

# 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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<b>RHYBUDD O GYFARFOD</b>	<b>NOTICE OF MEETING</b>	
<b>PWYLLGOR SAFONAU</b>	<b>STANDARDS COMMITTEE</b>	
<b>DYDD MERCHER, 12 MAWRTH, 2014 am 2.00 o'r gloch</b>	<b>WEDNESDAY, 12 MARCH 2014 at 2.00 pm</b>	
<b>YSTAFELL BWYLLGOR 1, SWYDDFEYDD Y CYNGOR, LLANGFNI</b>	<b>COMMITTEE ROOM 1, COUNCIL OFFICES, LLANGFNI</b>	
<b>Swyddog Pwyllgor</b>	<b>Mrs. Mairwen Hughes (01248) 752516</b>	<b>Committee Officer</b>

## **Aelodau Annibynnol / Independent Members**

Denise Harris Edwards  
Islwyn Jones (**Is-Gadeirydd/Vice-Chair**)  
Leslie Lord  
Dilys Shaw  
Michael Wilson (**Cadeirydd/Chair**)

## **Yn cynrychioli'r Cyngor Sir / Representing the County Council**

Councillor Trefor Lloyd Hughes  
Councillor Dafydd Rhys Thomas

## **Yn cynrychioli'r Cynghorau Tref/Cymuned / Representing the Town/Community Councils**

William Raymond Evans  
John Roberts

## A G E N D A

**1 DECLARATION OF INTEREST**

**2 MINUTES OF MEETING** (Pages 1 - 8)

To confirm the minutes of the meeting held on 12 December, 2013.

**(ENCLOSURE 'A')**

**3 STANDARDS COMMITTEE FORUM** (Pages 9 - 20)

**3A** To confirm the minutes of the Standards Committee Forum held on 21 October, 2013.

**(ENCLOSURE 'B')**

**3B** To approve the letter to be sent to OWW and WLGA dealing with the development of :-

(i) web copy for Town and Community Councils, and

(ii) a 'Toolkit for Town and Community Councils.

**(ENCLOSURE 'C')**

**3C** To approve the letter to be sent to the Ombudsman requesting that decisions made by Standards' Committees should be published on the Ombudsman's website.

**(ENCLOSURE 'CH')**

**4 DECLARATIONS OF INTEREST IN MEETINGS AND REGISTER OF GIFTS AND HOSPITALITY**

To receive an oral update from the Solicitor (Corporate Governance) on where we are up to with the three registers.

**5 CONDUCT COMPLAINTS TO THE PUBLIC SERVICES OMBUDSMAN FOR WALES**  
(Pages 21 - 28)

**5A** A report by the Solicitor (Corporate Governance) in the form of an up-dated matrix for County Councillors. For information and any questions.

**(ENCLOSURE 'D')**

**5B** A report by the Solicitor (Corporate Governance) in the form of an up-dated matrix for Town and Community Councils. For information and any questions.

**(ENCLOSURE 'DD')**

**6 ADJUDICATION PANEL DECISIONS** (Pages 29 - 32)

A summary of recent decisions presented by the Solicitor (Corporate Governance).

**(ENCLOSURE 'E')**

**7 TRAINING FOR MEMBERS AND TOWN AND COMMUNITY COUNCILS - TRAINING ON THE CODE OF CONDUCT AND PERFORMANCE REVIEW (STANDARDS COMMITTEE)** (Pages 33 - 52)

**7A** Confirmation that letters were sent to Community Councils and Elected Members within their ward (for those who did not attend) to highlight their attendance record at the training sessions.

**(ENCLOSURE 'F')**

**7B** Discussion as to dates for next training event. **(Monitoring Officer)**

**7C** Confirmation that Training Development Manager wrote to One Voice Wales on standard of training provided last summer. **(Senior HR Development Officer)**

**7CH** Oral report by Training Development Manager on performance review of the Standards Committee.  
**(see attached documents – ENCLOSURE ‘FF’)**

**8** **REVIEW OF REGISTERS** (Pages 53 - 56)

To receive a report from the Solicitor (Corporate Governance) on the findings of the review of registers and discuss next steps.  
**(ENCLOSURE ‘G’)**

**9** **MEMBER CHARTER STATUS**

To receive an oral report from the Interim Head of Democratic Services on its status.

**10** **WEB CASTING/REMOTE ATTENDANCE AND ICT SUPPORT FOR TOWN AND COMMUNITY COUNCILS** (Pages 57 - 60)

To submit, for information, report considered by Democratic Services Committee on 30 January, 2014.  
**(ENCLOSURE ‘NG’)**

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PAPUR/ENCLOSURE  
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# STANDARDS COMMITTEE

## Minutes of the meeting held on 12 December 2013

**PRESENT:** **Independent Members**

Mr. Michael Wilson (Chair)  
Mr. Islwyn Jones (Vice-Chair)

Mrs. Denise Harris Edwards  
Leslie Lord  
Dilys Shaw

**Representing Town and Community Councils**

Councillor William Raymond Evans  
John Roberts

**Representing the County Council**

Councillor Trefor Lloyd Hughes  
Councillor Dafydd Rhys Thomas

**IN ATTENDANCE:** Head of Council Business/Monitoring Officer,  
Interim Head of Democratic Services (JHJ) (In respect of Item 5),  
Solicitor – Corporate Governance (AP),  
Corporate Web & Information Manager (PA) (In respect of Item 4),  
Customer Care Officer (BJ) (In respect of Items 6, 7, 8 & 9),  
Senior HR Development Officer (MW) (In respect of Item 10),  
Committee Officer (MEH).

**ALSO PRESENT:** None

**APOLOGIES:** None

**1 DECLARATION OF INTEREST**

No declaration of interest received.

**2 MINUTES OF MEETING**

The minutes of the meeting held on 12 September, 2013 were confirmed, subject to the correction of the word, in the Welsh version of the minutes at Item 8 from '*Change 2*' to '*Dewis 2*'.

**ARISING THEREON**

**8 – Planning Procedure Rules**

The Head of Council Business/Monitoring Officer stated that the changes to the Planning Procedure Rules supported by the Standards Committee was approved by the County Council on 5 December, 2013.

**14 – Outcome of an Investigation by the Public Services Ombudsman for Wales in relation to a complaint against a Community Councillor**

The Vice-Chair suggested that other Members of the Standards Committee should be involved in respect of outcome of investigation.

### **3 COMPLAINTS MANAGEMENT PROJECT - AUDIT REVIEW**

Submitted – a draft Audit Assignment Planning Sheet in respect of the Council complies with its Corporate Concerns and Complaints Policy and therefore deals effectively with the concerns and complaints of its customers.

**RESOLVED to note the report.**

**ACTION : To invite the Audit Manager to attend the next meeting of the Standards Committee.**

### **4 DECLARATIONS OF INTEREST IN MEETINGS AND REGISTER OF GIFTS AND HOSPITALITY**

Submitted – a report by the Corporate Web & Information Manager on the progress to enable Elected Members to complete the above statutory registers on-line.

It was highlighted that Elected Members are still registering their gifts and hospitality within a written register and not on the online version.

**RESOLVED to note the report.**

**ACTION :**

- (1) That a letter be sent on behalf of the Standards Committee, reminding the Elected Members that they should be registering their gifts and hospitality online.**
- (2) To remind the Elected Members that the paper registering of their gifts and hospitality will cease in due course.**
- (3) An update report be presented by the Corporate Web & Information Manager at the next meeting of the Standards Committee.**

### **5 WEB CASTING/REMOTE ATTENDANCE AND ICT SUPPORT FOR TOWN AND COMMUNITY COUNCILS**

Submitted – an update report by the Interim Head of Democratic Services in relation to the above.

It was noted that the Democratic Services Committee had recommended proceeding with webcasting of meetings for a 2 year pilot period, to utilise Welsh Government funding. The full Council, Executive and the Planning and Orders Committees would be part of this pilot scheme.

Questions were raised regarding the functionality of remote access to meeting of the Council. The Officer responded that further work was required to investigation options for remote access and he hoped to report back to the Standards Committee thereafter.

Members of the Standards Committee raised concerns regarding the encouragement of some Town/Community Councils to use the funding to assist them to set up websites. The Officer responded that 'One Voice Wales' has been contacted to help Town/Community Council to move ahead with the funding available.

**RESOLVED to note the report.**

**ACTION : That an update report be submitted by the Interim Head of Democratic Services at a future meeting of the Standards Committee.**

### **6 CONDUCT COMPLAINTS TO THE PUBLIC SERVICES OMBUDSMAN FOR WALES**

**6A** Submitted, for information – a report by the Customer Care Officer in the form of an updated matrix for County Councillors.

**RESOLVED to note the report for information.**

**ACTION : An update on any further developments from the Customer Care Officer at the next Standards Committee.**

**6B** Submitted, for information – a report by the Customer Care Officer in the form of an updated matrix for Town and Community Councillors.

**RESOLVED to note the report for information.**

**ACTION : An update on any further developments from the Customer Care Officer at the next Standards Committee.**

## **7 ADJUDICATION PANEL DECISIONS**

Submitted, for information – a report by the Customer Care Officer and a Paper by the Solicitor (Corporate Governance) containing a summary of recent decisions of the Adjudication Panel between the 1<sup>st</sup> April, 2011 and 1<sup>st</sup> November, 2013.

The Solicitor (Corporate Governance) gave a background report on results of cases before the Adjudication Panel. Members of the Committee consider that a General Sentencing Sanctions Guidance is required in dealing with complaints.

**RESOLVED to note the report.**

**ACTION :**

- **To request the Standards Committee Forum to add to its agenda :-**
  - (1) **The viability of contacting the Ombudsman for Wales for guidance to be produced on a bespoke basis for the Standards Committee (based on the APW guidance) to decide what sanctions to provide which will benefit them when discussing complaints; and**
  - (2) **The viability of asking the Ombudsman to add reported Standards' Committee decisions to its website.**
- **An update or any further developments from the Solicitor (Corporate Governance) at the next Standards Committee.**

## **8 PRE-REGISTRATION OF INTERESTS - UPDATES BY COUNTY COUNCILLORS**

Submitted – for information, an updated report by the Customer Care Officer on pre-registration of interests.

**RESOLVED to note the report.**

**ACTION : None**

## **9 TOWN AND COMMUNITY COUNCILS - CODE OF CONDUCT AND UNDERTAKINGS UPDATE REPORT**

Submitted, for information – an update report by the Customer Care Officer in relation to the above.

It was noted that all Town/Community Councils have now responded and have provided copies of their Code of Conduct and Undertakings.



**RESOLVED to note the report.**

**ACTION : None**

**10 TRAINING FOR MEMBERS AND TOWN AND COMMUNITY COUNCILS- TRAINING ON THE CODE OF CONDUCT**

**10A** Submitted – a report by the Senior HR Development Officer on the current situation with regards to member training to include progress on the Member Development Annual Plan.

The Officer reported that a total of 34 formal sessions have been organised between May and November for Elected Members since their election, these are included at Appendix 1 attached to the report. Details of all training offered/attended are recorded on Elected Members' individual personal records. As part of the commitment to support Elected Members, Personal Development Review training has been introduced and training to support this was delivered in October with the aim of completing the reviews early January 2014.

The Officer also provided a report on the recently submitted draft application for the Wales Charter for Member Support and Development. This has received satisfactory response from the WLGA although some additional information is required. These issues will be addressed and a further submission made to the WLGA in due course.

It was suggested that the Members of the Standards Committee, as part of their role in analysing Members Declaration of Interests, the element of Elected Members attendance at Training Sessions could be monitored at the same time.

**RESOLVED to note the report.**

**ACTION: That the Independent Members of the Standards Committee shall analyse attendance of Members at Training Sessions as part of their role of analysing Declaration of Interests.**

**10B** Submitted – a report by the Senior Development Officer on the training offered to Town and Community Councils and the feedback received.

The Officer provided a report on the training on the Code of Conduct delivered by One Voice Wales. Written feedback from attendees was generally positive but some concerns were expressed by members of the Standards Committee about the delivery of the training sessions.

It was suggested that some in-house training could be considered to Community Council Clerks on the Code of Conduct.

**RESOLVED to note the report.**

**ACTION :**

- **That consideration be given to in-house training for Community Council Clerks on the Code of conduct.**
- **That the Senior Development Officer provides written feedback to 'One Voice Wales' on the quality of training provided.**

**11 TOWN AND COMMUNITY COUNCILS - TRAINING ON THE CODE OF CONDUCT**

Submitted – a report by the Head of Function Council Business/Monitoring Officer in relation to the above.

The Officer reported that it is clear that there is a lack of support for the training sessions on the Code of Conduct as three sessions were arranged in September with limited attendance. It was noted that Holyhead Town Council was not included in the sessions as they have made their own arrangements with One Voice Wales.

It was suggested that the Standards Committee approach be :-

- That a letter be sent on behalf of the Committee thanking those Town/Community Council who sent 3 or more representatives to the training session. In addition, to ask that they disseminate the information to other members, given special consideration to consider declarations of interest and their registration in meetings, and also to take the opportunity to re-enforce the message on web presence.
- That a letter be sent to those Councils who sent some representatives to thank them for attending the training sessions but to express disappointment that they did not take up the full complement of places. In addition, to ask that they disseminate the information to other members, give special consideration to consider declarations of interest and their registration in meetings, and also to take the opportunity re-enforce the message on web presence.
- That a letter to the 13 Councils who did not send any representatives to the training sessions to explain the potential consequences in the event of a complaint. In addition, the Officers to write to the relevant Local Members expressing concern about non-attendance.
- All three letters to contain a request that they are put on an agenda, discussed and minuted and provide written confirmation to the Standards Committee.

**RESOLVED to note the report and recommendations as noted above.**

**ACTION :**

- **That the recommendations contained above be implemented;**
- **To recommend that a representative of the Independent Members of the Standards Committee attend the Holyhead Town Council as an observer during the training session on the Code of Conduct;**
- **That the Clerks of the Community Council be the main focus for training on the Code of Conduct at the next scheduled training sessions in the New Year.**

## **12 REVIEW OF REGISTERS**

Submitted – a report by the Solicitor-Corporate Governance in relation to the annual review of registers by the Standards Committee.

The Officer reported that it is proposed that each independent Member of the Standards Committee shall review the pre-registration of interests, declarations at meetings and Gifts and Hospitality of 6 Elected Members.

Members of the Committee considered that it would be advantages to contact Elected Members via e-mail to clarify any queries.

**RESOLVED to note the report.**

**ACTION :**

- **That the letter enclosed as Enclosure 2 to the report be approved;**
- **That 6 Elected Members be allocated to each Independent Member of the Standards Committee to review the registers;**
- **The review to be conducted between the end of January and the end of February 2014 and that the findings be reported back to the Solicitor – Corporate Governance to allow time to formulate a report to the next Standards Committee on 12 March, 2014.**

## **13 INDEPENDENT REMUNERATION PANEL CONSULTATION**

Submitted – a report by the Head of Council Business/Monitoring Officer as to the outcome of the consultation discussed at the September meeting in respect of payments to Co-Opted Members of Local Authorities.

**RESOLVED to note the contents of the correspondence from Independent Remuneration Panel for Wales.**

**ACTION : None**

**MR. MICHAEL WILSON  
CHAIR**

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**MINUTES OF A MEETING OF THE  
NORTH WALES STANDARDS COMMITTEES FORUM  
HELD AT THE GUILDHALL, WREXHAM  
ON MONDAY, 21 OCTOBER 2013**

**PRESENT:**

Isle of Anglesey	Michael Wilson - Chair Islwyn Jones – Vice Chair Lynn Ball – Monitoring Officer
Flintshire	Patricia Jones - Chair
Gwynedd	Gwilym Ellis Evans - Chair Sam Soysa – Vice Chair
Wrexham	Rob Dawson - Chair Councillor Paul Pemberton Community Councillor Geoff Edwards Trevor Coxon – Monitoring Officer Sioned Wyn Davies – Deputy Monitoring Officer Jane Johnson – Senior Committee Officer

**1 APOLOGIES**

Apologies for absence were submitted on behalf of Howie Roberts and Samuel Adams (Conwy), Ian Trigger and Rev. Wayne Roberts (Denbighshire), Gareth Owens (Flintshire), Ceri Nash (Wrexham) and Jane Eyton-Jones (Fire and Rescue Authority)

**2 WELCOME**

Mr Rob Dawson, Chair of Wrexham County Borough Council Standards Committee, welcomed those present to the first of the new style North Wales Standards Committees Forum.

**3 MINUTES**

The Minutes of the meeting of the North Wales Standards Committees Forum held on 20 May 2013 were submitted for approval.

Corrections

Page 1 – Appointment of Vice-Chair

That the references to 'Councillor Gwilym Ellis Evans' be amended to read 'Mr Gwilym Ellis Evans'

Page 6 – Indemnities for Members and Local Resolution

It was proposed that the words 'Members were advised' be deleted from the beginning of the second sentence of the first paragraph at the top of page six and that they be replaced with 'There was a view expressed .....'

**RESOLVED – That, subject to the above corrections, the Minutes of the meeting of the North Wales Standards Committees Forum held on 20 May 2013 be received and confirmed as a correct record.**

#### **4 TRAINING SESSION**

Mr Trevor Coxon, Monitoring Officer Wrexham gave a presentation on the Code of Conduct Training which he provided for Wrexham County Borough Councillors and Clerks and Town and Community Councillors in Wrexham, explaining why the training was provided, how the training was delivered with examples of materials used, the outcomes of the training which had resulted in the following benefits and drawbacks:

- Fewer complaints about Town and Community Councils
- Any complaints made fewer were upheld
- Clerks better informed and more confident
- Fewer issues for the Monitoring Officer
- Town and Community Councils more pro-active in seeking advice
- Less “fear” of the Code
- Town and Community Council Members and Clerks can view the Monitoring Officer as a cheap source of general legal advice
- Individual Town and Community Councils can make demands for personal training
- Potential conflict with advisory role to Standards Committee

During the discussion session reference was made to the following:

- Role of Standards Committee members. Committee members were invited to attend the training sessions, however, training still went ahead if none of the Committee members were able to attend as the principle of the training was to educate rather than police – prevention was better than cure.
- Problems being experienced regarding poor attendance at training events and whether the Minister should be encouraged to include a condition in the Code to make training enforceable. Mr Coxon said in Wrexham feedback received from the training events had been very positive indicating that attendees had found the events enjoyable and useful. Attendees had then informed others about how useful they had found the training. The County Borough Council had also identified Core Training which all County Borough Councillors were required to attend, one element was Code of Conduct Training, any Core Training attended by individual Members was recorded on their web page. Mr Coxon said that e-learning modules had been considered but interaction at training events was more beneficial. Training was also undertaken as soon as possible after elections as part of the induction process with refresher training being undertaken on an annual basis. The invitation letter to training could perhaps contain a reminder that the first questions asked by the Ombudsman was when the Councillor had signed up to the Code and when they had last attended training.
- Social media issues. Mr Coxon explained that Wrexham County Borough Council had adopted a protocol. This matter had not been discussed by the Standards Committee nor any work undertaken with Community Councils.

## **5 OPEN SESSION FOR ITEMS OF CURRENT INTEREST**

### **(i) Promotion of Local Democracy and Public Engagement**

Anglesey County Council's Standards Committee had requested that the Forum discuss the following paragraph, contained in a letter from Carl Sargeant AM, Minister for Housing and Regeneration, dated 28 January 2013.

'In a similar vein, principal councils are best placed to work with their community and town councils to enable the public to have access to information concerning the business of their local council and how to contact them. You will be aware that provisions to bring this in to place are included in the Local Government (Democracy) (Wales) Bill currently under consideration by the Assembly. I would like principal councils to work with their community councils to help take this forward.'

Although the issue of providing support to Town and Community Councils, with regard to their web presence was outside the remit of Standards Committees, Anglesey County Council's Standards Committee saw this development as an opportunity to enhance the awareness of Town and Community Council Members, as well as informing the public, by encouraging Town and Community Councils to include information about the Code of Conduct (which applied to their Members), how and with whom to lodge complaints and the role of local Standards Committees.

Gwynedd County Council agreed that Town and Community Councils websites should provide this additional information particularly in relation to the work of the Standards Committee and it was suggested that the public could be directed to approach Standards Committee Members if they had a complaint against a Community Councillor. Concern was raised that this may 'muddy the waters' if the complaint did go further and eventually ended up being referred to the Standards Committee by the Ombudsman.

It was also suggested that such complaints could in the first instance be referred to the Monitoring Officer to be settled under the Local Resolution Protocol/Procedure without any need for reference to the Ombudsman. The Monitoring Officer for Wrexham expressed concerns suggesting that it would be unwise for Monitoring Officers to become involved in all processes for Town and Community Councils as this could heavily dominate their time.

As many Town and Community Councils were being asked to take on additional services it was suggested that a toolkit similar to the one which had been developed for English authorities would be useful and whether One Voice Wales could develop a link to a similar toolkit on their website.

**RESOLVED – That One Voice Wales and the WLGA be encouraged to develop a similar resource along the lines of the toolkit provided for English authorities.**

### **(ii) Ombudsman Investigation Time**

Gwynedd County Council had requested that this item be placed on the agenda to enable the Forum to discuss concerns they had in relation to the time it was taking the Ombudsman to complete an investigation and that, if felt appropriate, for the Forum to make representations to the Ombudsman.



Given that there would shortly be a new Ombudsman, Anglesey County Council felt it would be more appropriate to have early discussions with the new Ombudsman, when appointed, and possibly invite the new Ombudsman to a future meeting of the Forum.

Wrexham County Borough Council had not experienced any such delays.

**RESOLVED - That these issues be raised with the new Ombudsman once appointed, rather than make representations at the current time.**

(iii) Webcasting of Standards Committees

The Forum discussed whether it would be appropriate to webcast Standards Committee meetings and there was a general consensus against this.

(iv) Delegation of Dispensations

Wrexham County Borough Council queried the process for the granting of dispensations in other authorities and whether there was any scope for this to be delegated to an Officer or representatives of the Standards Committee.

It was noted that the Guidance specifically stated dispensations could only be given by the Standards Committee.

It was reported that in Anglesey the Standards Committee had a Sub-Committee which dealt with dispensations and in Gwynedd the Standards Committee had adopted a protocol/guidelines for the granting of dispensations, which they would be happy to share with other authorities.

## **6 FEEDBACK**

There was general consensus that the new format for the Forum worked well but those present expressed their disappointment at the poor attendance.

## **7 DATE AND VENUE OF NEXT MEETING**

**RESOLVED – That the next meeting be held in January 2014, venue to be confirmed.**

(The meeting ended at 3.56pm)

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PAPUR/ENCLOSURE  
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Un Llais Cymru / One Voice Wales  
24 College Street  
Amanford  
SA18 3AF

Dear Sirs

**RE: the Standards Committee Forum North Wales (“SCFNW”)**

As you will be aware, section 55 of the Local Government (Democracy) Wales Act 2013 (currently awaiting a commencement order) indicates that community councils must make certain information available electronically on their website (to include information on their members, minutes of meetings, audits and statements of the Council’s accounts). Upon a commencement order being introduced, many community councils will have to implement a website for the first time, and will have very little or no experience on this. No doubt when it comes to the statutory requirements of the changes, you will provide assistance to Community Councils on how to update their websites. In addition to this, we believe that it would be very helpful if you could provide specific copy on the following ethical arrangements relevant to community councils:-

- (i) details on the code of conduct requirements as applicable to community councillors;
- (ii) details on how members of the public can lodge complaints against community councils; and
- (iii) information on the jurisdiction of (a) Local Authorities’ Standards’ Committee and (b) the Adjudication Panel for Wales in hearing complaints against community councils.

We suggest that the best time to produce this information would be when the commencement is introduced.

On another note, the SCFNW is also concerned by the number of complaints received by local authorities in North Wales relating to the administrative failings of Community Councils. We believe it would be very helpful to Community Councils if One Voice Wales could assist in publishing a Toolkit akin to the one which was previously provided by the Standards Board for England for community councils, a copy of which can be found here:-  
[INSERT LINK]

We have also sent a copy of this letter to the Welsh Local Government Association for their information and look forward to hearing from you as soon as possible.

Kind regards

Yours faithfully

The Chair of the North Wales Standards' Committee Forum

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**ADRAN Y DIRPRWY PRIF WEITHREDWRAIG  
DEPARTMENT OF THE DEPUTY CHIEF  
EXECUTIVE**

**LYNN BALL LL.B., (Hons.) Cyfreithiwr/Solicitor  
PENNAETH SWYDDOGAETH (BUSNES Y  
CYNGOR) / SWYDDOG MONITRO  
HEAD OF FUNCTION (COUNCIL BUSINESS) /  
MONITORING OFFICER**

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**Ein Cyf - Our Ref. AP/EC/CC-017471-AP  
Eich Cyf - Your Ref.**

Ombudsman for Wales  
1 Ffordd yr Hen Gae  
Pencoed  
CF35 5LJ

Dear Sirs

**RE: Standards Committee Isle of Anglesey County Council**

During a meeting of the Standards Committee (Anglesey) it was agreed that it would be beneficial to all standards committees across Wales if the Ombudsman could assist in providing guidance on how to decide what sanctions to provide to Councillors in breach of the Code of Conduct. In particular, the Standards Committee was of the opinion that the Ombudsman could assist by providing the following documents:

1. Comprehensive guidance on factors to be considered by the Standards Committees in deciding what sanction to issue, (to include case-studies and examples). The Adjudication Panel for Wales has issued sanctions guidance on its website setting out factors they will consider in deciding what sanctions to issue, and the standards committee feels that something set out in the same format would be helpful.
2. Copy to be provided on the Ombudsman's website setting out reported Standards Committee decisions across Wales relating to code of conduct issues. Currently, this is not available anywhere and would be of significant assistance to Standards Committees across Wales.

I look forward to hearing from you as soon as possible.

Yours sincerely

Michael Wilson  
Chairman of the Standards Committee

CC-017471-AP/201624



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**CWYNION CYFOES I AC YMHOLIADAU GAN YR OMBWDSMON – “O” -YNGLŶN Â CHYNGHORWYR CYNGOR SIR YNYS MÔN**

**UP TO DATE COMPLAINTS TO AND INVESTIGATIONS BY THE OMBUDSMAN – “O” -REGARDING ISLE OF ANGLESEY COUNTY COUNCILLORS DIWEDDARIAD / UPDATED– [X]**

**PWYLLGOR SAFONAU – 12.03.2014 – STANDARDS COMMITTEE**

Enw'r Cynghorydd Name of Councillor	Enw'r Achwynydd Name of Complainant	Cyfeirnod y Ffeil File Reference (i) Un ni/Ours (ii) "O"	Dyddiad y Gŵyn - "O" Complaint date - "O"	Disgrifiad Byr o'r Gŵyn Description of Complaint	Adrannau'r Côd Sections of the Code	Canlyniad Ymholiad "O" a'r dyddiad neu'r sefyllfa gyfredol Result of "O" Investigation and date or the current situation
1. Cynghorydd Sir / County Councillor	Prif Weithredwr / Chief Executive	(i) 017339 (ii) 201304118	29.10.13	<p>Delio gyda mater pan roedd yna fuddiant personol ac o bosib bod hwnnw wedi mynd yn fuddiant sydd yn rhagfarnu / Dealing with a matter when there was a personal interest which may then have become a prejudicial interest.</p> <p>Honnir bod y cynghorydd wedi bod yn gysylltiedig â gwerthu darn o dir yr oedd y Cyngor yn berchen arno. Dywed ef mai helpu etholwr a oedd yn ceisio prynu'r tir ydoedd, fodd bynnag, honnir bod yr etholwr â chyswllt personol agos gyda'r Cynghorydd ac o'r herwydd, mae'n bosib fod ganddo ddiddordeb personol yn unol â pharagraff 10(2)(c)(i) y Côd Ymddygiad i Aelodau ac y dylai fod wedi datgelu'r diddordeb hwnnw oherwydd mae'n debygol o fod yn ddiddordeb sy'n rhagfarnu yn unol â pharagraff 12(1).</p>	Rhan / section 10(2)(c) (i) 14(1)(a), (c), (d) and (e)	<p>17.01.2014 – Ymchwilydd "O" wedi bod yn adeiladau'r Cyngor i gynnal cyfweiliadau gyda swyddogion ac rydym yn disgwyl am ddiweddariad pellach.</p> <p>17.01.2014 – "O" investigator attended council premises to conduct interviews with officers and we await a further update.</p>

Enw'r Cynghorydd Name of Councillor	Enw'r Achwynydd Name of Complainant	Cyfeirnod y Ffeil File Reference (i) Un ni/Ours (ii) "O"	Dyddiad y Gŵyn - "O" Complaint date - "O"	Disgrifiad Byr o'r Gŵyn Description of Complaint	Adrannau'r Côd Sections of the Code	Canlyniad Ymholiad "O" a'r dyddiad neu'r sefyllfa gyfredol Result of "O" Investigation and date or the current situation
				The allegations are that the councillor was involved in the sale of land owned by the Council. He claims to have been providing assistance to a elector in attempting to purchase the land, however, it is alleged that the elector is of a close personal association to the councillor and so he may have a personal interest under paragraph 10(2)(c)(i) of the Members' Code of Conduct which should have been disclosed as it is likely to be a prejudicial interest of paragraph 12(1).		
2. Cynghorydd Sir / County Councillor	Cynghorydd Cymuned / Community Councillor	(i) 017368 (ii) 201304372	13.11.13	Dwyn anfri ar y swydd neu'r awdurdod, methiant i ddangos parch at eraill a bwlio ac achosi gofid i eraill. / Brining the office or authority into disrepute, failure to show respect for others and bullying and harassment of others.  Yr honiadau yn y mater hwn yw fod y cynghorydd wedi bwlio ac achosi gofid i'r achwynydd mewn cyfarfod o'r cyngor cymuned drwy bwyntio ati a gweiddi arni a chyflawni gweithredoedd o gamfynegiant bwriadol.	Rhan/ Section 6(1)(a) , 4 (b) & 4 (c)	23.-1.2014 - llythyr gan "O" yn cadarnhau fod ymchwiliad yn mynd rhagddo yn dilyn apêl a gyflwynwyd gan yr achwynydd yn erbyn penderfyniad gwreiddiol "O" i beidio ag ymchwilio i'r mater.  23.01.2014 - letter from "O" confirming that an investigation is underway following on from an appeal raised by complainant from "O"'s original decision not to investigate.

<b>Enw'r Cynghorydd</b> <b>Name of Councillor</b>	<b>Enw'r Achwynydd</b> <b>Name of Complainant</b>	<b>Cyfeirnod y Ffeil</b> <b>File Reference</b> <b>(i) Un ni/Ours</b> <b>(ii) "O"</b>	<b>Dyddiad y Gŵyn - "O"</b> <b>Complaint date - "O"</b>	<b>Disgrifiad Byr o'r Gŵyn</b> <b>Description of Complaint</b>	<b>Adrannau'r Côt</b> <b>Sections of the Code</b>	<b>Canlyniad Ymholiad "O" a'r dyddiad neu'r sefyllfa gyfredol</b> <b>Result of "O" Investigation and date or the current situation</b>
				<p>The allegations in this matter are that the councillor behaved towards the complainant in a bullying and harassing way at a meeting of the community council by pointing and shouting at her and committed acts of deliberate misrepresentation.</p>		

PAPUR/ENCLOSURE  
DD

COMPLAINTS TO AND INVESTIGATIONS BY THE OMBUDSMAN – “O” -REGARDING TOWN AND COMMUNITY COUNCILLORS  
Diweddariad – [x] - Update

Pwyllgor Safonau- 12 Mawrth 2014/ Standards Committee 12 March 2014

Enw'r Cynghorydd Name of Councillor	Enw'r Achwynydd Name of Complainant	Cyfeirnod y Ffeil File Reference (i) Un ni/Ours (ii) "O"	Dyddiad y Gŵyn - "O" Complaint date - "O"	Disgrifiad Byr o'r Gŵyn Short Description of Complaint	Canlyniad Ymholiad "O" a'r dyddiad neu'r sefyllfa gyfredol Result of "O" Investigation and date or the current situation	Datblygiad Pellach Further Development
Cynghorydd Cymuned / Community Councillor Llanbadrig	Cynghorydd Cymuned / Community Councillor Llanbadrig	(i) 17398 (ii) 201305202	20.11.2013	Honiad o dorri'r darpariaethau isod yn y côd ymddygiad:-  (7(a)) Ceisio sicrhau mantais.  (11(1)) Peidio â datgan diddordeb personol.  (14(1)(a)) Peidio â gadael cyfarfod petai ganddo/ganddi ddiddordeb sy'n rhagfarnu.  (4(a)) Cyfle cyfartal.  (4(b)) Parch.  (6(1)) Dwyn anfri ar enw da'r Cyngor.  (8(a)) Gwrthrychedd.  Alleged breach of the following provisions of the code of conduct:-  (7(a)) Trying to secure an advantage.  (11(1)) Not declaring a personal interest.  (14(1)(a)) Not withdrawing if having a prejudicial interest.  (4(a)) Equality of opportunity.  (4(b)) Respect.  (6(1)) Disrepute.  (8(a)) Objectivity	5.12.2013 - "O" yn mynd i ymchwilio  5.12.2013 - "O" is going to investigate	

Cynghorydd Cymuned / Community Councillor  Aberffraw	Un o'r trigolion lleol  Local resident	017525	22.01.2014	<ul style="list-style-type: none"> <li>- Diffyg gofal ac ystyriaeth o eraill</li> <li>- Lack of due care and consideration for others</li> </ul>	<p>22.01.2014 – "O" yn penderfynu a ddylid ymchwilio ai peidio.</p> <p>22.01.2014 – "O" is deciding whether to investigate.</p>	<p>"O" ddim yn mynd i ymchwilio.</p> <p>"O" is not going to investigate</p>
Cynghorydd Tref a Chymuned/Town and Community Councillor.  Caergybi Holyhead	Gŵr busnes lleol  Local businessman	017588	07.02.2014	<ul style="list-style-type: none"> <li>- Defnyddio ei swydd fel cynghorydd i'w fantais ei hun.</li> <li>- Dangos amharch ac achosi gofid mewn gohebiaeth.</li> <li>- Using his position t as councillor to his own benefit.</li> <li>- Disrespect and harassment within correspondence.</li> </ul>	<p>07.01.2014 – O yn adolygu'r papurau.</p> <p>07.01.2014 – O is reviewing papers.</p>	<p>"O" ddim yn mynd i ymchwilio.</p> <p>"O" is not going to investigate</p>

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PAPUR/ENCLOSURE  
E

# Cyngor Sir Ynys Môn / Isle of Anglesey

<b>Committee</b>	<b>Standards Committee</b>
<b>Date of Meeting</b>	<b>12 March 2014</b>
<b>Title of Report</b>	<b>Findings of the Adjudication Panel for Wales 13<sup>th</sup> December 2013 to 12<sup>th</sup> March 2014</b>
<b>Report By</b>	<b>Corporate Governance Solicitor</b>
<b>Purpose of Report</b>	<b>To provide information on the issues dealt with by the Adjudication Panel for Wales</b>

## **1.0 Introduction & Background**

The Adjudication Panel for Wales came into being as a result of the Local Government Act 2000 and has two statutory functions:-

- To form case or interim case tribunals to consider reports from the Ombudsman following the investigation of allegations that a member has failed to comply with their authority's code of conduct; and
- To consider appeals from members against the decisions of local authority standards committees that they have breached the code of conduct

This report covers decisions made by the Adjudication Panel between the 13<sup>th</sup> of December 2013 and the 12<sup>th</sup> March 2014 and is intended as a factual summary of the issues that come before the Adjudication Panel. It will not replace the report that is presented to the Committee when a complaint relating to Anglesey County Council has been before the Adjudication Panel.

## **2.0 Decisions made between 13.12.2013 and the date of this report**

22.11.13 - Cllr Michael Jones – APW/004/2012-013/AT

23.01.2013 – Cllr Aeron M Jones – APW/006/2012-013/AT

See Table below which provides a summary of the issues dealt with and the results of the above cases.

Name	Summary of Facts	Relevant provisions of Code	Decision Summary	Findings
<p><b>Former Cllr Michael Jones</b> <b>(Pentyrch Community Council)</b></p>	<p>The allegations were that Mr Jones had breached Pentyrch Community Council's Code of Conduct by:-</p> <ul style="list-style-type: none"> <li>(i) failing to show respect and consideration for others;</li> <li>(ii) using bullying behaviour and harassing another person; and,</li> <li>(iii) failing to declare personal and prejudicial interests in relation to matters before the Council.</li> </ul> <p>It was alleged that Mr Jones frequently disrupted council business by raising matters in a manner which was unclear and that his representations ignored both the standing orders and previous decisions of the</p>	<p>Breach of paragraph 4(b), 4(c), 11 (1) and 14(1) (a) of the code of conduct.</p>	<p>Whilst accepting a broad definition of "political comment" which attracts a higher level of protection against unjustified interference with a person's right to freedom of expression under Article 10 of the Human Rights Act 1998, the comments were not directed at a politician but at the clerk who is a paid employee of the Council and as such is entitled to a degree of protection from disrespectful and harassing behaviour.</p> <p>Mrs Jones on behalf of the ombudsman submitted that there are similarities here with the case of Anglesey County Councillor Durkin (disrespectful behaviour towards and bullying and harassment of council</p>	<p>Decision of standards committee upheld.</p>

Name	Summary of Facts	Relevant provisions of Code	Decision Summary	Findings
	<p>Council. This pattern of behaviour had gone on for over two years and was perceived as disrespectful, harassing and bullying towards the clerk and the chairman.</p> <p>It was also alleged that Mr Jones would consistently challenge the accuracy of minutes even though his suggested amendments had been considered and either rejected or accommodated, even if he had not actually been at the meeting.</p> <p>It was alleged that his manner in communicating with members and staff of the Community Council is vexatious, bullying and disrespectful, often containing direct criticism of the clerk's work.</p>		<p>officers).</p> <p>The Appeal Tribunal found by unanimous decision that by his actions (as found and hereinbefore set out) Mr Jones has breached paragraphs 4(b), 4(c), 11(1) and 14(1)(a) of the Code of Conduct and unanimously endorses the decision of the Standards Committee that Mr Jones should be sanctioned.</p>	
Cllr Aeron M Jones	Not available	Breach of paras 4(b) and 6(1)(a), 6(2) and 7(a) of the code of conduct	Not available	Decision of Standards Committee upheld

PAPUR/ENCLOSURE  
F

<b>Town/Community Council</b> (Letter 1)	<b>Those who sent 3 or more representatives = 5</b>
Llanerchymedd	3
Pentraeth	3
Trewalchmai	3
Llangefni Town Council	5
Llangoed & Penmon	5

<b>Town/Community Council</b> (Letter 2)	<b>Those who did send some Representatives = 21</b>
Aberffraw	2
Amlwch Town Council	2
Bodffordd	2
Bodorgan	1
Bryngwran	1
Llanbadrig	1
Llanddaniel Fab	1
Llanddyfnaan	2
Llaneilian	2
Llanfaelog	2
Llanfaethlu	1
Llanfair Mathafarn Eithaf	2
Llanfairpwll ( also a member of the Standards Committee)	1
Llanfihangelesceifiog	1
Llanidan	1
Mechell	2
Menai Bridge Town Council	2
Rhoscolyn	2
Trearddur	2
Tref Alaw	1
Valley	1

<b>Town/Community Council</b> (Letter 3)	<b>Those who Failed to Attend = 13</b>
Beaumaris Town Council	None of the dates suitable – asked if further training was to be arranged
Bodedern	Clerk was to attend but unable to do so at the last minute
Cwm Cadnant	Clerk advised that no Councillor had put name forward
Cylch y Garn	Advertising for 5 new councillors – no one available to attend – asked if further training was to be arranged
Llanddona	Clerk advised that no Councillor had put name forward
Llaneurgad	No response received
Llanfachraeth	Clerk advised that no Councillor had put name forward
Llanfair yn Neubwll	No response received
Llangristiolus	Clerk was to attend but unable to do so at the last minute
Moelfre	No response received
Penmynydd & Star	Clerk advised that no Councillor had put name forward
Rhosybol	No response received
Rhosyr	None of the dates suitable



**LYNN BALL LL.B., (Hons.)Cyfreithiwr/Solicitor  
PENNAETH SWYDDOGAETH (BUSNES Y  
CYNGOR) / SWYDDOG MONITRO  
HEAD OF FUNCTION (COUNCIL BUSINESS) /  
MONITORING OFFICER**

MICHAEL WILSON  
CHAIR OF THE STANDARDS COMMITTEE  
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Ein Cyf – Our Ref. M B/EC/CC-015794-LB  
Eich Cyf – Your Ref.

Llythyr 1 / Letter 1

10/2/2014

Annwyl

**HYFFORDDIANT CÔD YMDDYGIAD I  
AELODAU CYNGOR TREF A CHYMUNED**

Ymhellach i'r gwahoddiadau a anfonwyd allan y flwyddyn ddiwethaf mewn perthynas a Hyfforddiant Côt Ymddygiad i Aelodau Cyngor Tref a Chymuned, hoffwn ar ran y Pwyllgor Safonau, eich llongyfarch ar eich cofnod presenoldeb ardderchog yn y Cyngor a'ch cefnogaeth i'r sesiynau a gynhaliwyd gan UnLlais Cymru yn ystod haf 2013.

Bydd trefniadau ychydig yn wahanol yn cael eu cynnig y flwyddyn hon, gyda hyfforddiant yn canolbwyntio ar y Clercod; yn rhoi sylw i egwyddorion allweddol y Côt Ymddygiad, yn arbennig yr ymrwymiad i drin eraill â pharch ac ystyriaeth a'r angen i ddeall y gwahaniaeth rhwng diddordebau personol a rhagfarnus, a beth sydd angen ei ddatgan, pryd a sut.

Byddai'r Pwyllgor Safonau yn ddiolchgar iawn i chi pe gallech annog eich Clerc i fynychu'r hyfforddiant hwn ac wedi hynny byddem yn

Dear

**CODE OF CONDUCT TRAINING FOR TOWN  
AND COMMUNITY COUNCIL MEMBERS**

Further to invitations sent out last year in relation to Code of Conduct training for Town and Community Council Members I would like, on behalf of the Standards Committee, to congratulate you on your Council's excellent attendance record and support for the sessions conducted by One Voice Wales during the summer of 2013.

This year there will be slightly different arrangements offered, with training to be focused on the Clerks; concentrating on the key principles of the Code of Conduct, especially the obligation to treat others with respect and consideration and the need to understand the distinction between personal and prejudicial interests, and what needs to be declared, when and how.

The Standards Committee would be most grateful if you would encourage your Clerc to attend this training and thereafter we

would request that the Clerks share the

gofyn i'r Clercod rannu'r hyfforddiant y maent wedi ei dderbyn gyda rhai eraill ar eu Cyngor/Cynghorau.

training which they have received with others on their Council/s.

Bydd y Pwyllgor Safonau yn ysgrifennu i chi yn y man mewn perthynas â'r hyfforddiant arfaethedig hwn.

The Standards Committee will write to you in due course in relation to this proposed training.

Er mwyn ein helpu gyda darparu hyfforddiant y flwyddyn hon, byddem yn ddiolchgar iawn i chi pe gallech ddod yn ôl atom gydag unrhyw awgrymiadau all fod gennych ar unrhyw faterion, yn cynnwys y Côd, y byddech yn hoffi i ni roi sylw iddynt yn benodol yn yr hyfforddiant . Os oes gennych unrhyw awgrymiadau byddem yn hoffi clywed gennych erbyn 30 Mai 2014.

To assist us with the provision of this year's training, we would be very grateful if you could come back to us with any suggestions you may have, on any issues involving the Code, which you would like us to address specifically in the training. If you have any suggestions we would be grateful to hear from you by the 30<sup>th</sup> May 2014.

Edrychwn ymlaen i dderbyn eich cefnogaeth barhaol.

We look forward to receiving your continued support.

Unwaith yn rhagor, llawer o ddiolch

Once again many thanks

Yr eiddoch yn gywir

Yours sincerely

Michael Wilson

Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

**LYNN BALL LL.B., (Hons.) Cyfreithiwr/Solicitor  
PENNAETH SWYDDOGAETH (BUSNES Y  
CYNGOR) / SWYDDOG MONITRO  
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**Ein Cyf – Our Ref. AP/EC/CC-015794-LB  
Eich Cyf – Your Ref.**

Llythyr 2 / Letter 2

12/2/2014

Annwyl

Dear

**HYFFORDDIANT AR Y CÔD YMDDYGIAD  
I AELODAU CYNGOR TREF A  
CHYMUNED**

**CODE OF CONDUCT TRAINING FOR  
TOWN AND COMMUNITY COUNCIL  
MEMBERS**

Mae Pwyllgor Safonau'r Cyngor Sir wedi gofyn i mi ysgrifennu atoch ymhellach ynglŷn â gwahoddiadau a anfonwyd i chi y flwyddyn ddiwethaf, yn cynnig hyfforddiant ar y Côt Ymddygiad i Aelodau Cynghorau Cymuned. Trefnwyd y sesiynau hyfforddi gan y Pwyllgor Safonau a darperir hwy gan Un Llais Cymru.

The County Council's Standards Committee has asked me to write to you further about invitations sent out last year, offering Code of Conduct training for Community Council Members. The training sessions were arranged by the Standards Committee and provided by One Voice Wales.

Bu'r Pwyllgor Safonau yn ddiweddar yn adolygu presenoldeb yn y sesiynau hyfforddi ac roeddent yn siomedig i nodi bod eich Cyngor, tra'n darparu peth presenoldeb yn yr hyfforddiant, heb gymryd y tri lle oedd yn cael eu cynnig.

The Standards Committee recently reviewed attendance at the training sessions and were disappointed to note that your Council, while providing some attendance at the training, did not take up the three places offered.

Mae hyfforddiant ar y Côt Ymddygiad o fudd i'r holl Aelodau ac y mae'n rhaid iddynt, fel yr ydych yn gwybod, gadw at y Cod wrth gyflawni eu rôl fel Cynghorwyr.

Training on the Code of Conduct is beneficial to all Members who, as you know, are required to abide by the Code in conducting their role as Councillors.

Weithiau bydd Ombwdsmon Gwasanaethau Cyhoeddus Cymru (OGCC) yn cynnal ymchwiliadau i ymddygiad Aelodau

The Public Services Ombudsman for Wales (PSOW) sometimes carries out investigations into the conduct of

Cynghorau Cymuned ac un ffactor y bydd yn aml iawn yn ei gymryd i ystyriaeth wrth benderfynu a fydd yn dilyn cwynion hyd at roi cosb, yw ymrwymiad Aelod i hyfforddiant ar y Cod Ymddygiad.

Yn ychwanegol, mae'n debyg y byddwch yn gwybod y bydd yna yn fuan ofyniad statudol i bob Cyngor Cymuned fod â phresenoldeb ar y we. Mae Fforwm Pwyllgorau Safonau Gogledd Cymru, sy'n cynnwys cynrychiolwyr o bob un o Bwyllgorau Safonau Gogledd Cymru, sydd hefyd ag awdurdodaeth dros Gynghorau Sir a Chynghorau Tref a Chymuned, yn ysgrifennu at Gymdeithas Llywodraeth Leol Cymru ac Un Llais Cymru gyda chais bod gwefannau pob Cyngor Cymuned yn cynnwys gwybodaeth safonol ynglŷn â materion yn ymwneud â'r Côt Ymddygiad a rôl y Pwyllgor Safonau a'r OGCC. Mae hyn yn debyg o arwain at gynnydd mewn sgrwtini gan y cyhoedd ar gydymffurfiaeth Aelodau â'r Côt.

Er mwyn sicrhau bod Aelodau Cynghorau Cymuned wedi eu paratoi'n dda, y flwyddyn hon fe fydd trefniadau hyfforddi gwahanol yn cael eu cynnig, gyda sesiynau hyfforddi wedi eu llunio ar gyfer Clercod Cynghorau Cymunedol; yn canolbwyntio ar egwyddorion allweddol y Côt Ymddygiad, yn arbennig agweddau cyfreithiol yr ymrwymiad i drin eraill â pharch ac ystyriaeth a'r angen i ddeall y gwahaniaeth rhwng diddordebau personol a rhagfarnus, a beth sydd angen ei ddatgan, pryd a sut.

Byddai'r Pwyllgor Safonau yn ddiolchgar pe gallech annog eich Clerc i fynychu'r hyfforddiant hwn ac wedi hynny byddem yn gofyn i'r Clercod rannu'r hyfforddiant y maent wedi ei dderbyn gydag eraill ar eu Cyngor/au.

Bydd y Pwyllgor Safonau yn ysgrifennu atoch yn y man mewn perthynas â'r hyfforddiant arfaethedig hwn ac er mwyn ein helpu, rydym yn gofyn i chi anfon yn ôl atom gydag unrhyw awgrymiadau fydd gennych, ar unrhyw faterion arbennig sy'n ymwneud â'r Côt, ac y byddech yn hoffi i ni roi sylw

Community Council Members and a factor which he often takes into consideration, in deciding whether to pursue complaints to sanction, is a Member's commitment to Code of Conduct training.

In addition, you will probably be aware that there will soon be a statutory requirement for all Community Councils to have a web presence. The North Wales Standards Committee Forum, which includes representatives of all the North Wales Standards Committees, who have jurisdiction over County Councils and Town and Community Councils, is writing to the WLGA and One Voice Wales to request that all Community Council websites include standard information regarding matters concerning the Code of Conduct and the role of the Standards Committee and the PSOW. This is likely to lead to an increase in scrutiny by the public of Members' compliance with the Code.

To ensure that Community Council Members are well prepared, this year there will be different training arrangements offered, with training sessions devised for Community Council Clerks; concentrating on the key principles of the Code of Conduct, especially the legal aspects of the obligation to treat others with respect and consideration and the need to understand the distinction between personal and prejudicial interests, and what needs to be declared, when and how.

The Standards Committee would be grateful if you would encourage your Clerk to attend this training and thereafter we would request that the Clerks share the training which they have received with others on their Council/s.

The Standards Committee will write to you in due course in relation to this proposed training and to assist us, we ask that you come back to us with any suggestions that you may have, on any particular issues involving the Code, which you would like us to address in the training. It would be

iddynt yn yr hyfforddiant. Byddai o gymorth i ni glywed gennych gyda'ch awgrymiadau erbyn 30 Mai, 2014.

Er mwyn sicrhau bod Aelodau eich Cyngor Cymuned yn rhoi ystyriaeth ddyledus i'r hyfforddiant hwn, rydym am ofyn i chi roi'r llythyr hwn ar raglen y cyfarfod nesaf o'ch Cyngor Cymuned, i'w drafod. Byddwn hefyd yn gofyn i chi anfon copi o'r eitem ar y rhaglen a'r cofnodion i mi d/o Swyddog Monitro'r Cyngor fel a ganlyn: -

Miss Lynn Ball, Pennaeth Swyddogaeth Cyfreithiol a Gweinyddu/Swyddog Monitro, Cyngor Sir Ynys Môn, Swyddfeydd y Cyngor, Llangefni, Ynys Môn LL77 7TW.

Edrychaf ymlaen i glywed gennych.

Cofion gorau,

Yr eiddoch yn gywir

helpful to hear from you with your suggestions by the 30<sup>th</sup> May 2014.

To ensure that your Community Council Members give due consideration to this training issue, we would also ask that you place this letter on the agenda of the next meeting of your Community Council, for discussion. I would also request that you send a copy of the agenda item and minutes to me c/o the Council's Monitoring Officer whose details are:-

Miss Lynn Ball, Head of Function Legal and Administration/Monitoring Officer, Isle of Anglesey County Council, Council Offices, Llangefni, Anglesey LL77 7TW.

I look forward to hearing from you.

Kind regards,

Yours sincerely

Michael Wilson

Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

**ADRAN Y DIRPRWY PRIF WEITHREDWRAIG  
DEPARTMENT OF THE DEPUTY CHIEF  
EXECUTIVE**

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PENNAETH SWYDDOGAETH (BUSNES Y  
CYNGOR) / SWYDDOG MONITRO  
HEAD OF FUNCTION (COUNCIL BUSINESS) /  
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Llythyr 3 / Letter 3

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**Ein Cyf - Our Ref. LB/MWJ/CC-015794-LB  
Eich Cyf - Your Ref.**

Annwyl

Dear

**HYFFORDDIANT AR Y CÔD YMDDYGIAD I AELODAU CYNGOR TREF A CHYMUNED** **CODE OF CONDUCT TRAINING FOR TOWN AND COMMUNITY COUNCIL MEMBERS**

Mae Pwyllgor Safonau'r Cyngor Sir wedi gofyn i mi ysgrifennu atoch ymhellach ynglŷn â gwahoddiadau a anfonwyd i chi y flwyddyn ddiwethaf, yn cynnig hyfforddiant ar y Côd Ymddygiad i Aelodau Cynghorau Cymuned. Trefnwyd y sesiynau hyfforddi gan y Pwyllgor Safonau a darperir hwy gan Un Llais Cymru.

The County Council's Standards Committee has asked me to write to you further about invitations sent out last year, offering Code of Conduct training for Community Council Members. The training sessions were arranged by the Standards Committee and provided by One Voice Wales.

Bu'r Pwyllgor Safonau yn ddiweddar yn adolygu presenoldeb yn y sesiynau hyfforddi ac roeddent yn siomedig i nodi bod eich Cyngor, heb anfon unrhyw aelod i'r hyfforddiant.

The Standards Committee recently reviewed attendance at the training sessions and were disappointed to note that your Council, failed to provide any attendees for the training.

Mae hyfforddiant ar y Côd Ymddygiad o fudd i'r holl Aelodau ac y mae'n rhaid iddynt, fel yr ydych yn gwybod, gadw at y Cod wrth gyflawni eu rôl fel Cynghorwyr.

Training on the Code of Conduct is beneficial to all Members who, as you know, are required to abide by the Code in conducting their role as Councillors.

Weithiau bydd Ombwdsmon Gwasanaethau Cyhoeddus Cymru (OGCC) yn cynnal

The Public Services Ombudsman for Wales (PSOW) sometimes carries out

ymchwiliadau i ymddygiad Aelodau Cyngorau Cymuned ac un ffactor y bydd yn aml iawn yn ei gymryd i ystyriaeth wrth benderfynu a fydd yn dilyn cwynion hyd at roi cosb, yw ymrwymiad Aelod i hyfforddiant ar y Cod Ymddygiad.

Yn ychwanegol, mae'n debyg y byddwch yn gwybod y bydd yna yn fuan ofyniad statudol i bob Cyngor Cymuned fod â phresenoldeb ar y we. Mae Fforwm Pwyllgorau Safonau Gogledd Cymru, sy'n cynnwys cynrychiolwyr o bob un o Bwyllgorau Safonau Gogledd Cymru, sydd hefyd ag awdurdodaeth dros Gyngorau Sir a Chyngorau Tref a Chymuned, yn ysgrifennu at Gymdeithas Llywodraeth Leol Cymru ac Un Llais Cymru gyda chais bod gwefannau pob Cyngor Cymuned yn cynnwys gwybodaeth safonol ynglŷn â materion yn ymwneud â'r Côt Ymddygiad a rôl y Pwyllgor Safonau a'r OGCC. Mae hyn yn debyg o arwain at gynnydd mewn sgrwtini gan y cyhoedd ar gydymffurfiaeth Aelodau â'r Côt.

Er mwyn sicrhau bod Aelodau Cyngorau Cymuned wedi eu paratoi'n dda, y flwyddyn hon fe fydd trefniadau hyfforddi gwahanol yn cael eu cynnig, gyda sesiynau hyfforddi wedi eu llunio ar gyfer Clercod Cyngorau Cymunedol; yn canolbwyntio ar egwyddorion allweddol y Côt Ymddygiad, yn arbennig agweddau cyfreithiol yr ymrwymiad i drin eraill â pharch ac ystyriaeth a'r angen i ddeall y gwahaniaeth rhwng diddordebau personol a rhagfarnus, a beth sydd angen ei ddatgan, pryd a sut.

Byddai'r Pwyllgor Safonau yn ddiolchgar pe gallech annog eich Clerc i fynyachu'r hyfforddiant hwn ac wedi hynny byddem yn gofyn i'r Clercod rannu'r hyfforddiant y maent wedi ei dderbyn gydag eraill ar eu Cyngor/au.

Bydd y Pwyllgor Safonau yn ysgrifennu atoch yn y man mewn perthynas â'r hyfforddiant arfaethedig hwn ac er mwyn ein

investigations into the conduct of Community Council Members and a factor which he often takes into consideration, in deciding whether to pursue complaints to sanction, is a Member's commitment to Code of Conduct training.

In addition, you will probably be aware that there will soon be a statutory requirement for all Community Councils to have a web presence. The North Wales Standards Committee Forum, which includes representatives of all the North Wales Standards Committees, who have jurisdiction over County Councils and Town and Community Councils, is writing to the WLGA and One Voice Wales to request that all Community Council websites include standard information regarding matters concerning the Code of Conduct and the role of the Standards Committee and the PSOW. This is likely to lead to an increase in scrutiny by the public of Members' compliance with the Code.

To ensure that Community Council Members are well prepared, this year there will be different training arrangements offered, with training sessions devised for Community Council Clerks; concentrating on the key principles of the Code of Conduct, especially the legal aspects of the obligation to treat others with respect and consideration and the need to understand the distinction between personal and prejudicial interests, and what needs to be declared, when and how.

The Standards Committee would be grateful if you would encourage your Clerk to attend this training and thereafter we would request that the Clerks share the training which they have received with others on their Council/s.

The Standards Committee will write to you in due course in relation to this proposed training and to assist us, we ask that you

helpu, rydym yn gofyn i chi anfon yn ôl atom gydag unrhyw awgrymiadau fydd gennych, ar unrhyw faterion arbennig sy'n ymwneud â'r Côd, ac y byddech yn hoffi i ni roi sylw iddynt yn yr hyfforddiant. Byddai o gymorth i ni glywed gennych gyda'ch awgrymiadau erbyn 30 Mehefin, 2014.

Er mwyn sicrhau bod Aelodau eich Cyngor Cymuned yn rhoi ystyriaeth ddyledus i'r hyfforddiant hwn, rydym am ofyn i chi roi'r llythyr hwn ar raglen y cyfarfod nesaf o'ch Cyngor Cymuned, i'w drafod. Byddwn hefyd yn gofyn i chi anfon copi o'r eitem ar y rhaglen a'r cofnodion i mi d/o Swyddog Monitro'r Cyngor fel a ganlyn: -

Miss Lynn Ball, Pennaeth Swyddogaeth Cyfreithiol a Gweinyddu/Swyddog Monitro, Cyngor Sir Ynys Môn, Swyddfeydd y Cyngor, Llangefni, Ynys Môn LL77 7TW.

Edrychaf ymlaen i glywed gennych.

Cofion gorau,

Yr eiddoch yn gywir

come back to us with any suggestions that you may have, on any particular issues involving the Code, which you would like us to address in the training. It would be helpful to hear from you with your suggestions by the 30<sup>th</sup> June 2014.

To ensure that your Community Council Members give due consideration to this training issue, we would also ask that you place this letter on the agenda of the next meeting of your Community Council, for discussion. I would also request that you send a copy of the agenda item and minutes to me c/o the Council's Monitoring Officer whose details are:-

Miss Lynn Ball, Head of Function Legal and Administration/Monitoring Officer, Isle of Anglesey County Council, Council Offices, Llangefni, Anglesey LL77 7TW.

I look forward to hearing from you.

Kind regards,

Yours sincerely

Michael Wilson

Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee



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## **Framework Pro forma for a Personal Development Review.**

**Please complete this pro forma and bring it to the meeting, this form is confidential to you and the person who is conducting your review except for the final sheet which will be used by member support officers for your personal development plan and to prioritise activities for the Authority's training programme.**

**1. What are my current roles and responsibilities?** (e.g. the council executive/cabinet portfolio, overview and scrutiny member, chair, member of a statutory committee such as planning, licensing etc. In the community, ward member/community leader)

**2. What specific tasks do I need to achieve this year?  
What do I plan to do? By when?**

**3. What do I need to know about and be able to do to undertake my role and deliver my plans?** (Your role description, person specification and the member development framework/ questionnaire may help you here)

**4. What aspects of my role am I confident in?**

**5. Where am I less confident?**

**6. What might prevent me from undertaking my role effectively?** (consider any personal, organisational or political issues which might be a barrier to success)

**7. What learning and development have I undertaken this year?**

**8. What have I learned and been able to achieve as a result of this learning and development?**

**9. What additional learning and development would be useful, use the table below.**

<b>Areas that I would like to develop are:</b>	<b>Preferred method of development (e.g. visits to other authorities, peer networking, practical workshops, e learning etc.)</b>
Skills (e.g. meeting management, questioning techniques, media interviews,	
Knowledge (e.g. the code of conduct, equalities, the planning process, local policy etc.)	

**10. As part of your Personal Development, would being mentored be of value to you? If yes, please expand.**

**My learning and development needs for this year (please discuss this section of your pro forma with your member support officer, it will be used to create development plans and training programmes)**

<b>Area for Development</b>	<b>How</b>	<b>Priority</b>
<i>example How to Chair scrutiny meetings effectively</i>	<i>I'd like to observe meetings in other authorities A workshop on chairing skills would be handy I'd like to receive some written guidance for scrutiny chairs</i>	1
<i>example Understanding of the planning system to answer constituents enquiries</i>	<i>A workshop on all the planning basics would be useful A meeting with planning officers on specific issues raised by people in my community about planning permission</i>	3
<i>example Local Government Finance, how do I contribute to the budget setting process?</i>	<i>I'd like to have discussions with finance officers and some mentoring from Cabinet member for Finance and Resources as this is an area I'd like to move into.</i>	2
<i>example Training in the use of social media</i>	<i>A meeting with someone who can explain how to use Twitter safely to publicise what I do and encourage the public to contact me.</i>	4

**My evaluation of the training I have already received**

<b>Training undertaken</b>	<b>What difference has this made to the way I work as a member</b>
<i>example Council induction programme on the work of the council and who's who.</i>	<i>Has given me a good refresher of how the council operates which has enabled me to explain this to people attending my surgeries and know who the appropriate officers are to speak to. It also highlighted areas where I need further training.</i>
<i>example media skills training</i>	<i>Helped me represent the council more effectively at a radio interview last week</i>
<i>example attended the Leadership Academy</i>	<i>Helped me understand my own leadership style and how it differs from other I am now working more effectively with other Cabinet members I also had help on a personal leadership challenge.</i>

## **Example Guidance for Members Conducting Reviews (Interviewers)**

Before conducting your review(s) you may find it useful to consider the following guidance:

### **Purpose of the Review**

The purpose of your meeting will be to provide your interviewee with an opportunity to review their role generally, identify any specific tasks for the year ahead, consider the areas where they feel confident and identify areas where they will be more challenged and may need support and development. Their learning and development needs together with the usefulness or otherwise of previous development will then be fed back to member support officers to create development programmes.

### **Preparation**

You may want to familiarise yourself with the role description of the person whose review you are conducting and consider some of the questions that you will ask to help the interviewee explore their role and needs. Although Member support and training officers will provide full information to all members, you may wish to re-familiarise yourself with the training, development and support that might be available to members in your authority. Your interviewee will contact you to plan a time and place convenient to you both where you can have a confidential undisturbed conversation. The meeting should take no longer than an hour and a half.

### **Undertaking the Review**

Please remember that the conversation you have with your interviewee needs to be kept confidential to yourselves.

Your role is to help the interviewee consider his/her role/contribution, strengths/weaknesses and training needs. You should act as an objective sounding board in this exploration.

Your role is not to give your own feedback on the performance of your colleague.

Use the pro forma as a basis for your discussions

It is the responsibility of the interviewee to undertake any actions resulting from the conversation, keep any documentation and discuss any emerging development needs with member support officers

Any additional support required from the authority may also be identified and fed into the organisation as appropriate.

## **Guidance for Members Being Interviewed**

Before undertaking your review you may find it useful to consider the following guidance:

### **Purpose of the Review**

The purpose of your meeting will be to provide you with an opportunity to review your role generally, consider any specific tasks for the year ahead, consider the areas where you feel confident and identify areas that you might find challenging and may need support and development. You will have an opportunity to identify learning and development needs which you will then be able to feed back to member support officers to organise development programmes. You can also review the usefulness of training that you have already received.

### **Preparation**

Before your meeting you will need to complete the pro forma. This will help you to think about your role, specific tasks for this year and any support that you might need. You'll also find it useful to review your role description, person specification and the member development framework/questionnaire.

Make contact with your interviewer and plan a time and place convenient to you both where you can have a confidential undisturbed conversation.

### **Undertaking the Review**

Please remember that the conversation you have with your interviewer needs to be kept confidential to yourselves.

Use the pro forma as a basis for your discussions

Your interviewer will help you consider your role/contribution, strengths/weaknesses and training needs. They will act as an objective sounding board in this conversation.

Their role is not to give their own feedback on your performance.

Please note that it is your responsibility to undertake any actions resulting from the conversation, keep any documentation and discuss any emerging development needs with member support officers.

Any additional support required from the authority may also be identified and fed into the organisation as appropriate.

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## Review of registers – summary of findings

<u>The Standing Register</u>	<u>The Register of Declarations at meetings</u>	<u>Register of Gifts and Hospitality</u>	<u>Training Record</u>
<ol style="list-style-type: none"> <li>1. Many examples of school governor status not being declared as a personal interest.</li> <li>2. Councillors not providing enough detail on land interests in 1.6. This needs to be more detailed and if there are no land interests this should be declared as “none or no interest”. There may be a lack of understanding amongst councillors as to what a land interest is.</li> <li>3. Abbreviations of outside bodies, charities and associations used which are unclear. Members should provide the full name and address of the body/charity of which they are a member.</li> <li>4. Not enough detail being provided on business activities involved in – descriptions need to be provided of the type of business being undertaken.</li> <li>5. It would help if a section was included in the standing register section of the internet which stated the date it was</li> </ol>	<ol style="list-style-type: none"> <li>1. Numerous examples of paper form being disclosed in meetings but not being updated online. Is this an issue with the officer’s processing the information?</li> <li>2. Confusion as to what is personal and prejudicial still continuing.</li> <li>3. Examples of members ticking box to say they have an interest but then no detail on the interest being provided. Is this because they are unsure?</li> <li>4. Not enough detail being provided on what the personal and prejudicial interests are.</li> <li>5. Confusion on prejudicial interest and what it is – especially when talking about family and friends.</li> <li>6. Should guidance be provided by committee chairs to members?</li> <li>7. Lack of care being shown by the councillors in filling in the forms with numerous errors and failure to complete the forms in full.</li> <li>8. Members are still not</li> </ol>	<ol style="list-style-type: none"> <li>1. Website says that there are no gifts and hospitality as the site has not being updated with the detail provided on hard copies. Should this be changed to take it down, or say “not yet available” instead?</li> <li>2. Should the £20 threshold be removed to encourage more disclosures?</li> <li>3. Definition of “hospitality” should be reviewed and members need to be educated on what this means. E.g., is going to a presentation by an outside body where food is provided hospitality?</li> <li>4. It would be beneficial if these could be completed on-line as this would provide more transparency – currently the public has no interactive access to the register.</li> <li>5. Still very few disclosures being made.</li> <li>6. Members would benefit from guidance on when to record gifts and hospitality and to be reminded that completing the forms will assist in reducing</li> </ol>	<ol style="list-style-type: none"> <li>1. Suggest training records are kept for co-opted member members;</li> <li>2. Can training records be placed online?</li> <li>3. Some members of the audit committee had not attended audit committee training.</li> <li>4. Quite a few members who have not attended the register of interest training.</li> <li>5. This part of the webpage is not bilingual.</li> <li>6. Records should be updated to show how many training sessions the members were actually invited to attend.</li> <li>7. Value of the gifts and hospitality received should be indicated.</li> </ol>

<p>last updated.</p> <ol style="list-style-type: none"> <li>6. List of outside bodies and school governors needs to include appointment dates.</li> <li>7. There are still anomalies between membership of outside bodies, as recorded by the council, and those declared.</li> <li>8. Can the list of outside bodies be made simpler by listing the name of each councillor and the body to which they have been appointed to in list format?</li> <li>9. Recommend that all unused boxes in the standing register should be struck through or completed with “nil” or “no”.</li> </ol>	<p>providing enough information about what the interest is and how it relates to agenda items.</p> <ol style="list-style-type: none"> <li>9. No changes needed to the forms – the councillors just need to take more care in filling the forms in.</li> <li>10. Suggested that the committee chair should hand forms back if they are incomplete.</li> <li>11. Some councillors are still completing old forms. Councillors should be told to destroy old forms and committee chairs should be told not to accept</li> <li>12. Examples of prejudicial interest being shown on the English web-version but not the Welsh. Both versions should be the same.</li> <li>13. Numerous boxes which state things such as “members are required to tick one box etc.” are just being ignored.</li> <li>14. More guidance on the difference between personal and prejudicial interest would be useful.</li> </ol>	<p>complaints.</p>	
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<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>NAME OF COMMITTEE:</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>DATE OF MEETING:</b>	<b>30 JANUARY 2014</b>
<b>TITLE:</b>	<b>WEBCASTING OF MEETINGS AND REMOTE ATTENDANCE</b>
<b>PURPOSE OF REPORT:</b>	<b>TO REPORT ON PROGRESS IN RELATION TO WEBCASTING AND REMOTE ATTENDANCE</b>
<b>AUTHOR:</b>	<b>INTERIM HEAD OF DEMOCRATIC SERVICES</b>

## 1.0 Background

1.1 Members will recall that a report setting out the context and proposals for webcasting of meetings and remote attendance was considered by this Committee on the 1<sup>st</sup> October 2013. The Committee resolved to recommend to the Council as follows:

*‘To proceed with the webcasting of meetings for a two year pilot period in order to utilise the Welsh Government funding;*

*That the full County Council, the Executive and the Planning and Orders Committee to be webcasted as part of the pilot;*

*To authorise the Interim Head of Democratic Services and the ICT Manager to procure the necessary equipment based on a hosted solution;*

*To note the position in relation to remote access as detailed in the report.”*

1.2 The County Council resolved on the 10<sup>th</sup> October to proceed with the webcasting of meetings for a 2 year pilot.

1.3 Following a competitive tendering process an externally hosted webcasting solution has been awarded. This will be managed by Public-i. The agreement is based on the broadcasting of a maximum of 90 hours per year of meetings agreed as part of the pilot. There may be scope during the pilot to webcast other meetings of public interest to utilise the maximum hours available, should this be necessary.

## 2.0 Project Schedule

2.1 Before going live the system will need to be properly trialled to ensure familiarisation by Members and staff. The Company will be providing training and on-going support to the Council. Staff from Democratic Services will provide necessary support. Technical and project management support is provided by ICT.

The following timetable for implementation is proposed:-

Task	Due Date
Installation of equipment in Council Chamber	18 -22 February
Training for Members and Staff on the Public-i Webcasting solution	Scheduled for w/c 24 February
System fully operational	Scheduled for w/c 3 March

2.2 It is proposed to commence the pilot with the webcasting of the Executive on the 17<sup>th</sup> March 2014 with other meetings to follow.

## 3.0 Remote Attendance

3.1 Final guidance on remote attendance is expected to be issued this month by Welsh Government. This will need to be reported to the Executive and Council taking into account changes required to the Constitution.

## 4.0 Recommendations

- i) To note progress as detailed in this report on the broadcasting of meetings to commence in March 2014 (para 2.2)
- ii) To note the current position in relation to remote attendance (Para 3.1).

**Huw Jones**  
**Interim Head of Democratic Services**  
**21/01/14**

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