 / 2012	Resolved to note the report.
	Environment and Technical Services Scrutiny Committee Forward Work Programme 2012-13 and suggestions for Scrutiny Outcome Boards	Resolved to note the report and that the above items be placed on this Committee's Forward Work Programme for in-depth discussion and scrutiny.
26 th July, 2012	Revised Draft Supplementary Planning Guidance: On-Shore Wind Turbines	<p>Resolved:</p> <ul style="list-style-type: none"> - To support points highlighted in paragraph 4.1 (i), (ii), (iv) and (v) contained within the report; - To amend the draft SPG to incorporate a 'sliding scale' of separation distances between different sizes of wind turbines and dwellings; - To delegate powers to the Head of Planning & Public Protection to incorporate minor amendments to the SPG, in light of the Sustainable Appraisal/Strategic Environmental Assessment (SA/SEA) and HRA screening work, should they be required; - To delegate powers to the Head of Regulatory Department to make minor amendments to the revised SPG to correct any typographical errors prior to the consultation stage; - The revised draft SPG be issued for an 8 week public consultation exercise following amendments required following this meeting.

10 th September, 2012	Taith - presentation	Resolved to thank Mr. Iwan Prys-Jones for his presentation to the Committee
25 th October, 2012	Supplementary Planning Guidance: On-Shore Wind Energy	Resolved to note the report.
	Joint Local Development Plan preferred Strategy	Resolved to accept the report and that the Committee supports the development of the Preferred Strategy Document.
22 nd November, 2012	Framework for Preserving and Enhancing Conservation Areas	Resolved to note the report and to support the publication of proposals for the preservation and enhancement of the Conservation Areas.
	Flood Risk Management – Local Flood Risk Management Strategy	Resolved: To accept the report and the issues raised. To recommend to the Executive :- - That the Local Flood Management Strategy is a corporate risk and the WG grant will need to be earmarked for flood management during consideration of any budget proposals. - That a letter be sent to WG expressing concerns that agricultural grants towards flood management on local farms have been cut. Potential flood issues may arise on the local highways due to withdrawal of these grants.
12 th December, 2012	Anglesey and Gwynedd Joint Local Development Plan	Resolved: - That the Officers give due consideration to the issues raised by the Committee - That subject to the above comments, the Preferred Strategy document's development is supported
25 th January, 2013	Consultation on the 2013/14 Budget	Resolved: - To accept the draft proposals in respect of the 2013/14 budget but concerns were expressed to the reduction within the highway maintenance budget; - That the provision of public conveniences on the Island should be reassessed with Town/Community Councils, together with local organisations, encouraged to take over and manage the toilets. Private businesses should also be encouraged to participate in the scheme to allow the public to use their public conveniences within their premises.

3.5 Housing and Social Services Scrutiny Committee

The Housing and Social Services Scrutiny Committee has responsibility for all functions and services within the Community Directorate with the exception of the Leisure and Library Service.

3.5.1 Committee Membership 2011-12

The Committee comprises of 10 elected Members.



Cllr
Lewis
Davies
(Chair)

Llangoed

Plaid Cymru



Cllr
Dylan
Jones
(Vice
Chair)

Amlwch
Port

Labour



Cllr
William
T Hughes

Llanbadrig

Original
Independents



Cllr Eric
Jones

Llanfihang
el Ysgeifiog

Original
Independents



Cllr J V
Owen

Parc a'r Mynydd

Original
Independents



Cllr R L
Owen

Beaumaris

Original
Independents



Cllr Fflur
Hughes

Cefni

Plaid Cymru



Cllr
Thomas
H Jones

Llanfechell

Llais I Fon



Cllr
Elwyn
Schofield

LLannerch -y-
medd

Unaffiliated



Cllr
Peter
Rogers

Rhosyr

Unaffiliated

3.5.2 Committee Work Programme (2012/13)

During 2012/13 the Housing and Social Services Scrutiny Committee met on 7 occasions and considered 11 items.

Housing and Social Services Scrutiny Committee Work Programme 2012/13		
Committee Date	Item Considered	Outcome/Recommendation
31 st May, 2012	Committee Nominations	<p>It was resolved to nominate the following Members to serve on the panels and/or groups as listed:</p> <ul style="list-style-type: none"> - Corporate Parenting Panel – Councillor J.V. Owen. - Social Services Customer Care and Complaints Panel – Councillor Lewis Davies - Adults' Services Mentoring Group and Adults' Services Improvement Board – Councillors R.L. Owen and Mrs Fflur Hughes. - Children's Services Improvement Board – Councillors Lewis Davies and R. Dylan Jones - Panel for the preparation of the Annual Report of the Statutory Director of Social Services – in the interest of continuity, to retain the current membership namely Councillors Mrs Fflur Hughes, Eric Roberts, R. Dylan Jones, Lewis Davies, Selwyn Williams, and Trefor Lloyd Hughes.
	Quarterly Performance Monitoring Report - Quarter 4 2011-12	It was resolved to accept the report and to note the position with regard to performance against the key priorities at the end of Quarter 4 2011/12.
	Commissioning Social Services for Children and Young People	It was resolved to accept and support the strategic direction and commissioning intentions of the Children's Services Commissioning Strategy for 2012 to 2015.
	Recruitment and Retention Strategy for Social Work Staff in Children's Services	It was resolved – To accept the report and to support the actions proposed in Section 3 of the report and that the report be forwarded to the Board of Commissioners for a decision.

		<p>That the Committee's ongoing concerns regarding the non-completion of the Job Evaluation process and its possible impact on staff recruitment within Children's Services be conveyed to the Chief Executive.</p> <p>It was resolved to accept and to note the report and the proposals for improvement and to support the recommendations at section 4 of the report.</p> <p>It was resolved –</p> <ul style="list-style-type: none"> - To accept the report and to note the progress made as documented and also to thank the Head of Service (Housing Services) and her staff for the report and the efforts which it reflected. - To recommend that steps are taken to ensure that legal agreements are prepared and organised so that they are issued simultaneously with the planning consent. <p>It was resolved to note the report and attached schedule and to authorise the Chair to proceed to finalise the Committee's Work programme in consultation with the Scrutiny Officer and other relevant officers.</p>
	Wales Audit Office (WAO) Building Maintenance Unit Review Feedback	
	Affordable Housing Delivery Statement - Progress Review 01-04-2011 to 31-03-2012	<p>It was resolved –</p> <ul style="list-style-type: none"> - To accept and to note the contents of the Annual Report of the Statutory Director of Social Services for 2011/12 and, - That the Housing and Social Services Scrutiny Committee be provided with quarterly progress reports from the Statutory Director of Social Services. <p>It was resolved to accept and to note the report and to thank the Officer for the information and presentation.</p>
	Work Programme Update	
10 th July, 2012	Annual Report of the Statutory Director Social Services	
	Safeguarding Arrangements for Vulnerable Adults	
24 th September, 2012	Adults' Services Transformation	<p>It was resolved –</p> <ul style="list-style-type: none"> - To accept the report. - To note the progress to date around realising the commissioning intentions underpinning the Social Services Older People's Services Commissioning Strategy as summarised in the report including the launch of a consultation process regarding the transformation of residential services on the Island. - That in respect of the future provision of Community Meals, the Committee's preferred option is Option 5 with the proviso that the potential of utilising the sheltered warden estates for this purpose is

		<p>also explored.</p> <ul style="list-style-type: none"> - To support the exploration of an alternative model for the provision of Equipment/ADLs on the lines outlined in paragraph 5.3 of the report. <p>It was resolved to accept the report and to note its contents.</p>
	Children's Services Action Plan: Update	
	Social Services Complaints and Compliments Procedure: Annual Report 2011/12	<p>It was resolved to accept the Annual Report for 2011/12 and accompanying Action Plan for 2012/13 for developing arrangements for dealing effectively with representations and complaints received from service users and their representatives.</p> <p>It was resolved to recommend to the Board of Commissioners –</p> <ul style="list-style-type: none"> - That the Empty Homes Enforced Sales Policy be adopted. - That the Head of Service (Property) and Head of Service (Housing) are added to the scheme of delegation to institute legal proceedings for gaining possession of property against which the Council has a legal Land Charge in exercise of any of its statutory powers and to deal with the sale of the property.
	Empty Homes Enforced Sales Policy	
	Forward Work Programme	Information only
	Beaumaris Town Housing Needs Survey – Information Only	Information only
19 th November, 2012	Môn Communities First	<p>It was resolved –</p> <ul style="list-style-type: none"> - To note the contents of the report. - To note the proposed elements to be included within the Outcome Agreement between the Council and the Môn Communities First Board as set out in the report along with the observations made regarding the need for the Agreement to contain certain safeguards. - To recommend that the recommendations of the independent investigation regarding governance issues are actioned by the Board of Môn Communities First and the Council's Officers and reported to the next meeting of the Scrutiny Committee in January/February. - To recommend that Môn Communities First Board seeks expert advice and adopts good practice in its governance arrangements. - To ask the Head of Service (Housing) to present information to the Committee in clarification of the staffing situation of Môn Communities First Ltd.

	Annual Review and Evaluation of Performance 2011-12 by CCSIW	It was resolved to accept the report and to note its contents.
	Adults' Social Care Services: Strategic Commissioning Intentions – Service Transformation/Redesign	<p>It was resolved –</p> <ul style="list-style-type: none"> - To note the progress to date around realising the commissioning intentions of the Social Services Older People's Commissioning Strategy and the review of the current provider arrangements pertaining to the Community Meals Service. - To note and support the progress to date concerning consultation on the future provision of residential care (internal provision). - To support the improvement plan underpinning Assistive Technology (Telecare) as outlined in section 5.3.5 of the report
	New Work Connections	It was resolved to accept the report and to note its contents.
	Tenant Participation Strategy	It was resolved to note the report along with the Tenant Participation Strategy Review and key priorities for 2013.
21 st January, 2013	Consultation on the 2013/14 Budget	<p>It was resolved –</p> <ul style="list-style-type: none"> - To accept the Executive's initial proposals for the 2013/14 budget as presented in the Budget consultation document. - To note and accept the Social Services proposals for identifying savings of £812k for 2013/14. - To note and accept the Housing Services' proposals for identifying savings of £66k for 2013/14. - To accept and support the Children Services' growth bids for 2013/14 as set out in the Budget Consultation document. <p>It was resolved to accept the report and to note its contents.</p>
	Món Communities First	
25 th February, 2013	Disposal of HRA Land and Affordable Housing	It was resolved to accept and support the draft amended policy on the disposal of HRA land for Affordable Housing and to recommend the draft policy to the Executive.
	Private Rented Sector Improvement Project	It was resolved to accept the report and accompanying Action Plan.

	Children's Safeguarding Inspection – Progress Report	It was resolved to accept the report and to note the contents.
	North Wales Carers Information and Consultation Strategy	It was resolved to support the recommendations of the report and to recommend them to the Executive for approval.
	Social Services and Wellbeing (Wales) Bill	It was resolved to note the information as presented.

4. SCRUTINY OUTCOME PANELS

4.1 Education Integration Budget – Education and Leisure Scrutiny Committee



At its meeting of 21st November, 2012 the Education and Leisure Scrutiny Committee considered the financial position of the Education Service as reported at the end of Quarter 2. At the end of Quarter 2, the Education Service budget had overspent by £494k. While some budget headings showed an overspend, and others showed an under spend, three main budget lines identified an overspend:

- Integration (secondary) - £320k
- Integration (primary) - £79k
- Education Welfare Service - £44k (full year).

Following a request by the Head of Education Service it was agreed that Scrutiny Outcome Panel be established to conduct an in-depth investigation into the Education Integration Budget and provide a robust set of recommendations for the management of the budget in future years.

The aims of the Panel were:

- To oversee analysis of budgets relating to provision for Special Educational Needs (SEN) – Identify expenditure under various budget headings and consider causes for the level of expenditure;
- To formulate recommendations on how SEN provision can be remodelled in order to reduce projected overspend and improve control measures on future expenditure;
- To consider the impact of any recommendations made on the future services and provision for pupils with SEN

Following conclusion of its investigations, the Education Integration Budget Scrutiny Outcome Panel made the following 10 recommendations:

- It is recommended that the Lifelong Learning Department undertake a review of Uned Eilian (Ysgol Moelfre) to identify whether the unit provides value for money and seek ways of remodelling the service provided;
- It is recommended that the Lifelong Learning Department cease to fund any additional SEN provision under the budget heading of ‘Cognition and Learning’ – GLD for pupils in the foundation phase (Under 7 years old);

- It is recommended that the Lifelong Learning Department ensures appropriate procedures are in place to devolve all funding identified for pupils requiring non-statutory (3*) SEN provision in relation to 'Cognition and Learning' and 'Language and Communication Difficulties' to the primary schools.
- It is recommended that the Lifelong Learning Department continue to work on developing a strategy, in consultation with the schools, for dealing with behavioural difficulties. Consideration should be given to establishing a team of specialist support workers to work in the Authority's mainstream schools.
- It is recommended that the Lifelong Learning Department undertake a consultation exercise with the Anglesey Schools' Forum (Finance) with regard to alternative funding formulae identified in Section 8 of this report;
- It is recommended that any financial savings made on the Integration Budget throughout the year is ring fenced for improvement and efficiency of SEN provision on the island;
- It is recommended that a group of elected Members is identified to continue with the work of reviewing the integration budget and work in an advisory capacity with the Lifelong Learning Department as they continue their efforts to make the best use of available resources;
- It is recommended that the Lifelong Learning Department undertakes a review of expenditure on provision for pupils with medical conditions and discuss the funding of the provision with partners in the Betsi Cadwaladr University Health Board;
- It is recommended that the Lifelong Learning Department be given the authority to develop a long term strategy for re-modelling the SEN service with a strategic vision of establishing specialist provision for different needs in identified schools within catchment areas as part of the Schools Modernisation Programme;
- It is recommended that the Lifelong Learning Department review the role of Ysgol y Bont in relation to the Pre-School Assessment Units and provision for pupils with severe learning needs in main-stream schools

5. SCRUTINY ENGAGEMENT

- 5.1 The views and ideas of the public and other organisations with an interest in a topic under consideration are valuable in effective Scrutiny.
- 5.2 Best practice Scrutiny normally involves Members working with local people and organisations to provide effective and responsive services.
- 5.3 Scrutiny Committees will meet in public (except in circumstances where confidential matters are to be discussed) and the dates, location of the meetings and the forward work programmes are available on the Council's web site at <http://www.anglesey.gov.uk>
- 5.4 Partners and outside agencies may also be invited to attend Scrutiny Committees to enable the Committee to seek their views and observations on issues affecting the delivery of corporate objectives.
- 5.5 To find out more about Scrutiny in Anglesey or to give your views please contact the Scrutiny Team at:

Scrutiny Team,
Isle of Anglesey County Council,
Council Offices.
Llangefni.
Anglesey.
LL77 7TW
Scrutiny@anglesey.gov.uk

Bev Symonds	Scrutiny Manager responsible for: - Corporate Scrutiny Committee	(01248) 752078
Geraint Wyn Roberts	Scrutiny Officer responsible for: - Housing and Social Services; and, - Economic Development, Tourism and Property Scrutiny Committees	(01248) 752039
Gareth Bayley-Hughes	Scrutiny Link and Support Officer responsible for: - Education and Leisure Scrutiny Committee; - Environment and Technical Services Scrutiny Committee	(01248) 752079

APPENDIX 1 - Scrutiny Committees Terms of Reference

NAME OF COMMITTEE	TERMS OF REFERENCE
<p>1) CORPORATE SCRUTINY COMMITTEE (12 Members)</p> <p>Plus Co-opted members (with a right to vote)when dealing with education matters</p>	<ul style="list-style-type: none"> - Best use of staff, finance and property - Corporate policy - Community strategy - Complaints - Corporate budget process and monitoring - Financial and administrative systems - Health and Safety - ICT - Improvement Plan and monitoring - Internal support services - Language Scheme - Outcome agreements. - Performance monitoring - Power to call-in - Service innovation and collaboration - Strategic partnership governance - Workforce skills
<p>2) HOUSING AND SOCIAL SERVICES SCRUTINY COMMITTEE (10 Members)</p>	<ul style="list-style-type: none"> - Anti-poverty - Benefits - Care and personal support service - Community regeneration - Disadvantaged persons - Equality of opportunity - Healthy living - Housing - J.E. O'Toole Centre - Monitoring Suite (Gofal Môn and CCTV) - Protection of vulnerable people - Quality of life - Social Services
<p>3) EDUCATION AND LEISURE SCRUTINY COMMITTEE (10 Members)</p> <p>PLUS Church and parent governor representatives in accordance with paragraph 8-11 of Schedule 1 to the Local Government Act 2000</p>	<ul style="list-style-type: none"> - Archive, library and museums - Culture - Education - Lifelong Learning - Môn Training - Sports and leisure facilities - Youth and Community Services
<p>4) ENVIRONMENT AND TECHNICAL SERVICES SCRUTINY COMMITTEE (10 Members)</p>	<ul style="list-style-type: none"> - Crime Prevention and statutory Crime and Disorder Scrutiny Committee - Emergency Planning - Environmental Health - Environmental Stewardship - Highways (including roads, streets, bridges, car parks, public access) - Land Use Planning - Licensing - Registration of Births, Marriages and Deaths - Sea Defence and Maritime - Sustainability - Trading Standards - Transportation - Waste Management and Recycling

5) ECONOMIC DEVELOPMENT, TOURISM AND PROPERTY SCRUTINY COMMITTEE (10 Members)	<ul style="list-style-type: none"> - Indigenous and local businesses - Infrastructure re: economic regeneration funding - Inward investment - Promotion of economic regeneration - Property and Asset management - Tourism - Workforce skills (Island wide)
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Within their terms of reference the Scrutiny Committees will:

- Review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- Make reports and/or recommendations to the full Council and/or the Executive and/or any Joint or Area Committee in connection with the discharge of any functions;
- Consider any matter affecting the area or its inhabitants;
- Exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive and/or any Area Committees [N.B Please note that the power to call - in a decision is limited to the Corporate Scrutiny Committee and should be used sparingly as it can delay implementation of policy] ; and
- Carry out reviews under the Welsh Programme for Improvement of the functions within its area of activity and report via the Executive to the Council.

In regard to the Scrutiny Committees' role of policy development and review, they may:

- Assist the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues;
- Conduct research, community and other consultation in the analysis of policy issues and possible options;
- Consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- Question members of the Executive and/or committees and Chief Officers about their views on issues and proposals affecting the area; and
- Liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

With regard to its scrutiny role the Scrutiny Committees may:

- Review and scrutinise the decisions made by and performance of the Executive and / or Committees and Council Officers both in relation to individual decisions and over time;
- Review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- Question members of the Executive and/or Committees and Chief Officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;

- Make recommendations to the Executive and/or appropriate Committee and / or Council arising from the outcome of the scrutiny process;
- Review and scrutinise the performance of other public bodies in the area
- Question and gather evidence.

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ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	COUNTY COUNCIL
DATE:	23 MAY 2013
TITLE OF REPORT:	MEMBER DEVELOPMENT PLAN – MAY 2013 – MARCH 2014
PURPOSE OF REPORT:	TO SEEK COUNCIL APPROVAL TO THE DEVELOPMENT PLAN FOR ELECTED MEMBERS
REPORT BY:	INTERIM HEAD OF DEMOCRATIC SERVICES
LEAD OFFICER:	MIRIAM WILLIAMS, SENIOR HUMAN RESOURCE DEVELOPMENT OFFICER

There is a duty on the Authority to provide training and development opportunities for its Members and to make information available to the Council on an annual basis.

During 2012/13, the Council established a Democratic Services Committee in accordance with the Local Government (Wales) Measure 2011. The Committee has responsibility for matters relating to Member Training and Development and took over the role of the Member Development Working Group established in recent years to improve the support and development opportunities for Elected Members.

During the last period a comprehensive programme of training was provided and informed by the needs of Members and the organisation, supported by the WLGA. In addition, the Member Development Working Group developed a Member Development Strategy and the Authority made a commitment to work towards achieving the WLGA Member Development Charter Status Award. The Strategy is a key aspect of achieving Charter Status which focusses on continued Member Development and Support.

At its core, the Strategy is about understanding the needs of Members so that they may be better supported in their roles through the provision of appropriate development which is constantly monitored, evaluated and reviewed to ensure that it is both “fit for purpose” and of the right quality.

Since the election Members of the Council have been issued with a generic job description and person specification which includes reference to personal and role development opportunities provided by the Authority.

Moving forward the induction and on-going development programme for Members is crucial. The attached Training Plan for the period May 2013 to March 2014 has been

prepared with the support of the WLGA to highlight the main areas of development to be offered during this period. A phased approach has been adopted to ensure that a sound foundation/induction is provided in the initial period of the Elected Member's role. The programme, will as far as possible, seek to accommodate Members needs e.g a mixture of day and evening sessions and the format of the training varied e.g. workshops, mentoring, e-learning and one-to one etc.

This document will be a "rolling programme" of sessions, which will depend on the individual needs of Members together with those of the Council/other stakeholders whilst reflecting the resources available. The personal development reviews to be undertaken by Members during the year will be an important element of this process.

The intention is for the plan to continue to make further positive steps towards supporting Members in their roles, improving standards, developing good practices and achieving the Member Development Charter. The proposal is to review the Development Programme after three months.

The Democratic Services Committee will be monitoring progress on a regular basis including further review/updating based on Members and organisational needs. In addition, reports will be submitted to the Standards Committee as appropriate.

RECOMMENDATION:

To adopt and undertake the Training Plan for Members as set out in the attached enclosure.

Huw Jones
Interim Head of Democratic Services
13.05.13

Induction and Development of Members post May 2013

PHASE 1 Timescale	Link with WLG Member Charter	Subject	For whom?
MAY 2013	<p>09.05.2013 Expectations placed upon and roles of all elected members</p>	<ul style="list-style-type: none"> • Welcome to the Council and initial overview of the key work programme by Chief Executive and Senior Management Team • Meet and Greet Heads of Service/Departmental representatives 	All Elected Members
	<p>8-10/5/2013 Modernising Working Practises</p>	<ul style="list-style-type: none"> • General Ipad training • Modern Gov. 15/05/2013training • Tour of building 	All Elected Members
	<p>15.05.2013 Expectations placed upon and roles of all elected members</p>	Ethical Framework – An Introduction to Conduct Rules and Standards	All Elected Members

	<p>20.05.2013 Expectations placed upon and roles of all elected members</p>	<ul style="list-style-type: none"> • Data Protection • Welsh Language Scheme • Dealing with the Press/Media Protocols 	<p>All Elected Members Internal</p>
	<p>29.05.2013 Expectations placed upon and roles of all elected members</p>	<p>Modern Gov. – Online Declaration of Interests</p>	<p>All Elected Members Internal</p>

PHASE 2

JUNE 2013	Date to be Confirmed Role Specific	Appointments Panel	Elected Members on Appointments Panel
	03.06.2013 Role Specific	Planning Committee training	Members of Planning Committee Internal
	04.06.2013 Role Specific	Development Needs Assessment	Executive Committee WLG A
	06.06.2013 Expectations placed upon and roles of all elected members	Overview of Scrutiny Function	All Elected Members Internal
	07.06.2013 Role Specific	Development Session for the Executive Committee	Executive Committee WLG A
	11.06.2013 Role Specific – All Committee Chairs/Vice Chairs	Chairing skills Session/s	Scrutiny Committee Chairs/Vice Chairs Internal
	13.06.2013 Role Specific – All Committee Chairs/Vice Chairs	Scrutiny Questioning skills	All Scrutiny Members Internal

JULY 2013	24.06.2013 Expectations placed upon and roles of all elected members	Corporate Plan/Transformation Plan and Budget Planning	All Elected Members Internal
	26.06.2013 Expectations placed upon and roles of all elected members	Generic Chairing Skills Workshop	All Elected Members WLGAI/Internal
	27.06.2013 Expectations placed upon and roles of all elected members	Rising to the Scrutiny Challenge	All Elected Members WLGAI
	02.07.2013 Expectations placed upon and roles of all elected members	Scrutinising Performance Data	All Scrutiny Members Internal
	03.07.2013/05.07.2013/16.07.2013 Expectations placed upon and roles of all elected members	Corporate Responsibilities e.g. Corporate Parenting/Protection of Vulnerable Adults and Children	All Elected Members Internal
	08.07.2013 More detail about how the council works	Audit Functions Statement of Accounts/Treasury Management	All Elected Members Audit Committee WAO/Internal
	12.07.2013 More detail about how the council works	Undertaking an in-depth Review (Scrutiny Outcome Panel)	All Scrutiny Members Internal

AUGUST 2013	RECESS PERIOD	NO PLANNED TRAINING	
SEPTEMBER 2013	Date to be Confirmed More detail about how the council works	Health and Safety	All Elected Members External & Internal
	05.09.2013 Expectations placed upon and roles of all elected members	Social Media	All Elected Members WLGA
	11.09.2013 Expectations placed upon and roles of all elected members	Equalities	All Elected Members WLGA
	Date to be confirmed Expectations placed upon and roles of all elected members	Statement of Accounts	Audit Committee Internal
OCTOBER 2013	09.10.2013 Knowledge and skills about particular roles & activities	Personal Development Review Training	All Elected Members WLGA
	14.10.2013 Expectations placed upon and roles of all elected members	Scrutinising the Budget	All Elected Members Internal

	Date to be confirmed Expectations placed upon and roles of all elected members	Risk Management	Audit and Scrutiny Committees
NOVEMBER 2013	Date to be confirmed Expectations placed upon and roles of all elected members	Budget Setting	Internal All Elected Members
DECEMBER 2013	Date to be confirmed Expectations placed upon and roles of all elected members	Effectiveness of the Audit Committee and Counter Fraud Arrangements	Internal Audit Committees Internal

Additional & Ongoing Development to be arranged:

Prior to first licensing committee meetings)	Role Specific – Licensing (held before first meetings)	Licensing Committee Training	Licensing Committee Members
Prior to Summer Recess	Knowledge and skills about particular roles & activities	Generic Overview Briefing Sessions on key service issues via classroom/DVD presentations etc.	All Elected Members
Ongoing and as required	Knowledge and skills about particular roles & activities	Chairing Skills	All Elected Members
As Identified from individual Personal Development Reviews/individual ad-hoc requests	General Personal Skills	ICT skills e.g iPad/Outlook Explorer etc.	As and when identified/requested
		Welsh Language Skills (Oral/Written)	
		E-Learning packages	
Ongoing	Role Specific	Planning Updates	All Elected Members on Planning Committee
As and when identified	Collaborative/Regional Events	As and when notifications received	All Elected Members
Date to be confirmed	Knowledge and skills about particular roles & activities	Final Accounts	All Elected Members

N.B. The intention is that the plan is amended appropriately as priorities change and will be reviewed on a regular basis to ensure that it meets the needs of the organisation.

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