

Public Document Pack



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Mr Richard Parry Jones, BA, MA.
Prif Weithredwr – Chief Executive

CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfeydd y Cyngor - Council Offices
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| RHYBUDD O GYFARFOD | NOTICE OF MEETING | |
|---|---|-------------------------------|
| PWYLLGOR GWAITH | THE EXECUTIVE | |
| MONDAY, 22 APRIL 2013 10.00 o'r gloch | MONDAY, 22 APRIL 2013 10.00 am | |
| SIAMBR Y CYNGOR, SWYDDFEYDD Y CYNGOR, LLANGFNI | COUNCIL CHAMBER, COUNCIL OFFICES, LLANGFNI | |
| Rheolwr Gwasanaethau Pwyllgor | Mr John Gould 01248 752 515 | Committee Services Manager |

Annibynnol Gwreiddiol/Original Independent

B Owen (Cadeirydd/Chair), O Glyn Jones, G O Parry MBE and R LI Hughes

Plaid Cymru/The Party of Wales

R G Parry OBE and T LI Hughes

Plaid Lafur/Labour Party

W J Chorlton

COPI ER GWYBODAETH / COPY FOR INFORMATION

I Aelodau'r Cyngor Sir / To the Members of the County Council

Bydd aelod sydd ddim ar y Pwyllgor Gwaith yn cael gwahoddiad i'r cyfarfod i siarad (ond nid i bleidleisio) os ydy o/hi wedi gofyn am gael rhoddi eitem ar y rhaglen dan Reolau Gweithdrefn y Pwyllgor Gwaith. Efallai bydd Bwrdd y Comisiynwyr yn ystyried ceisiadau gan aelodau sydd ddim ar y Pwyllgor Gwaith i siarad ar faterion eraill.

A non-Executive member will be invited to the meeting and may speak (but not vote) during the meeting, if he/she has requested the item to be placed on the agenda under the Executive Procedure Rules. Requests by non-Executive members to speak on other matters may be considered at the discretion of the Board of Commissioners.

A G E N D A

1 DECLARATION OF INTEREST

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

2 URGENT MATTERS CERTIFIED BY THE CHIEF EXECUTIVE OR HIS APPOINTED OFFICER

No urgent matters at the time of dispatch of this agenda.

3 MINUTES (Pages 1 - 8)

To submit for confirmation, the minutes of the meeting of the Executive held on 18th March, 2013.

4 THE EXECUTIVE'S FORWARD WORK PROGRAMME (Pages 9 - 18)

To submit the report of the Head of Service (Policy).

5 CHANGES TO THE COUNCIL CONSTITUTION - CHANGES TO THE PLANNING PROCEDURE RULES AHEAD OF MULTI-MEMBER WARDS FOLLOWING THE 2013 ELECTIONS. (Pages 19 - 40)

To submit a report by the Legal Services Manager/Planning Solicitor.

6 CREATION OF A PROTOCOL FOR SOCIAL MEDIA IN MEETINGS (Pages 41 - 50)

To submit a report by the Corporate Information Officer.

7 CONSTITUTIONAL CHANGES - FREQUENCY OF SCRUTINY MEETINGS (Pages 51 - 54)

To submit a report by the Head of Function (Legal and Administration).

8 UPDATE TO THE DBS POLICY (Pages 55 - 64)

To submit a report by the Senior Solicitor (Childrens' Services).

9 IFSS SUB-REGIONAL DEVELOPMENT: GWYNEDD AND YNYS MÔN COUNCILS (Pages 65 - 72)

To submit the report of the Head of Service (Childrens' Services),

10 PLAY SUFFICIENCY ASSESSMENT (Pages 73 - 88)

To submit a report by the Director of Lifelong Learning.

EXECUTIVE COMMITTEE

Minutes of the meeting held on 18 March 2013

- PRESENT:** Councillor Bryan Owen (Leader)(Chair)
Councillor K P Hughes(Vice-Chair)
- Councillors W J Chorlton; R LI Hughes; T Lloyd Hughes; O Glyn Jones;
G O Parry, MBE; R G Parry, OBE.
- IN ATTENDANCE:** Chief Executive
Deputy Chief Executive
Director of Community
Director of Lifelong Learning
Director of Sustainable Development
Head of Function (Resources)
Head of Service (Adults' Services) (Items 12-14 only)
Head of Service (Finance)
Head of Service (Policy) (Items 4-6 only)
Head of Service (Property) (Item 19 only)
Head of Service (Housing) (Items 10 and 11 only)
Principal Valuation Officer (DE) (Item 19 only)
Policy Strategy Manager (CWO) (Items 5 and 6 only)
Committee Services Manager
- ALSO PRESENT:** Councillors A Mummery; Selwyn Williams.

1 DECLARATION OF INTEREST

None to declare.

2 URGENT MATTERS CERTIFIED BY THE CHIEF EXECUTIVE OR HIS APPOINTED OFFICER

None to declare.

3 MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 11th and 18th February, 2013 be confirmed as true records.

4 THE EXECUTIVE'S FORWARD WORK PROGRAMME

Submitted – The report of the Head of Service (Policy) seeking approval of the updated work programme for the period April to September 2013.

RESOLVED to confirm the updated work programme for the period April to September 2013.

5 ANNUAL EQUALITY REPORT

Submitted - The report of the Head of Service (Policy) seeking the Executive's approval of the Authority's Annual Equality Report for 2011-12, for which the Public Sector Equality Duty required that all public authorities covered under the Equality Act 2010 Statutory Duties (Wales) Regulations 2011 should produce an annual equality report by 31 March each year. This was the first annual report since the introduction of the new general and specific equality duties. The views of the Corporate Scrutiny Committee held on 4th March, 2013 were made known to the Executive at the meeting.

RESOLVED

- **To take note of the observations made by the Corporate Scrutiny Committee on 4th March, 2013;**
- **To approve the Annual Equality Report 2011-12 for publication by 31st March 2013.**

6 VOLUNTARY SECTOR COMPACT

Submitted - The report of the Head of Service (Policy) seeking the Executive's approval to the updated Compact between this Council and the third sector based on Welsh Government guidance. The Compact, which provided the basis for developing the Voluntary Sector Liaison Committee's work programme, had been accepted by the Liaison Committee and now needed to be ratified by the Executive.

RESOLVED to approve the revised Anglesey Compact Agreement and draft Volunteering Policy.

7 PROPOSED REGIONAL EMERGENCY PLANNING SERVICES

Submitted - The report of the Chief Executive seeking the Executive's approval to the final business case on a collaborative approach to a Regional Emergency Planning Service as was being promoted by the Welsh Government Local Government Compact. The regional partners had identified the service as one for a convenient and effective collaboration model with the aims of improving prevention of and preparation for emergencies, standardisation of common policies and plans and having a more resilient service through the shared and flexible use of expertise and limited human resources.

Concern was expressed by some of the Members that some of the emergency services on the Island were finding it difficult to meet their response targets as a result of under manning within those services. It was felt that the matter should be investigated further by the Corporate Scrutiny Committee as part of its work programme.

RESOLVED

- **To approve the final business plan to join a regional emergency planning service in accordance with the terms listed in the report.**
- **That concerns raised at the meeting regarding response targets associated with the Fire, Ambulance and the Coastguard be referred to the Corporate Scrutiny Committee for further investigation.**

8 DISCRETIONARY RATE RELIEF POLICY

Submitted - The report of the Head of Service (Finance) on mandatory and discretionary reliefs that are available from payment of business rates for charities and non-profit making organisations and seeking Executive approval to approve a scheme for those organisations effective from 1st April, 2013.

RESOLVED

- **That the current policy guidelines be readopted for a further 12 months up to 31st March, 2014;**
- **That organisations and charities are advised of this decision before 31st March, 2013 and also that the policy will come to an end on 31 March 2014;**
- **To note that there will be a review of the policy and a consultation on revised policy guidelines during 2013-14 in respect of discretionary business rates relief having regard to the Welsh Government's own review. A new or revised discretionary rate relief policy to be adopted as a consequence from 1 April 2014.**

9 ADOPTION OF A LOCAL DISCRETIONARY HOUSING PAYMENT POLICY SCHEME

Submitted - The report of the Head of Service (Finance) seeking the Executive's approval to a revision to the Discretionary Housing Policy taking into account changes that had occurred to the benefits system by the UK Government. The Head of Service advised that changes to government policy had been announced between the drafting of the report and the date of the meeting and that it was possible that further changes would follow. She recommended that authority be delegated to her to amend the policy to reflect changes in policy and regulations.

RESOLVED to adopt the Discretionary Housing Policy Scheme as set out in Appendix A of the report and to delegate to the Head of Service (Finance) the authority to amend the policy to take account of changes being made to benefits regulations.

10 PUBLIC SECTOR HOUSING CAPITAL PROGRAMME AND ALLOCATION BUDGET 2013-14

Submitted - The report of the Head of Service (Housing) seeking Executive approval for the 2013-14 Public Sector Planned Maintenance Programme amounting to £4.15m. In addition to the schemes outlined in the report, the Head of Service referred to work including lining chimneys, upgrading the current telecare systems within the Council's sheltered accommodation and the possibility of re-modelling of a sheltered accommodation scheme where there is a number of hard to let properties, as part of the modernisation of adult social care services.

RESOLVED to approve the 2013-14 Public Sector Capital Programme as detailed in Appendix 1 of the report.

11 COMMON ALLOCATIONS POLICY

Submitted - The report of the Head of Service (Housing) seeking Executive approval for a number of amendments to be made to the Council's Housing Allocation Policy and that consultation thereon then takes place with the Council's partner registered social landlords.

RESOLVED

- **To authorise a review of the Allocations Policy, in conjunction with those registered social landlords with which the Council has nomination arrangements, to take place in 2012-13 after 3 May, 2013;**
- **To agree to amend the Allocation Policy with immediate effect, so as to incorporate those amendments contained in the Draft Housing Allocation Policy (Version 1), specifically:-**
 - **replacing references to the 2003 statutory guidance with the 2012 guidance;**
 - **incorporating, at Section 1 of the policy, provisions relating to the Council's duties under the Equalities Act 2010.**
- **To agree that those registered social landlords with which the Council has nomination arrangements shall be consulted after 2 May 2013 on those proposed amendments contained in the Draft Housing Allocation Policy (Version 2), specifically:-**
 - **new criteria for determining the number of bedrooms for which applicants are entitled (should they receive an allocation), and corresponding criteria by which it is determined whether applicants are overcrowded or under-occupying their present accommodation;**
 - **additional priority for those applicants who are homeless, are temporarily accommodated, and have been owed the main duty for between 18 months and five years;**
 - **a new provision for restricting the opportunity for homeless persons to exercise choice and preferences in connection with the areas in which they may be offered accommodation.**

12 ADULTS' SAFEGUARDING IMPROVEMENT JOURNEY

Submitted - The report of the Head of Service (Adults' Services) seeking Executive approval to endorse the progress achieved by the Service in respect of local safeguarding activity within a national framework of expectations and in endorsing the priorities underpinning the next phase of improvement.

RESOLVED

- **To endorse the significant progress achieved to date around our local safeguarding improvement journey;**
- **To endorse the key priorities underpinning the next phase of improvements in adult safeguarding as we prepare for the evolving national framework (as detailed at Paragraph 3.5 of the report).**

13 CARERS STRATEGIES (WALES) MEASURE 2010

Submitted - The report of the Director of Community seeking Executive approval for the North Wales Carers Information and Consultation Strategy for 2012-15 and in supporting

the regional, partnership approach with the BCUHB, other North Wales local authorities and the third sector as regards the implementation of the requirements of the Measure.

RESOLVED

- **To approve the North Wales Carers Information and Consultation Strategy for 2012-15 as a three year strategic response to the requirements of the Carers Strategies (Wales) Measure 2010;**
- **To support the regional partnership approach with the Betsi Cadwaladr University Health Board, other North Wales local authorities and the Third Sector as regards the implementation of the requirements of the Measure;**
- **To note local performance against key national performance indicators within this service area of Social Care;**
- **To endorse the priority given to developing a local commissioning strategy for carers over the coming months.**

14 INDEPENDENT SECTOR CARE HOME FEES 2013-14

Submitted - The report of the Head of Service (Adults' Services) seeking Executive approval on fee levels for independent sector residential and nursing homes for 2013-14.

RESOLVED

- **To adopt the evolving North Wales fees methodology as implemented hitherto in Denbighshire, Flintshire and Wrexham to underpin fee setting on the Isle of Anglesey during 2013-14;**
- **To endorse Option 2 in relation to the 2013-14 fee setting (as detailed in Paragraph 8 of the report);**
- **That the established quality elements continue to be subject to a negative fee differential of -£36/week as at present. This will be the subject of a fundamental review of our quality contract framework during 2013-14 as the Authority prepares for the implementation of a North Wales pre-placement agreement underpinning residential/nursing placements;**
- **That the current practice for Service user groups other than older people be maintained as outlined in paragraphs 11 and 12 of the report.**

15 TAITH CONSTITUTION

Submitted - The report of the Head of Service (Highways and Waste Management) seeking Executive approval to proposed changes to the transport consortium for North Wales (TAITH) constitution with particular regard to the delivery of bus funding that requires to be in place from 1st April 2013.

RESOLVED to approve the change to the Constitution of TAITH as detailed within the report.

16 UPDATE ON COLLABORATION ON HIGHWAYS AND TRANSPORTATION SERVICES

Submitted - The report of the Head of Service (Highways and Waste Management) seeking Executive approval to agree to Business Cases being developed for the 10 high level workstreams recommended for further investigation over a two year period, before being brought back to local authorities for formal approval should the Strategic Programme Case for Change be proven.

RESOLVED

- **That the Strategic Programme for Change report and further exploration of the 10 workstreams contained therein be approved;**
- **That further reports are brought to the Executive and to Scrutiny for consideration of the Business Cases, before any changes to current working practices are introduced.**

17 PAYMENT TO OUTSIDE BODIES 2012/13

Submitted – The report of the Director of Lifelong Learning seeking Executive approval for the proposed allocation of grants for 2012-13, to external organisations involved with the provision of a range of educational and youth service related services together with local arts and culture organisations.

RESOLVED to delegate the decisions on the recommendations set out below, for this year only, to the Director of Lifelong Learning / Head of Service(Leisure and Culture) in consultation with the Head of Service (Finance):-

- **Grants to the Arts 2012-13 – that the grant awarded to the local organisations is maintained at the 2011-12 level. The overall allocation be reduced by 5% as a consequence of reducing the Leisure and Culture Service’s expenditure against certain headings;**
- **Youth Service and Community 2012-13 – that the grant awarded to the organisations is maintained close to the 2011-12 level. The grant aid to both Urdd Gobaith Cymru and the Anglesey Federation of Young Farmers Clubs is subject to a formal agreement. The overall allocation be reduced by 4%;**
- **Schools Discretionary Exceptions Budget 2012-13 – that the grant awarded to the local organisations is maintained at the 2011-12 level.**

18 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 items on the grounds that they may involve the disclosure of exempt information as defined in Schedule 12A of the said Act and in the attached Public Interest Tests.

19 REDEVELOPMENT OF WENDON CAFÉ, BENLLECH

Submitted - The report of the Head of Service (Property) seeking Executive approval in respect of options available to the Council to establish the preferred option of achieving the full potential of a redevelopment scheme along with the acquisition of a suitable project budget in line with the spend to save initiative.

RESOLVED to agree to proceed with Option 2 (demolition or redevelopment) as detailed in the report and that a budget of £45,000 be established accordingly.

The meeting concluded at 11.50 am

**COUNCILLOR BRYAN OWEN
CHAIR**

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| ISLE OF ANGLESEY COUNTY COUNCIL | |
|---|---|
| Report to | The Executive |
| Date | 22 April 2013 |
| Subject | The Executive's Forward Work Programme |
| Portfolio Holder(s) | Cllr Bryan Owen |
| Lead Officer(s) | Deputy Chief Executive |
| Contact Officer | Huw Jones Head of Service – Policy (Tel. 01248 752108) |
| Nature and reason for reporting: | |
| To seek approval of the Executive's updated Forward Work Programme in accordance with the Council's Constitution. | |

| A – Introduction / Background / Issues |
|---|
| See CH – Summary |

| B – Considerations |
|---------------------------|
| See CH – Summary |

| C – Implications and Impacts | | |
|-------------------------------------|--|--|
| 1 | Finance / Section 151 | - |
| 2 | Legal / Monitoring Officer | - |
| 3 | Human Resources | - |
| 4 | Property Services | - |
| 5 | Information and Communications Technology (ICT) | - |
| 6 | Equality | Impact assessments will need to have been undertaken on all new or revised policies submitted to meetings of the Executive |

| C – Implications and Impacts | | |
|-------------------------------------|--------------------------------|---|
| 7 | Anti-poverty and Social | - |
| 8 | Communication | - |
| 9 | Consultation | - |
| 10 | Economic | - |
| 11 | Environmental | - |
| 12 | Crime and Disorder | - |
| 13 | Outcome Agreements | - |

| CH – Summary | |
|---------------------|--|
| 1.0 | Background |
| 1.1 | The Executive's forward work programme enables both Members of the Council and the public to see what key decisions are likely to be taken by the Executive over the coming months. It includes information on the decisions sought and who the lead Officers and Portfolio Holders are for each item. |
| 1.2 | The Executive's Forward Work Programme for the period June – September 2013 is attached. |
| 1.3 | It should be noted, however, that the work programme is a flexible document as not all items requiring a decision will be known that far in advance and some timescales may need to be altered to reflect new priorities etc. Arrangements are therefore in place to review the list of items and submit updates to the Executive on a monthly basis. Both strategic and operational issues are covered to inform the scrutiny process. Some items are likely to be determined by Portfolio Holders under delegated authority. |

2.0 **Role of Scrutiny**

- 2.1 The Board of Commissioners have already acknowledged the importance of the scrutiny role, and in particular task and finish groups, in the process of supporting the corporate work programme.
- 2.2 This work programme offers a basis for further developing the work of the Scrutiny Committees. Further refinement of the work programme will be necessary to ensure better alignment of the schedule of meetings in the future in order to allow for pre-decision scrutiny.

D – Recommendation

Members of the Executive are requested to:

confirm the attached updated work programme which covers June – September 2013;

identify any matters subject to consultation with the Council’s Scrutiny Committees and confirm the need for Scrutiny Committees to develop their work programmes further to support the Executive’s work programme;

note that the Forward Work Programme is updated monthly and submitted as a standing monthly item to the Executive.

Name of author of report: Huw Jones

Job Title: Head of Service - Policy

Date: 12 April 2013

Appendices:

Executive Forward Work Programme: June – September 2013.

Background papers

Previous forward work programmes.

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: June – September 2013

Updated: 11 April 2013



The Executive's forward work programme enables both Members of the Council and the public to see what key decisions are likely to be taken by the Executive over the coming months. It includes information on the decisions sought and who the lead Officers and Portfolio Holders are for each item.

The Executive's draft Forward Work Programme for the period **June – September 2013** is outlined on the following pages. It should be noted, however, that the work programme is a flexible document as not all items requiring a decision will be known that far in advance and some timescales may need to be altered to reflect new priorities etc. The list of items included is therefore reviewed regularly.

Some matters identified in the forward work programme may be delegated to individual portfolio holders for approval.

Reports will be required to be submitted from time to time regarding specific property transactions, in accordance with the Asset Management Policy and Procedures. Due to the influence of the external market, it is not possible to determine the timing of reports in advance.

Issues to be reported to the Council's Sustainability Board are currently under review.

* Key:
Strategic – key corporate plans or initiatives
Operational – service delivery
For information

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: June – September 2013

Updated: 11 April 2013

| | Subject and * Category (Strategic / Operational / For information) | Why the decision is sought from the Executive | Lead Department | Responsible Officer/ Lead Member & contact for representation | Pre-decision / Date to Scrutiny | Date to Executive | Date to Full Council |
|---|---|--|---------------------------|--|------------------------------------|----------------------|-------------------------|
| 1 | The Executive's Forward Work Programme Category: Strategic | Update the work programme. | Deputy Chief Executive | Huw Jones Head of Policy | | June 2013 | |
| 2 | 2012/13 Revenue and Capital Budget Monitoring Report – Quarter 4 Category: Operational | Quarterly monitoring report. | Deputy Chief Executive | Einir Wyn Thomas Head of Finance | | June 2013 | |
| 3 | Commissioning with the Third Sector Category: Strategic | Approval. | Community | Anwen Davies Head of Adults' Services | | June 2013 | |
| 4 | Housing Allocations Policy Category: Strategic | Approval of changes as a result of welfare reform legislation. | Community | Shan L Williams Head of Housing | | June 2013 | |
| 5 | Supporting People Plan Category: Strategic | Approval. | Community | Shan L Williams Head of Housing | | June 2013 | |
| 6 | Disposal of HRA land for Affordable Housing Category: Strategic | Approval. | Community | Shan L Williams Head of Housing | | June 2013 | |

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: June – September 2013

Updated: 11 April 2013

| | Subject and * Category (Strategic / Operational / For information) | Why the decision is sought from the Executive | Lead Department | Responsible Officer/ Lead Member & contact for representation | Pre-decision / Date to Scrutiny | Date to Executive | Date to Full Council |
|----|--|--|----------------------------|---|------------------------------------|----------------------|-------------------------|
| 7 | HRA Subsidy Reform Category: Strategic | Changes and impact of the Housing Revenue Account subsidy system in Wales. | Community | Clare Williams Head of Function – Resources / Shan L Williams Head of Housing Services | | June 2013 | |
| 8 | Welsh Language Scheme Monitoring Report Category: Operational | To ratify the annual report for submission to the Welsh Language Commissioner. | Deputy Chief Executive | Huw Jones Head of Policy | | June 2013 | |
| 9 | Waste Collection Strategy Category: Strategic | Approval of strategy. | Sustainable Development | Dewi Williams Head of Highways and Waste Management | June 2013 | June 2013 | |
| 10 | EU Funding post 2014 Category: Strategic | Endorsement / Approval. | Sustainable Development | Dylan Williams Head of Economic Development | 20 November 2012 | June 2013 | |
| 11 | North Wales Trading Standards Collaboration Category: Operational | Support the proposed joint working arrangements | Sustainable Development | Jim Woodcock Head of Planning and Public Protection | | June 2013 | |
| 12 | The Executive's Forward Work Programme Category: Strategic | To update the work programme. | Deputy Chief Executive | Huw Jones Head of Policy | | July 2013 | |

* Key:

Strategic – key corporate plans or initiatives
Operational – service delivery
For information

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: June – September 2013

Updated: 11 April 2013

| | Subject and * Category (Strategic / Operational / For information) | Why the decision is sought from the Executive | Lead Department | Responsible Officer/ Lead Member & contact for representation | Pre-decision / Date to Scrutiny | Date to Executive | Date to Full Council |
|----|---|---|---------------------------|--|------------------------------------|----------------------|-------------------------|
| 13 | 2012/13 Revenue budget outturn and effect on 2013/14 Category: Strategic | Any decisions following outturn. | Deputy Chief Executive | Einir Wyn Thomas Head of Finance | | July 2013 | |
| 14 | 2014/15 Budget Category: Strategic | Initial discussion paper. | Deputy Chief Executive | Clare Williams Head of Function - Resources | | July 2013 | |
| 15 | Children's Specialist Services – agree formal partnership Category: Strategic | Approval. | Community | Anwen Huws Head of Children's Services | June 2013 | July 2013 | |
| 16 | Gypsies and Travellers - Accommodation Needs Assessment Category: Strategic | Agree the way forward. | Community | Shan L Williams Head of Housing | | July 2013 | |
| 17 | Local Housing Market Needs Assessment Category: Strategic | Adoption of Assessment. | Community | Shan L Williams Head of Housing | | July 2013 | |
| 18 | Anglesey Primary Schools Modernisation – Llanddona School Category: Strategic | To agree the way forward. | Lifelong Learning | Gwyn Parry Head of Lifelong Learning | | July 2013 | |

* Key:

Strategic – key corporate plans or initiatives
Operational – service delivery
For information

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: June – September 2013

Updated: 11 April 2013

| | Subject and * Category (Strategic / Operational / For information) | Why the decision is sought from the Executive | Lead Department | Responsible Officer/ Lead Member & contact for representation | Pre-decision / Date to Scrutiny | Date to Executive | Date to Full Council |
|----|---|--|----------------------------|--|------------------------------------|----------------------|-------------------------|
| 19 | Revised Local Development Plan Delivery Agreement Category: Strategic | Adopt the revised Delivery Agreement. | Sustainable Development | Jim Woodcock Head of Planning and Public Protection | | July 2013 | September 2013 |
| 20 | Môn/Gwynedd Building Control Integration Category: Operational | Support the proposed joint working arrangements. | Sustainable Development | Jim Woodcock Head of Planning and Public Protection | June 2013 | July 2013 | |
| 21 | Improvement Plan (Performance Review of 2012/13) Category: Strategic | Adoption of Plan in accordance with Policy Framework | Deputy Chief Executive | Huw Jones Head of Policy | | September 2013 | |
| 22 | The Executive's Forward Work Programme Category: Strategic | To update the work programme. | Deputy Chief Executive | Huw Jones Head of Policy | | September 2013 | |
| 23 | Nuclear new build- Blueprint for accommodation solutions Category: Strategic | To adopt recommendations as Council's formal response. | Community | Shan L Williams Head of Housing Services | | September 2013 | |
| 24 | Aberffraw Conservation Area Character Appraisal Category: Operational | Support for approval by full Council. | Sustainable Development | Jim Woodcock Head of Planning and Public Protection | | September 2013 | December 2013 |

* Key:
Strategic – key corporate plans or initiatives
Operational – service delivery
For information

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: June – September 2013

Updated: 11 April 2013

| Subject and * Category (Strategic / Operational / For information) | Why the decision is sought from the Executive | Lead Department | Responsible Officer/ Lead Member & contact for representation | Pre-decision / Date to Scrutiny | Date to Executive | Date to Full Council |
|---|---|-------------------------|--|------------------------------------|----------------------|-------------------------|
| 25 Market Hall, Holyhead Category: Operational | Support for development proposals. | Sustainable Development | Arthur Owen Director of Sustainable Development | | September 2013 | |
| 26 Local Housing Strategy Category: Strategic | To approve the strategic direction. | Community | Shan L Williams Head of Housing Services | | December 2013 | |

* Key:
Strategic – key corporate plans or initiatives
Operational – service delivery
For information

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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 --.--.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) | 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 |
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| <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

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| Appendices: |
| Copy of the Rules showing the proposed amendments. |

| |
|--------------------------|
| Background papers |
| None. |

4.6 Planning ~~Matters~~ Procedure Rules

CONTENTS

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 councilors

4.6.9 Registration and declaration of interests

4.6.10 Development proposals submitted by councilors 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

4.6.15 Councilor/officer relationship

4.6.16 Site visits by the Planning and Orders Committee

4.6.17 Gifts and hospitality

4.6.18 Training

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 |
|----------|------------------------------|----------------------|

| 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 legialste 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

Contents:

| | | |
|-----------|-------------------------------|---------------|
| | Introduction | page 3 |
| A | Law | page 4 |
| B | Checks and definitions | page 4 |
| C | Procedure | |
| C1 | Employment | page 6 |
| C2 | Convictions | |
| C3 | Agency | page 8 |
| C4 | Members | page 8 |
| C5 | Volunteers | page 9 |

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 years 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. This is set out in Appendix C.

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. (Appendix B).

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.

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 (Appendix D).

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 C.2.b 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 in accordance with the Council’s Constitution and any Political Management Protocols in force from time to time. Certain Members’ roles will involve disclosures of personal and sensitive information about vulnerable people 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 are 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 Committee
Corporate Parenting Panel
Education and Leisure Service Scrutiny Committee
Special Educational Needs Joint Committee
Housing and Social Services Scrutiny Committee
Licencing Committee
Relevant Task Panels
Local Safeguarding Children’s Board
- c) Within 1 month of being elected or accepting nomination, 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 every 3 years.
- 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 then the Monitoring Officer will, following consultation with the relevant Group Leader (and the Chairman of the Council in relation to unaffiliated and Co-opted members):-

- 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 them.
- iii) Failure to comply with such determination will be in breach of Council policy and liable to be the subject of complaint to the Standards Committee for non-compliance with Council Policy and notification of the determination to any external body.
- e) All DBS check disclosure information will be held 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.

DRAFT

AGENDA ITEM NO.

| ISLE OF ANGLESEY COUNTY COUNCIL | |
|---|--|
| Report to | Executive Committee |
| Date | 15 April 2013 |
| Subject | IFSS Sub–regional development: Gwynedd and Ynys Môn Councils |
| Portfolio Holder(s) | Cllr Ken Hughes, |
| Lead Officer(s) | Anwen Huws, Head of Children Services |
| Contact Officer | Glyn Hughes, Interim Operational Manager |
| Nature and reason for reporting | |
| To gain approval for the actions necessary to meet the the statutory requirement to establish the IFSS service as required by the Children and Families (Wales) Measure 2010. | |

| A – Introduction / Background / Issues |
|--|
| <p>The Integrated Family Support Services (IFSS) is a Welsh Assembly Government initiative. IFSS delivers family focused services to enable parents to achieve the necessary behavioural changes that will improve their parenting capacity. At the heart of the IFSS is the Integrated Family Support Team (IFST). In order to address and meet the needs of families with complex problems IFS Teams will be multi agency and multi- disciplinary, consisting of professionals with the skills and experience in working directly with children in need, their parents and adults with complex health and social care needs.</p> <p>NWSSIC recommended to the Welsh Assembly Government that the £850,000 regional grant for IFSS be rolled out according to the RSG in line with stated WG policy intentions. The RSG allocation for Gwynedd and Môn is £161,605 and £88,116 respectively, creating a total allocation of £249,721.</p> |

| B - Considerations |
|---|
| <p>Gwynedd and Ynys Môn undertook an appraisal options for configuring the potential sub-regional service. Three options were appraised and these are discussed in the report. The preferred option was to establish a sub-regional service configuration that will maximise the potential of available resources to develop the most effective service model for the benefit of both counties. By adopting this model the Board intends to take full advantage of the RSG allocation for each Authority, and deliver an affordable service to meet new statutory requirements. The governance of the integrated service hosted by Ynys Môn will be via a formal partnership arrangement, mitigating risks to the host authority and ensuring that partner contributions are clear. We currently have such models in place in a number of joint services – YJS, Out of Hours Services are two examples.</p> |

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

CH - Summary

In order to meet the statutory requirement it is recommended that we establish a single IFSS Team to operate across Gwynedd and Ynys Môn. Ynys Môn will act as the lead/host authority.

D - Recommendation

1. Note the statutory requirement to establish the IFSS service
2. Approve the partnership approach to service development and delivery
3. Proceed to appoint the Consultant Social Worker who needs to have a strategic role in the development of the service (Ynys Môn) with a target “on line” date of October 2013.
4. Establish the Project Plan and Project Group encompassing the following elements:
 - Recruitment strategy and timeline
 - Office accommodation
 - Eligibility Criteria and gatekeeping arrangements
 - Administrative and on- costs identification
 - Protocols
 - Training requirements
 - Review requirements
 - Capacity projection (number of cases)
 - Governance arrangements
 - Development of the Quality Assurance framework
 - Information Technology requirements
 - Establishing core budget requirements

**Name of author of report Glyn Hughes,
Job Title Interim Operational Manager
Date 22.03.13**

Appendices:**Background papers**

| CYNGOR SIR YNYS MÔN | |
|----------------------------|---|
| COMMITTEE: | Executive Committee |
| DATE: | 22 April, 2013 |
| TITLE OF REPORT: | IFSS Sub–regional development: Gwynedd and Ynys Môn Councils |
| PURPOSE OF REPORT: | To gain approval for the actions necessary to meet the the statutory requirement to establish the IFSS service as required by the Children and Families (Wales) Measure 2010. |
| REPORT BY: | DIRECTOR OF COMMUNITY |

1.0 Background

Integrated Family Support Services (IFSS) is a Welsh Assembly Government Initiative. The model was piloted in Wrexham, Newport, Merthyr Tydfil and Rhondda Cynon Taf local authority areas and is to be rolled out across all Areas of Wales in 2013. It is a new statutory responsibility outlined in the Children and Families (Wales) Measure 2010.

IFSS delivers family focused services to enable parents to achieve the necessary behavioural changes that will improve their parenting capacity.

At the heart of the IFSS is the Integrated Family Support Team (IFST). In order to address and meet the needs of families with complex problems IFS Teams will be multi agency and multi- disciplinary, consisting of professionals with the skills and experience in working directly with children in need, their parents and adults with complex health and social care needs.

IFSS is a multi- agency team comprising of Health and Social Care workers who have been trained in solution focussed therapy to work with families where children are deemed to be at risk of significant harm which is linked to parental substance misuse. Composition and functions of these teams are prescribed in Guidance and regulation and IFSS interventions are based on an initial, intensive six week programme followed by a less intensive phase of 12 months.

NWSSIC recommended to the Welsh Assembly Government that the £850,000 regional grant for IFSS be rolled out according to the RSG in line with stated WG policy intentions. At the North Wales Regional Workshop held on 26.11.12, it was decided that proposals for the development of 3 sub-regional IFSS teams would be further developed in planning for the implementation of Phase 4 of the IFSS Programme by October 2013. The RSG allocation for Gwynedd and Môn is £161,605 and £88,116 respectively, creating a total allocation of £249,721.

Gwynedd and Ynys Môn Councils have established a shadow IFSS Board since 2011, and it has been governed by our joint LSCB since early 2012. This is in anticipation of the statutory Regulations which will create the duty to establish the IFSS Boards when the Regulations are commenced.

It has been confirmed by letter in October 2012 that WG are only specifying a statutory mandate through Regulations in relation to parental substance misuse. NWSSIC has been informed that there will be no intention of fully implementing the 2010 Measure beyond this scope.

2.0 Options Appraisal

Gwynedd and Ynys Môn undertook an appraisal options for configuring the potential sub-regional service. The IFSS Shadow Board commissioned a short piece of work appraising two options in relation to IFSS implementation at a sub-regional level. During September 2012, three options were appraised for the development of a sub-regional IFSS Team for Gwynedd and Ynys Môn:

These were:

- A single IFSS Team centrally located serving both Authorities.
- Two teams each aligned to the existing footprint of Children and SMS/Mental Health services, but sharing a Consultant Social Worker post.
- Two teams, independent in posts and management, but sharing a common governance arrangement and optimised development and training resources.

In designing and delivering an affordable service model, the following principles were adopted in scoping preferred service models:

- Maximising the opportunities for sharing and maximising the impact of limited resources for the benefit of both counties;
- Ensuring the delivery of IFSS on an equitable basis to serve the needs of families across a wide geographical area;
- Delivering an effective bilingual service to meet the linguistic and cultural needs of families across both Gwynedd and Ynys Môn;
- Maximising the opportunities for sharing and making the most effective use of governance arrangements for the joint management of the Service;
- Maximising the opportunity for making the most cost-effective use of resources in support of management and administrative arrangements for the operation of the IFSS Team across Gwynedd and Ynys Môn.

3.0 Preferred Option

At its meeting on 21/02/2013 the shadow IFSS Board agreed on a sub-regional service configuration that will hopefully maximise the potential of available resources to develop the most effective service model for the benefit of both counties. By adopting this model the Board intends to take full advantage of the RSG allocation for each Authority, and deliver an affordable service to meet new statutory requirements. The governance of the integrated service hosted by Ynys Môn will be via a formal partnership arrangement, mitigating risks to the host authority and ensuring that partner contributions are clear. We currently have such models in place in a number of joint services – YJS, Out of Hours Services are two examples.

The model:

- Establishment of a single IFSS Team to operate across Gwynedd and Ynys Môn. Ynys Môn will act as the lead/host authority.
- A shared Consultant Social Worker post
- A shared Health worker post;
- 3 spearhead workers' be established on the basis of availability of resources through grant allocation and/or transfer of existing staffing resources.
- Shared administrative arrangements in support of the IFSS team;
- The implementation of clear eligibility criteria and gatekeeping arrangements based on need rather than geographical location.
- A joint Gwynedd and Ynys Môn IFSS Board maintained, on the principle of the strategic alliance of the Gwynedd and Ynys Môn LSCB.

Cost profile for a joint Gwynedd and Ynys Môn sub-regional IFSS Team

| Option 1 | Cost profile IFSS | | | | |
|-----------|---|--------|-------------------|----------------|-----------------|
| | Shared services, central team covering Gwynedd and Ynys Môn | | | | |
| | | | Max with on-costs | Cost+trav | Total |
| CSW grade | 1. Consultant Social Worker | 38-41 | £ 44,688.44 | £ 46,864.00 | £ 46,864.00 |
| | | | | | |
| | 2. Health worker (Band 6) | Band 6 | £ 41,550.00 | £ 43,550.00 | £ 43,550.00 |
| | | | | | |
| | 3 Other worker/ Professional grade | 34-37 | £ 39,822.05 | £ 41,972.00 | £ 125,916.00 |
| | | | | | |
| | Admin | 18-21 | £ 24,460.00 | £ 25,460.00 | £ 25,460.00 |
| | Office and training costs. | | | | £ 7931.00 |
| | | | | | £ 249,721.00 |

The Board should note that there are some concerns regarding the ability of both authorities to identify additional cost implications in respect of accommodation, on costs, training and Reviewing Officer capacity. These will need to be identified and addressed within the project plan.

In terms of location discussions have been held within both Authorities and the preferred option is locating the team at The YJS building at Y Felinheli.

Whilst other options need to be explored as part of the project plan, the service will be managed by the Principal Officer (Resources) located within Ynys Môn Children's Services. The IFSS Board will retain overall responsibility for the development and performance of the service.

In terms of developing eligibility criteria, intervention models, protocols and processes, job descriptions, training requirements etc. the model is highly prescriptive with much material already available for use and adaptation.

4.0 Recommendations:

- A1. Note the statutory requirement to establish the IFSS service
- A2. Approve the partnership approach to service development and delivery
- A3. Proceed to appoint the Consultant Social Worker who needs to have a strategic role in the development of the service (Ynys Môn) with a target "on line" date of October 2013.
- A4. Establish the Project Plan and Project Group encompassing the following elements:
 - Recruitment strategy and timeline
 - Office accommodation
 - Eligibility Criteria and gatekeeping arrangements
 - Administrative and on- costs identification
 - Protocols
 - Training requirements
 - Review requirements
 - Capacity projection (number of cases)
 - Governance arrangements
 - Development of the Quality Assurance framework
 - Information Technology requirements
 - Establishing core budget requirements

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| ISLE OF ANGLESEY COUNTY COUNCIL | |
|--|---|
| Report to | The Executive |
| Date | 22nd April 2013 |
| Subject | Anglesey Play Sufficiency Assessment |
| Portfolio Holder(s) | Councillor Goronwy Parry |
| Lead Officer(s) | Dr Gwynne Jones – Director of Lifelong Learning |
| Contact Officer | Siwan Owens Gareth Parry (Tel. 01248 752 968) |
| Nature and reason for reporting: | |
| Assessment work that was set as statutory duty on the Local Authority, to be completed for the Government. | |

| A – Introduction / Background / Issues |
|---|
| In November 2012 the Welsh Government commenced the first part of the duty under section 11 of the Children and Families (Wales) Measure 2010, Play Opportunities for Children. The duty requires the Local Authority to assess the sufficiency of play opportunities for children within Anglesey. |

| B – Considerations |
|---|
| <ul style="list-style-type: none"> • To revise and if in agreement to approve the contents of Anglesey Play Sufficiency Assessment (paper copy available in the Education Office and Members’ Lounge and an electronic copy on the website) and Action Plan. • To consider funding support to secure sufficient play opportunities by Local Authority and promote healthy, safe and fair communities. |

| C – Implications and Impacts | |
|-------------------------------------|-----------------------------------|
| 1 | Finance / Section 151 |
| 2 | Legal / Monitoring Officer |
| 3 | Human Resources |

| C – Implications and Impacts | | |
|-------------------------------------|--|--|
| 4 | Property Services | |
| 5 | Information and Communications Technology (ICT) | |
| 6 | Equality | |
| 7 | Anti-poverty and Social | |
| 8 | Communication | |
| 9 | Consultation | |
| 10 | Economic | |
| 11 | Environmental | |
| 12 | Crime and Disorder | |
| 13 | Outcome Agreements | |

| CH - Summary |
|---|
| <p>The Welsh Government want Wales to be a country where children are increasingly seen outside enjoying the benefits of play. They want to create a play friendly environment which provides time, space and permission for children to play. This will need parents, families and everyone in the community to recognise that play is of great importance in children's present lives and for their future development.</p> |

| D – Recommendation |
|--|
| <p>This will need all these groups, together with Local Authority elected Members and Officers; and other decision makers and providers across many policy areas, to work together to remove barriers to children's play and make a real difference for children in their own streets and communities.</p> |

Name of author of report: Siwan Owens
Job Title: Anglesey Play Development Officer
Date: 14.3.13

| Appendices: |
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| Anglesey Play Sufficiency Assessments and Action Plan. |

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| Background papers |
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| Anglesey Play Strategy 2011 – 14. |
|-----------------------------------|

Play Sufficiency Action Plan



**Llywodraeth Cymru
Welsh Government**

Name of local authority: Anglesey County Council

Name of person responsible officer: Siwan Owens

Job title: Play Development Officer

Date of completion: 9/2/13



Actions to be taken to address the issues / shortcomings recorded in the Play Sufficiency Assessment

**Proposed actions for the period of 2013 – 2014
(Funding source: funding from Local Authority own budgets and to be included in the Single Integrated Plan).**

| Matter | Priorities | Targets | Milestones | Resources, including costs | Funding source (new or existing funding streams) |
|---------------------------------------|---|---|---|--|---|
| Statutory Guidance-policy framework | Adopt Play Sufficiency into Joint Single Integrated plan between Gwynedd and Anglesey Need better co-ordination of identifying Children and Young People with impairments. | Make sure that actions from the Play Sufficiency are included within the Single Integrated Plan Development of multi-agency database. | End of August 2013. | | |
| Matter A: Population | To revise what opportunities are available for children living in isolated and rural areas of Anglesey. | Map out what provision are available within rural area How often does public transport run through the area. Identifying where the gaps are and which | Establish project group by end of April 2013 Collect data on to GIS Maps – by March 2014 | Involve key Partners:- Disability Officer, Special Needs Co-ordinator, education and NHS. GIS MAPS | Existing partners funding |
| Matter B: Providing for diverse needs | | | Establish working to drive this initiative forward. Collect data on to GIS maps on a 6 month basis. Engage with 2 communities that have | Involve key Partners: CYPP, Play Officer, Town / Community Councils, Llais Ni, Youth Services, Schools, Community Councils, Medrwn Mon and Menter Mon. | Town / Community Councils Medrwn Mon and Menter Mon. |

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| <p>Matter C: Space available for children to play</p> | <p>All community provision should be supported in offering places for children and young people with impairments.</p> <p>Conduct Open Space Assessments in small and medium settlements.</p> | <p>communities need support in enriching play opportunities within their area. Identifying the needs through consultation.</p> <p>Effective use of outreach services in communities that will permanently lose their youth club.</p> <p>Detailed & targeted survey of their Play Needs.</p> <p>Engagement with groups of children with impairments and their families</p> <p>Complete open Space Assessment in small and medium settlements.</p> <p>Erect play priorities signs to encourage more children to play within their communities</p> | <p>lost services and look on ways of enriching activities within the area.</p> <p>Report completed by March 2014.</p> <p>6 assessment completed by March 2014.</p> <p>Play priorities signs visible in open space areas by March 2014.</p> | <p>Outreach bus, Play Rangers.</p> <p>Involve key Partners:- Disability Officer, Special Needs Coordinator, education and NHS.</p> <p>Involve key partners: - Highways, Community Councils, Un Liais, Planning, Housing, Property, Liais Ni and Play Officer.</p> <p>No capacity to conduct assessment and to give training to student.</p> <p>Cost of designing and erecting play priority signs</p> | <p>Current and existing budget but outcomes will be limited without additional funding.</p> |
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| | Play space and value assessment | Play space and value assessment completed Assessments on all Play Provision (open and designated play spaces.) Complete Access Audits (open and designated play spaces.) | All community councils to conduct a designated area assessment annually. Update schedule of all designated play space, population data etc and collate information on to GIS maps by March 2014. | Auditor costs | |
| Matter D: Supervised provision | Amend CSSIW regulations for Peripatetic Play Sessions and Open Access play. | Develop a shorter regulations and registration forms for peripatetic play. | Amended regulations completed by March. | Play Rangers, Play Rangers Co-ordinator, NWWPF, Dewi Chwarae, Play Officer and Play Wales. | Play Rangers Administrator - CCLD Level 5. |
| Matter E: Charges for play provision | Leisure centres, Schools and community facilities should not charge organisations that provide free play provision for children. | Compile a list of all LA premises, with the potential of offering premises to agencies for free. Liaise with Leisure and education department to achieve a no charge provision scheme. What are the public needs within the area. Increase healthy eating within local authorities Leisure Centres. | Establish joint needs assessments, scoping activity of a no charge agencies scheme by March 2014. A win win achievement for all, more football in premises i.e. leisure centres and libraries and spending at facilities. | Involve key partners:- Leisure centres, Schools, Community Centres, Lifelong Learning Department, Local Authority Premises, Play Officer. | Lifelong Learning and Leisure Services |

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| <p>Matter F: Access to space/provision</p> | <p>The Local Authority should consider all the factors that contribute to children's access to play or moving around the community.</p> | <p>Children and young people can move around their community safer. Making traffic users more aware of children and young people's safety at all times.</p> <p>Pilot traffic calming measures such as:</p> <ul style="list-style-type: none"> • Life size children signs located on busy roads to remind drivers that children play within the area. • Improve walking and cycle access to parks, outdoor facilities and local leisure centres from residential areas. • Kerbcraft training offered to play workers and mainstream | <p>Pilot run in 2 identified areas during Summer 2013.</p> <p>Planning infrastructure to be put in place for 2 areas on the Island.</p> <p>All Play Officers on Anglesey to be offered Kerbcraft Training by March 2014.</p> | <p>Involve key partners:- Highways and Transport Departments. Schools, Llais Ni, Community Safety, Police and Town / Community Councils, Gweithdy Mona.</p> <p>Funding needed to create Life size signs.</p> | <p>Highways / Community Safety</p> <p>Current and existing budget but outcomes will be limited without additional funding.</p> |
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| | <p>Enhance, promote and signpost families to activities and opportunities that are available here on Anglesey.</p> | <p>officers.</p> <ul style="list-style-type: none"> • Pilot street play in an identified area i.e. street is closed between 3 – 5pm on a specific day of the week. • Access to update / upload information such as promotional play material, educational literature and training on various associations' websites. • Ensure organisations communicate with each other on a regular basis to keep all information up to date. | <p>One month pilot scheme run completed by end of August.</p> <p>Create Communication / Information working group by May 2013.</p> <p>Communication / sharing information plan completed by Project group by Summer 2013.</p> <p>Working group to meet on a regular basis.</p> | <p>Involving key partners:- Family Information Services, Play Officer, CYPP, Llais Ni, Core Aim 4 members, LA Communication Department, Medrwn Mon, and Lifelong Learning Department.</p> | <p>All relevant departments to contribute towards the running cost of the Family Information Services website.</p> |
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| <p>Matter G: Securing and developing the workforce</p> | <p>Co-ordination of Play related training available for all</p> | <p>Need to undertake a comprehensive training needs</p> | <p>Minimum of two officers from each local authority department to</p> | <p>Include key partners:- All LA departments,</p> | <p>Current and existing budget but outcomes will be</p> |
| | | <ul style="list-style-type: none"> Better branding and promoting of the Family Information Services. | <p>Making families, children and young people and Associations on Anglesey aware through the new Family Information Services website that will be available soon, it will be the hub for Anglesey's families to know what is available within their area from:-</p> <p>Play Opportunities Recreational Activities Events Child minding services Training Further Education Opportunities</p> | | |
| | | <ul style="list-style-type: none"> Provide media with more good news stories on positive attitudes towards play | <p>One good news story to appear within the media each month.</p> | | |

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| | Local Authority departments. | analysis. Make Officers within various departments aware of a child and young people's needs, to have the best start and wellbeing on Anglesey. Identify sustainability post March 2014. | attend Introduction to Play Training. Group established to look into funding avenues by March 2014 i.e. NWWPF. Application forms completed by relevant funding deadlines. | Councillors, Town / Community Councils, All partnership members within Core Aim Groups, Third Sector and Dewis Chwarae. | limited without additional funding. |
| Matter H: Community engagement and participation | Ensure that Core Aim 4 responsibilities are met under the new Partnership structure. | Develop / review membership of Creating an Active Wales and LAPA group. To strengthen the links between play, recreational and sporting activities. | Creating and Active Wales, LAPA and Core Aim 4 (or equivalent) established under the new partnership structure by June 2013. | Include Key Partners:- CYPP, Leisure Dept., Core Aim 4, Liais Ni, Town / Community Councils | |
| Matter I: Play within all relevant policy and implementation agendas | Ensure that Health and Safety Policies follow the "Risk Benefit" approach. | Amend Council Health and Safety policies. Work in Co-operation with Gwynedd to provide a public liability insurance blanket. Educate Head | Target achieved by end March 2014. | Include Key Partners:- All LA Department, Dewis Chwarae, Health and Safety Department, Property, Town / Community Councils. | |

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|--|--|--|--|--|--|
| | <p>Audit of all Schools Play Provision.</p> <p>Adopt Play Sufficiency into Joint Single Integrated plan between Gwynedd and Anglesey</p> | <p>Teachers on the benefit / importance of play.</p> <p>Open School grounds during out of school hours.</p> <p>Review wet play policies within schools.</p> <p>Make sure that actions from the Play Sufficiency are included within the Single Integrated Plan</p> | <p>Attend Anglesey's Head teachers meeting, following development of Wet Play Policy.</p> <p>An additional 3 schools opening school grounds after school hours by March 2014.</p> <p>Wet Play policy developed and shared with all Schools on the Island.</p> <p>End of August 2013.</p> | <p>Include Key Partners:-</p> <p>Lifelong Learning Dept., Schools, Llais Ni, Play Officer, Play Rangers.</p> <p>CYPP Gwynedd & Anglesey.</p> | |
|--|--|--|--|--|--|

PLEASE NOTE: We for see that nearly all actions prioritised above will progress into 2014 as well.

Actions to be taken to address the issues / shortcomings recorded in the Play Sufficiency Assessment

Proposed actions from 2014

At commencement of the second part of section 11 of the Children and Families (Wales) Measure 2010 (Funding source: to included budget requirements for implementing the full action plan once the second part of the duty, to secure sufficient play opportunities, is commenced).

| Matter | Priorities | Targets | Milestones | Resources, including costs | Funding source (new or existing funding streams) |
|---------------------------------------|--|---|---|---|--|
| Statutory Guidance-policy framework | | | | | |
| Matter A: Population | Update figures | Update figures from Education Annual PLASC review | April 2014 | Education Department | |
| Matter B: Providing for diverse needs | Play requirements of different cultural background are understood and provided for. Better inclusion for children and young people with impairments | Research into National Days, to celebrate cultural events. Suitable training provided for staff, including Makaton training. | Specific resources to celebrate cultural events made available. At least one officer within each Play Project to attend training. Establishing a comprehensive need will provide a footing for developing specialist provision across all services. | Key Partners:- Core Aim Groups, Medrwn Mon, Life Long Learning Department. Special Needs Co-ordinator Disability Co-ordinator | |

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| <p>Matter C: Space available for children to play</p> | <p>Conduct a Brownfield site assessment</p> <p>Review Tenancy Agreement with Town and Community Councils.</p> <p>Identify funding to introduce smoke free playgrounds pilot.</p> | <p>Identify potential Brownfield sites to be reclaimed for children's play.</p> | <p>Complete during 2014</p> | <p>Key Partners:- Planning, Property, Housing, Town and Community Councils.</p> | |
| <p>Matter D: Supervised provision</p> | <p>Encourage all Play Providers to work towards using the First Claim</p> | <p>Getting Play providers to use First Claim Assessment as a useful tool.</p> | <p>By reminding Play Provisioners on a regular basis to use the framework to assess the quality of play that's provided.</p> | <p>Key Partners:- All members of Core aim Groups, Play Providers, Life Long Learning Department.</p> | |
| <p>Matter E: Charges for play provision</p> | <p>Leisure centres, Schools and community facilities should not charge organisations that provide free play provision for children.</p> | <p>Compile a list of all LA premises, with the potential of offering premises to agencies for free.</p> <p>Liaise with Leisure and education department to achieve a no charge provision scheme.</p> <p>What are the public needs within the area.</p> <p>Increase healthy eating within local authorities Leisure Centres.</p> | <p>A win win achievement for all, more football in premises i.e. leisure centres and libraries and spending at facilities.</p> | <p>Involve key partners:- Leisure centres, Schools, Community Centres, Lifelong Learning Department, Local Authority Premises, Play Officer.</p> | <p>Lifelong Learning and Leisure Services</p> |
| <p>Matter F: Access to</p> | <p>Ensure that organisations</p> | <p>Keep all information up to date.</p> | <p>Better knowledge of what happening in the</p> | <p>Involving key partners:- Family Information</p> | |

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| space/provision | communicate on a regular basis with Family Information Service. | Allow website access to relevant stakeholders to update information. | area for all involved. | Services, Play Officer, CYPP, Liais Ni, Core Aim 4 members, LA Communication Department, Medrwn Mon, and Lifelong Learning Department | |
| Matter G: Securing and developing the workforce | Need to undertake comprehensive training analysis needs. | To identify what are the needs. To keep a list of all Play Providers and keep them up to date of any Training opportunities. Promote through educational literature | Achieve by April 2014 | Include all key partners and Play Providers | |
| Matter H: Community engagement and participation | Consult widely with children, their families and other stakeholders | Collect their views on provisions that are available on Anglesey. Promote that Community groups should engage with all members within the community to provide a play friendly communities for all to enjoy. | This will be on going procedure to support children within their communities at all times to advocate on their behalf. | Include Key Partners:- Schools, Youth Clubs, CYPP, Leisure Dept., Core Aim 4, Liais Ni, Town / Community Councils | |
| Matter I: Play within all relevant policy and implementation agendas | Ensure communities are safe for children to play freely. | Ensure communities are safe without direct supervision from parents / carers / adults. | Create a group with all relevant partners. | Street lighting, CCTV, PCSOS's, Stranger Danger. | |

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